4745.4/v.1

DLAM 4745.4
VOLUME I

NEWARK PUBLIC LIBRARY
NOV 8 1982
U. S. GOVT. PUBS.
DEPOSITORY 376

DEPARTMENT OF DEFENSE

**DEFENSE
LOGISTICS
AGENCY**

APCAPS ADP DOCUMENTATION MANUAL

Cameron Station
Alexandria, Virginia
22314

APCAPS ADP SPECIFICATIONS

READEX
FICHE

OCTOBER 1982

D7.6/8:

DEFENSE LOGISTICS AGENCY
SYSTEMS AUTOMATION CENTER
P.O. BOX P1605
COLUMBUS, OHIO 43216

DSAC

1 Oct 82

FOREWORD

This manual provides standard documentation to facilitate understanding the operation of the automatic data processing portion of the Automated Payroll, Cost and Personnel System (APCAPS).

This manual has been automated and is being published as an official document. The structure has been changed to conform to publication standards; i.e., volume, part, chapter, section and paragraphing. Where possible, forms have been eliminated and the information typed.

The DLA Systems Automation Center is responsible for the preparation of this manual. Users of this publication are encouraged to submit recommended changes and comments to improve the publication through channels to DLA Systems Automation Center, ATTN: DSAC-BB, P.O. Box P1605, Columbus, OH 43216.

BY ORDER OF THE DIRECTOR

DRCooper
D. R. COOPER
Captain, SC, USN
Commander

DISTRIBUTION:
3

This DLAM supersedes DLAM 4745.4 and changes 1 through 22.

APCAPS ADP DOCUMENTATION MANUAL

MANUAL INDEX

VOL	PART	CHAP	DESCRIPTION
I			APCAPS ADP SPECIFICATIONS
	1		INTRODUCTION
		1	Administrative Information
		2	Description of Hardware
		3	Description of System
		4	Glossary of Terms
	2		DATA FORMATS
		1	General
		2	System Input
		3	Payroll System Files
		4	Cost/Performance System Files
		5	Personnel Management System Files
		6	System Output
	3		SYSTEM SUPPORT AND CONTROL
		1	Sequence of Operations
		2	File Retention
		3	System Operations
		4	Administrative Procedures
		5	Technical Program Support
	4		PAYROLL SUBSYSTEM
		1	Payroll Subsystem Summary
		2	File Maintenance - UPAA0000
		3	Payroll Processing - UPAB0000
		4	Bonds - UPAC0000
		5	Payroll Period Reports - UPAD0000
		6	Quarterly Reports - UPAE0000
		7	History File Update - UPAF0000
		8	Earnings and Retirement - UPAG0000
		9	RCS: 0197-OPM-AN Maintenance and Reporting - UPAH0000
	5		COST/PERFORMANCE SUBSYSTEM
		1	Cost/Performance Subsystem Summary
		2	Cost Master Processing - UPCA0000
		3	Manpower Processing - UPCB0000
		4	Summary History Reconciliation - UPCC0000
		5	Periodic Cost/Performance Reruns - UPCD0000
		6	Monthly Cost/Performance Reporting - UPCE0000

VOL	PART	CHAP	DESCRIPTION
	6		PERSONNEL MANAGEMENT SUBSYSTEM
		1	Personnel Management Subsystem Summary
		2	Unique Data File Maintenance - UPEA0000
		3	Personnel Management Processing - UPEC0000
		4	Personnel Management Reports - UPED0000
		5	Personnel Actions - UPEE0000
		6	Personnel History Maintenance - UPEF0000
		7	Special Personnel Reports - UPEG0000
		8	Special Personnel/Comptroller Reports - UPEM0000

VOLUME I APCAPS ADP SPECIFICATIONS

PART 1 INTRODUCTION

CHAPTER 1 ADMINISTRATIVE INFORMATION

CHAPTER TABLE OF CONTENTS

SECT	DESCRIPTION	PAGE
1	GENERAL	
1.1	Purpose and Scope	I-1-1-1
1.2	General	I-1-1-1
1.3	Maintenance of the Manual	I-1-1-1

VOLUME I APCAPS ADP SPECIFICATIONS

PART I INTRODUCTION

CHAPTER 1 ADMINISTRATIVE INFORMATION

SECTION 1 GENERAL

1.1 PURPOSE AND SCOPE

a. Purpose:

This manual portrays the Automated Payroll, Cost and Personnel System (APCAPS) as designed and developed by the Defense Logistics Agency (DLA) under the Uniform Automatic Data Processing System (UADPS) program concept. It provides information necessary for DLA field activities to operate the mechanized portion of the APCAP System.

b. Scope:

This manual is data systems oriented in that it describes the computer applications and programs within the APCAP System and is applicable to all DLA Centers/Depots and Defense Contract Administration Services Regions (DCASRs).

1.2 GENERAL

a. The composition of this manual is in accordance with DLA Regulation 4730.2, Automatic Data Processing System Documentation, dated 30 April 1969. Technical Guidance pertaining to the IBM System 360, e.g., utility and support programs, operating system, etc., are documented in DLAH 4740.1, Analyst's and Programmer's Handbook (DRAFT) and will not be repeated in this manual. Reference will be made in this manual to DLAH 4740.1, when applicable.

b. Modifications to the contents of this manual will be made only by DLA Systems Automation Center (DSAC).

1.3 MAINTENANCE OF THE MANUAL

a. Responsibilities:

(1) DSAC is responsible for the development and maintenance of this manual. Modifications to the contents will be prepared by DSAC and disseminated to applicable DLA Centers/Depots and DCASRs.

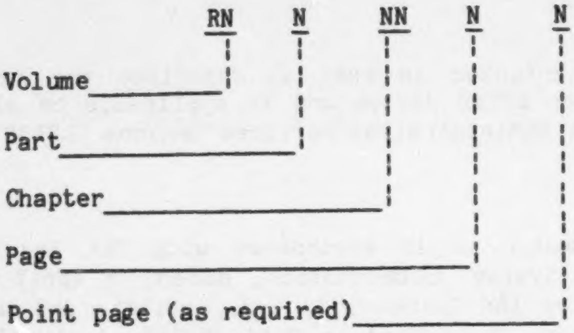
(2) DLA Center/Depots and DCASRs are responsible for adhering to the contents of this manual and updating all copies of the manual they maintain upon receipt of changes from DSAC. One copy of this manual will be maintained as a "Master Copy" in the sequence shown in the table of contents. Remaining copies may be reassembled to meet the installation's organizational and/or operational requirements, local reproduction of portions of this manual is authorized, however, the Centers/Depots and DCASRs are responsible for the updating of these copies.

b. Administration:

(1) This manual is organized and assembled into parts 1 through 6, each concerning a major topic, such as introduction, data format, system support and control, etc. Within each part, the manual is further subdivided into chapters and sections that provide the detailed information necessary to understand and operate the APCAP System.

(2) Numbering:

(a) The page numbering system untilized in this manual is as follows:



Index pages may be numbered using the small letter i in Roman Numeral fashion. Page numbers will appear in the bottom center of each page unless a specific space is provided in a format.

(b) The table of contents indentifies the beginning page number of each paragraph of the manual. Where appropriate, sections will be further indexed in the body of the manual to facilitate the referencing of each component of the system.

(c) This manual is published in loose leaf form, on both sides of the paper.

(d) Replacement pages will be identified by the change number, manual number, volume and part in the upper right/left hand corner of each page. Changes to the manual will be distributed by change sheets numbered consecutively beginning with number 1. Change sheets will contain a resume of the replacement pages and may also indicate manual pen and ink changes rather than replacement of pages. Each change will be forwarded to the field activity by a cover letter. This cover letter will advise the field activity of the change and will require endorsement back to DSAC within three days reflecting acknowledgment of receipt of the change.

(3) Contents of parts of the manual:

(a) Chapters within part 1, Introduction, contain:

1. Use and maintenance of the documentation manual.

2. Description of the computer hardware used and description of the APCAP System.

3. Glossary of Terms.

(b) Chapters within part 2, Data Format, contain:

Record Layouts and narratives for system input, system files.

(c) Chapters within part 3, System Support and Control, contain:

1. Sequence of Operations.

2. System Operating Procedures.

3. General and Multipurpose Programs and Routines.

4. Administrative Procedures.

(d) Chapters within part 4, Payroll Subsystem; part 5, Cost/Performance Subsystem and part 6, Personnel Subsystem contain:

1. Description by chart and narrative of the subsystem.

2. Description by chart and narrative of each application within the subsystem.

3. Description by chart and narrative of each program within each application.

VOLUME I APCAPS ADP SPECIFICATIONS

PART 1 INTRODUCTION

CHAPTER 2 DESCRIPTION OF HARDWARE

CHAPTER TABLE OF CONTENTS

SECT DESCRIPTION PAGE

1 GENERAL

1.1 Hardware I-1-2-1

VOLUME I APCAPS ADP SPECIFICATIONS

PART 1 INTRODUCTION

CHAPTER 2 DESCRIPTION OF HARDWARE

SECTION 1 GENERAL

1.1 HARDWARE

The hardware presently available for operation of the MOWASP and SAMMS (IBM 360/40/50/65) Systems will be used in operation of the APCAP System for DLA Centers/Depots. DASC is using an IBM 360/70 System.

VOLUME I APCAPS ADP SPECIFICATIONS

PART 1 INTRODUCTION

CHAPTER 3 DESCRIPTION OF SYSTEM

CHAPTER TABLE OF CONTENTS

SECT	DESCRIPTION	PAGE
1	APCAP SYSTEM	
1.1	Background	I-1-3-1
1.2	General	I-1-3-1
1.3	Concept of APCAPS Development	I-1-3-1
1.4	Automated Payroll, Cost and Personnel System (APCAPS) Summary - UP000000	I-1-3-3

VOLUME I APCAPS ADP SPECIFICATIONS

PART 1 INTRODUCTION

CHAPTER 3 DESCRIPTION OF SYSTEM

SECTION 1 APCAP SYSTEM

1.1 BACKGROUND

a. A BOB/DoD/CSC group in March 1966 recommended that DLA standardize procedures and complete detailed specifications for an integrated payroll, labor cost and personnel management system and establish a uniform ADP application throughout the Defense Logistics Agency.

b. On 18 July 1966, the Director, DLA approved a plan of action for the development of requirements for a uniform automated system for use throughout DLA, titled Automated Payroll, Cost and Personnel System (APCAPS).

1.2 GENERAL

a. APCAPS will provide maximum standardization of systems, methods, documentation and techniques among DLA operational elements.

b. The development of APCAPS was accomplished in two segments. Segment I is the Automated Pay and Cost/Performance Subsystems. Segment II is the Personnel Subsystem.

1.3 CONCEPT OF APCAPS DEVELOPMENT

a. Segment I:

(1) Phase I - This phase encompasses, Civilian Payroll, Labor Cost Accounting, Performance (DIMES) and Manpower Control. Within segment I two subsystems are developed, namely Payroll Subsystem and Cost/Performance Subsystem which are described in parts 4 and 5 of this volume.

(2) Phase II - This phase encompasses Non-Labor Cost functions to be developed. Additional information pertaining to this phase will be furnished at a later date.

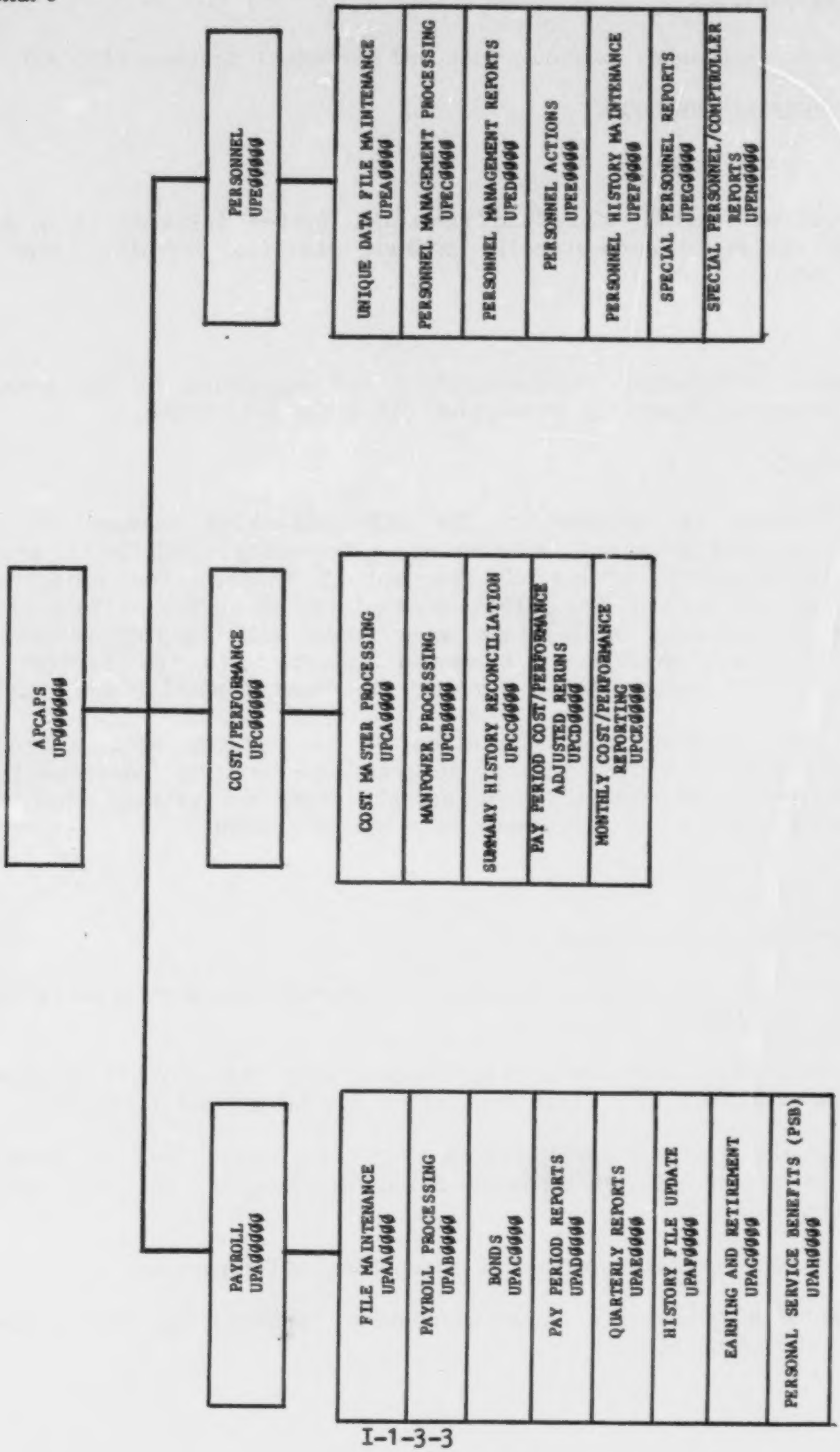
b. Segment II:

(1) Phase I - This phase encompasses administrative personnel management functions including (1) processing of personnel actions, (2) generation of internal and external reports, (3) maintenance of employee relation data such as group life insurance and health benefits data, and (4) position and pay management including preparation of competitive level listings and position classification survey reports.

(2) Phase II - This phase encompasses the merit promotion, incentive awards, and training areas. Implementation is tentatively forecasted for one year after implementation of phase I.

1.4 AUTOMATED PAYROLL, COST AND PERSONNEL SYSTEM (APCAPS) SUMMARY - UP000000

System Chart


APCAPS UP000000
PERSONNEL UPE00000
UNIQUE DATA FILE MAINTENANCE UPEA0000
PERSONNEL MANAGEMENT PROCESSING UPEC0000
PERSONNEL MANAGEMENT REPORTS UPED0000
PERSONNEL ACTIONS UPEE0000
PERSONNEL HISTORY MAINTENANCE UPEF0000
SPECIAL PERSONNEL REPORTS UPEG0000
SPECIAL PERSONNEL/COMPTROLLER REPORTS UPEM0000
COST/PERFORMANCE UPC00000
COST MASTER PROCESSING UPCA0000
MANPOWER PROCESSING UPCB0000
SUMMARY HISTORY RECONCILIATION UPCC0000
PAY PERIOD COST/PERFORMANCE ADJUSTED RERUNS UPCD0000
MONTHLY COST/PERFORMANCE REPORTING UPCE0000
PAYROLL UPA00000
FILE MAINTENANCE UPAA0000
PAYROLL PROCESSING UPAB0000
BONDS UPAC0000
PAY PERIOD REPORTS UPAD0000
QUARTERLY REPORTS UPAE0000
HISTORY FILE UPDATE UPAF0000
EARNING AND RETIREMENT UPAG0000
PERSONAL SERVICE BENEFITS (PSB) UPAH0000

1.4 AUTOMATED PAYROLL, COST AND PERSONNEL SYSTEM (APCAPS) SUMMARY - UP000000 System Narrative

SYSTEM TITLE: Automated Payroll, Cost and Personnel Systems (APCAPS)

SYSTEM ID NUMBER: UP000000

GENERAL:

The Automated Payroll, Cost and Personnel System (APCAPS) is a uniform and integrated system to automatically produce civilian payroll, labor cost and personnel data.

PURPOSE:

To achieve uniformity, standardization and economies in the areas of Pay, Cost and Personnel Reporting throughout DLA field activities.

SYSTEM CONCEPT:

a. The system is implemented for DLA activities engaged in performing payroll, costs and personnel accounting. Presently, APCAPS is processed at nine locations which service HQ DLA and 25 PLFAs. One exception to the DLA-wide application is the Clothing Factory at DPSC. This is due to uniqueness of earnings on a piece work basis with varying production rates applicable to each employee. A second exception is the Foreign Nationals located in the CAS Regions whose pay will be computed outside the APCAP System.

b. In order to meet the objectives of the system with a multitude of integrated functions, it is logical to segregate certain functions for systems design. Although the result is, in effect, three subsystems, they retain all of the charcteristics and dependency of a single system.

FUNCTIONS:

The objectives of the system are:

a. To automate the payroll functions to provide the most expeditious payment of civilian salaries.

b. To integrate labor cost distribution with the payroll process to the level required by DLAH and field activities for managerial purposes.

c. To provide an automated system for field activities to accomplish the requirements of the DLA Performance Standards Program, (DIMES), and Manpower Position Control.

d. To automate civilian personnel accounting and reporting.

e. To achieve uniformity in documentation, processing, record keeping and reporting throughout DLA.

f. To make maximum use of the same source data for payroll, cost, performance and civilian personnel.

COMPONENT SUBSYSTEMS AND INTERRELATIONSHIPS:

a. Payroll - UPA00000.

(1) The Payroll Subsystem begins with the establishment of a Data Bank which provides a source for all pertinent data for each employee. The Data Bank furnishes all of the required data to process civilian personnel as well as providing feeder data necessary for cost accounting, manpower control and civilian pay accounting.

(2) The subsystem will perform automatic bond and leave accounting. Employees may subscribe to multiple bond deductions to a maximum of five each. Employees leave accrual and usage are updated biweekly and output on a Leave and Earnings Statement.

(3) All regulatory payroll reports will be prepared on biweekly, monthly, quarterly or annual basis and as required. These include such output as the Payroll for Personal Services, Union Dues Report, Individual Earnings and Leave Records, State Reports, Retirement Records and Geographic Distribution of Federal Payrolls.

(4) The subsystem includes adequate controls, documentation and records to prevent fraud, permit settlement of claims and permit audits by the Defense Supply Agency and the General Accounting Office.

b. Cost/Performance - UPC00000.

(1) The second subsystem is oriented to cost accounting and performance reporting activities. This subsystem is designed to satisfy cost and performance reporting to higher headquarters and provide managerial tools for local use. Costs other than labor are excluded from the system at this point in time; however, plans call for this and other refinements in Phase II.

(2) The Cost Subsystem begins with the establishment of the Master Account Record (MAR). This structure is designed to permit standardized coding throughout DLA, satisfy regulatory reporting requirements, provide detail manhours, labor cost and performance data.

(3) The exception reporting technique is used to report manhour data. Each employee is assigned to an account to which the majority of his effort is charged. Other than regular hours worked to this assigned account will be reported via the Daily Labor Exception Report. All remaining manhours will automatically be charged to the assigned account.

(4) Workload reporting techniques are developed to record units of measure completed during weekly and monthly reporting periods.

(5) All regulatory and local management output is prepared on a weekly, biweekly and monthly basis. These include such reports as the Feeder Report to the Expense/Cost Report (RCS DLA(M)48(C)MIN), Personnel Strength and Manhour Date Report (RCS DLA(M)1174(C)MIN), Detail Manhour/Labor Cost Report, Performance Efficiency Reports and other various cost and performance output.

c. Personnel - UPE00000.

(1) The third subsystem is Personnel. It is designed as an integral part of APCAPS, utilizing the same Data Bank, MAR and Table Files used by the Payroll and Cost Accounting Subsystems.

(2) A sample of four cycles to be run each pay period as part of the APCAPS System are:

(a) The Personnel Subsystem's Mini Cycle is after the Biweekly 4 Pay Cycle. All personnel type reports prepared once per pay period are produced in this cycle. Social Security Number changes are made to the Active and Inactive Personnel History Files at the end of the payroll process.

(b) The Weekly Data Bank Update Cycle processes all Payroll, Cost and Personnel transaction input. The first cycle of a pay period includes the Major Personnel Cycle and is normally run about midway in the pay period. Included are probationary period completions and conversions to career tenure effected during the preceding pay period.

(c) The second cycle is also called the Weekly Data Bank Update Cycle. It includes the Minor Personnel Cycle and is normally run during the second week of a pay period. All types of personnel transactions processed in the Major Cycle can be processed in the Minor Cycle. The Minor Cycle will normally be small, consisting of input which was not ready for the Major Cycle and corrections to input rejected during the Major Cycle.

(d) The Biweekly 4 Pay Cycle processes pay and leave adjustments in the Payroll Subsystem. No personnel type input is accepted in this cycle. One of Payroll's products is a list of adjustments made to employee's nonpay records during the pay period.

(3) SF 50 Notification of Personnel Action will be produced by the Personnel Subsystem together with approximately 50 other reports for the Office of Civilian Personnel. A Permanent Transaction Data List (PTDL) will be prepared for the Comptroller's Office. DLAH-C plans to use the PTDL in lieu of the SF 50 for Finance & Accounting operations.

(4) Automatic output of Personnel History will be furnished when any Cancellation/Correction action is processed. This will facilitate a timely analysis of the resulting condition of the individual's record and will enable the clerk to prepare any remedial actions necessary to correct underpay, over-pay, improper leave credit, etc.

VOLUME I APCAPS ADP SPECIFICATIONS

PART 1 INTRODUCTION

CHAPTER 4 GLOSSARY OF TERMS

CHAPTER TABLE OF CONTENTS

SECT **DESCRIPTION** **PAGE**

1 GENERAL

1.1 Acronyms and Abbreviations I-1-4-1

VOLUME I APCAPS ADP SPECIFICATIONS

PART 1 INTRODUCTION

CHAPTER 4 GLOSSARY OF TERMS

SECTION 1 GENERAL

1.1 ACRONYMS AND ABBREVIATIONS

The following is a list of acronyms and other abbreviated forms used with the APCAPS ADPS Documentation Manual.

ACRONYMS/ ABBREVIATIONS	DEFINITIONS
AA	Annually
ACADEM	Academic
ACCR	Accrued
ACT	Active
ACTIV	Activity
ADJ	Adjusted/Adjustment
ADM	Administrative
ADP	Automatic Data Processing
ADR	Address
ADV	Advance
AGCY	Agency
AL	Annual Leave
AMT	Amount
APPR	Appraisal
APPRO	Appropriation
APPT	Appointment

ACRONYMS/ ABBREVIATIONS	DEFINITIONS
AR	As Required
ASG	Assigned
ATT	Attained
AUTH	Authorized/Authority
AWD	Award
AWOL	Absent Without Leave
B	Bond
BEG	Beginning
BIS	Break in Service
BLK	Block
BW	Biweekly
C	Current
CAL	Calendar
CAO	Change of Appointing Office
CAR	Career
CAT	Category
CB	Co-owner/Beneficiary
CCN	Carrier Control Number
CD	Code
CEIL	Ceiling
CHNG	Change
CI	City
CIV	Civilian
CK	Check

ACRONYMS/ ABBREVIATIONS	DEFINITIONS
CL/CLASS	Classification
CN	County
CNTR	Counter
COLA	Cost of Living Allowance
COLL	Collection/College
COMM	Commencing
COMP-CMP	Compensatory/Completion/Component
COMPET	Competitive
CONV	Conversion
CORR	Corrected
CPO	Concurrent Peripheral Operation
CRD	Credit
CRIT	Critical
CS	Civilian Service
CTCT	Conversion to Career Tenure
CTL	Control
CTR	Contribution
CTS	Cents
CUM	Cummulative
CURR	Current
DB	Data Bank
DCASR	Defense Contract Administration Service Region
DD	Daily
DED	Deduction

ACRONYMS/ ABBREVIATIONS	DEFINITIONS
DEG	Degree
DEN	Denomination
DESC	Description
DESIG	Designation
DETER	Determinant
DIC	Document Identifier Code
DIS	Discipline
DISAB	Disability
DLA	Defense Logistics Agency
DLAR	Defense Logistics Agency Regulation
DO	Disbursing Office
DOB	Date of Birth
DoD	Department of Defense
DOE	Date of Entry
DOL	Dollars
DSAM	Defense Supply Agency Manual
DSAC	Data Systems Automation Center
DT	Date
DTL	Detail
ED	Education
EFF	Effective
ELIG	Eligible
EMP	Employee/Employment
END	Ending
ENR	Enrollment

ACRONYMS/ ABBREVIATIONS	DEFINITIONS
EOD	Entrance of Duty
EOM	End of Month
EPR	Employee Personnel Record
EQU	Equivalent
EXC	Exception
EXM	Exemption
EXP	Expanded/Expiration
FCTL	Functional
FED	Federal
FEGLI	Federal Employee Group Life Insurance
FEOLI	Federal Employee Optional Life Insurance
FEHB	Federal Employee Health Benefit
FICA	Federal Insurance Contribution Act
FIN	Financial
FLD	Field
FOR	Foreign
FSEE	Federal Service Entrance Exam
FTX	Federal Tax
FUNC	Functional
FYTD	Fiscal Year-To-Date
GEO	Geographic
GLI	Government Life Insurance
GRAD	Graduate
GRP	Group
GRS	Gross

ACRONYMS/ ABBREVIATIONS	DEFINITIONS
HAZ	Hazardous
HB	Health Benefit
HQ	Headquarters
HRLY	Hourly
HRS	Hours
ID	Identification
ILR	Individual Leave Record
INC	Increase
IND	Indicator
IPR	Individual Pay Record
J/O	Job Order
L	Legal
LEI	Last Equivalent Increase
LER	Labor Exception Reporting
LOC	Location
LP	Leave Period
LPE	Labor Production Effectiveness
LSL	Lump Sum Leave
LV	Leave
LVL	Level
LWOP	Leave Without Pay
MANAGE	Management
MAR	Master Account Record
MAX	Maximum
MBR	Member

ACRONYMS/ ABBREVIATIONS	DEFINITIONS
MD	Multi-daily
MER	Master Employee Record
M/H	Manhour
MIL	Military
MIN	Minimum
MM	Monthly
MOS	Months
MP	Manpower
MSG	Message
ND	Night Differential
NGT	Night
NOA	Nature of Action
NP	Nonpay
NR	Number
NS	Nonstandard
NTE	Not to Exceed
OBL	Obligated
OCC	Occupational
OCP	Office of Civilian Personnel
ODS	Office of Data Systems
OFC/OFF	Office
OLI	Optional Life Insurance
ORG	Organization
OT	Overtime
OTA	Other Than Assigned

ACRONYMS/ ABBREVIATIONS	DEFINITIONS
PA	Per Annum
PAC	Personnel Action Code
PAD	Personnel Action Description
PCT	Percentage
PDI	Position Description Identification
PERF	Performance
PERM	Permanent
PERS	Personal
PD	Period
P/O	Project Order
POS	Position
P/P	Pay Period
P/R	Payroll
PREC	Preceding
PREF	Preference
PREV	Previous
PRI	Prior
PROB	Probationary
PROD	Productive
PROF	Professional
PROG	Program
PROM	Promotion
PT	Part Time
PTDL	Permanent Transaction Data List
QQ	Quarterly

ACRONYMS/ ABBREVIATIONS	DEFINITIONS
QUAL	Quality
RCD	Record
RED	Reduction
REF	Reference
REG	Register/Regular
REJ	Reject
REPR	Reprimand
REPT	Report/Reportable
REQ	Require
RES	Reserve
RET	Retirement/Retired
RETN	Retention
REV	Revised
RF	Retirement File
RIC	Routing Identifier Code
RIF	Reduction in Force
RMKS	Remarks
RT	Rate
RTD	Return to Duty
RTNG	Rating
RTS	Rights
SAIS	Standard Automated Information Systems
SATIS	Satisfactory
SCC	Subsidiary Cost Code
SCD	Service Computation Date

ACRONYMS/ ABBREVIATIONS	DEFINITIONS
SCHED	Schedule
SEAS	Seasonal
SEG	Segments
SEL	Selector
SENS	Sensitivity
SER	Series
SEV	Severance
SL	Sick Leave
SP	Special
SRV	Service
SS	Split/Month End
SSN/SSAN	Social Security Number
ST	State
STAT	Status
STBY	Standby
STD	Standard
STR	Street
SUB	Subsidiary
SUBS	Subscription
SUMM	Summary
SUN	Sunday
SUPP	Suppress
SUSP	Suspension
SVC	Service

ACRONYMS ABBREVIATIONS	DEFINITIONS
SYM	Symbol
SYS	System
T&A	Time and Attendance
TB	Table
TEMP	Temporary
TNE	Temporary Not to Exceed
TEN	Tenure
TOD	Tour of Duty
TR/TRANS	Transaction
TX	Tax
UADPS	Uniformed Automated (Automatic) Data Processing System
UN	Union
UNIF	Uniformed
URES	Unresolved
UNSAT	Unsatisfacory
VET	Veteran
VIOL	Violation
VO	Voucher
W	Weekly
W/C	Work Center
WGI	Within-Grade Increase
WITH	Withheld
WK	Work
W/L-WKLD	Workload

ACRONYMS ABBREVIATIONS	DEFINITIONS
YTD	Year-to-Date
YY	Yearly
1ST	First
2ND	Second
3RD	Third

VOLUME I APCAPS ADP SPECIFICATIONS

PART 2 DATA FORMATS

CHAPTER 1 GENERAL

CHAPTER TABLE OF CONTENTS

SECT	DESCRIPTION	PAGE
1	GENERAL DATA FORMAT INFORMATION	
1.1	Purpose	I-2-1-1

VOLUME I APCAPS ADP SPECIFICATIONS

PART 2 DATA FORMATS

CHAPTER 1 GENERAL

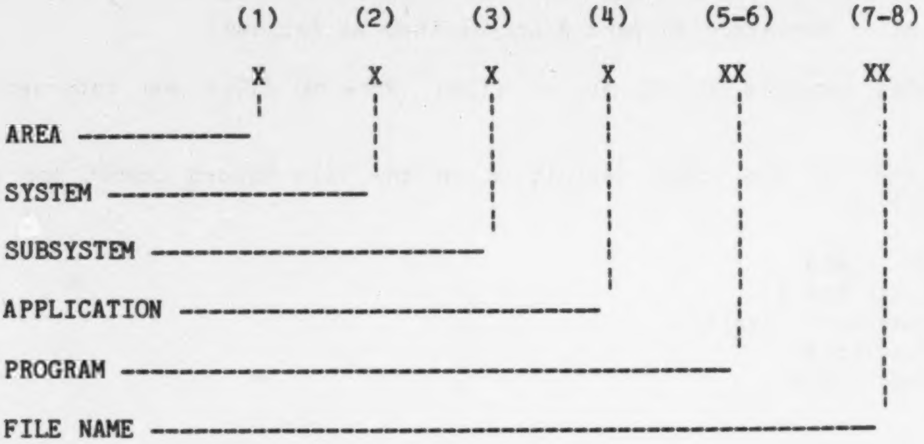
SECTION 1 GENERAL DATA FORMAT INFORMATION

1.1 PURPOSE

The purpose of part 2, Data Formats, is to gather all data formats required and used in the mechanized APCAP System into a central location for ease of reference and elimination of duplication within the manual.

a. Accompanying each file layout (when applicable) is a brief narrative describing the purpose and use of the file, record size, block size, access method, file sequence and supplemental description as required.

b. System file identification numbers are assigned to each master and working file used in the APCAP System. The system file identification number is an eight position alpha/numeric code constructed as follows:



(1) AREA - An alpha character. The letter U will be used to indicate UADPS.

(2) SYSTEM - An alpha character. The letter P will be used to indicate APCAPS.

(3) SUBSYSTEM - An alpha character. The letter A, C, or E will be used to indicate the Payroll, Cost/Performance and Personnel Subsystem.

(4) APPLICATION - An alpha character. The letter A through Z except I and O will be used to indicate the specific application.

(5-6) PROGRAM - Two numeric characters. The number assigned by the system developer to designate a specific program within an application and where the file originated.

(7-8) FILE NAME - Two alpha/numeric characters. This code will be used to indicate the type of file, e.g., master file, work file, etc. The abbreviated file name will be constructed as follows:

(a) Position 7 - Will contain one of the following:

U - To indicate output from PO utility.
M-P - To indicate master file(s) within the same program.
1-9 - To indicate work files that are only used during a particular job cycle.
Q-R - To indicate recycling files (other than masters) that will be used as input to another job cycle.

(b) Position 8 - This position is used to identify input/output files. This position will contain one of the following:

I - To indicate input files.
O - To indicate output files.
P - To indicate files ready for CPO or utility print.
U - To indicate files ready for CPO or utility punch.

c. Data formats contained in part 2 are defined as follows:

System files consists of all master files, working files and intermediate files.

d. The legend for the field definition in the File Record Layout for each file is as follows:

A = Alpha Field
N = Numeric Field
AN = Alphanumeric Field
P = Packed Field
S = Signed Field

VOLUME I APCAPS ADP SPECIFICATIONS

PART 2 DATA FORMATS

CHAPTER 2 SYSTEM INPUT

CHAPTER TABLE OF CONTENTS

SECT	DESCRIPTION	PAGE
1	GENERAL	
1.1	Purpose	I-2-2-1

VOLUME I APCAPS ADP SPECIFICATIONS

PART 2 DATA FORMATS

CHAPTER 2 SYSTEM INPUTS

SECTION 1 GENERAL

1.1 PURPOSE

This chapter originally contained examples of system inputs but to eliminate duplication the system inputs are no longer published in DLAM 4745.4. Refer to DLAM 1450.1 and DLAM 7000.3 for system inputs.

VOLUME I APCAPS ADP SPECIFICATIONS

PART 2 DATA FORMATS

CHAPTER 3 PAYROLL SYSTEM FILES

CHAPTER TABLE OF CONTENTS

SECT	DESCRIPTION	PAGE
1	GENERAL	
1.1	Payroll Cross-Reference	I-2-3-1
1.2	Payroll Files Summary	I-2-3-8
1.2.1	Check Data Transactions - UPAA021	I-2-3-8
1.2.2	Input Pay and Personnel Incumbent Class and Manpower Transaction - UPAA022	I-2-3-9
1.2.3	Input Card Table Transaction - UPAA024	I-2-3-12
1.2.4	Input Card Adjustment Transaction - UPAA025	I-2-3-33
1.2.5	Input Card Temorary Transaction - UPAA026	I-2-3-36
1.2.6	Input Card Miscellaneous Transaction - UPAA027	I-2-3-38
1.2.7	Sorted Permanent - UPAA05S	I-2-3-39
1.2.8	Edit-1 Transaction (Input to UPAA13) - UPAA101	I-2-3-40
1.2.9	Valid Edit-2 Transaction - UPAA131	I-2-3-42
1.2.10	Pay/Personnel Transaction and Errors - UPAA132	I-2-3-44
1.2.11	Valid YGA Transaction - UPAA133	I-2-3-50
1.2.12	Sorted Pay/Personnel Transaction and Compatibility - UPAA15S	I-2-3-52
1.2.13	Sorted Adjustments - UPAA22S	I-2-3-53
1.2.14	Adjustment Report - UPAA241	I-2-3-54
1.2.15	Pay Adjustment Expanded Transaction - UPAA242	I-2-3-55
1.2.16	Leave Adjustment Expanded Transaction - UPAA243	I-2-3-62
1.2.17	Nonpay Adjustments Transaction - UPAA244	I-2-3-66
1.2.18	Sorted Adjustment Report - UPAA26S	I-2-3-67
1.2.19	Sorted Temorary - UPAA30S	I-2-3-68
1.2.20	Temporary Expanded Transactions - UPAA35R	I-2-3-69
1.2.21	Temporary Report - UPAA351	I-2-3-74
1.2.22	T&A Report Extract - UPAA352	I-2-3-75
1.2.23	Sorted T&A Extract - UPAA36S	I-2-3-76
1.2.24	Sorted Temporary - UPAA40S	I-2-3-77
1.2.25	Sorted PAC - UPAA52S	I-2-3-78
1.2.26	Authority, PAC Description, Remarks - UPAA542	I-2-3-79
1.2.27	Sorted Remarks - UPAA56S	I-2-3-84
1.2.28	History Transactions and BIS - UPAA601	I-2-3-85
1.2.29	Detail Counts - UPAA651	I-2-3-86
1.2.30	Cost Extract - UPAA652	I-2-3-87
1.2.31	Adjusted Data Bank Records - UPAA653	I-2-3-91
1.2.32	Sorted Detail Counts - UPAA70S	I-2-3-92
1.2.33	ZIP Code Extract - UPAA721	I-2-3-93

SECT	DESCRIPTION	PAGE
1.2.34	Sorted ZIP Code Extract - UPAA74S	I-2-3-96
1.2.35	Working Data Bank 1 - UPAA821	I-2-3-97
1.2.36	Data Bank - UPAA84M	I-2-3-98
1.2.37	Work Data Bank 2 - UPAA841	I-2-3-139
1.2.38	Compatibility and Pay, Personnel Transactions - UPAA842	I-2-3-140
1.2.39	Position Description Number Results - UPAA843	I-2-3-141
1.2.40	Sorted Authority, Personnel Action, Description, Remarks - UPAA86S	I-2-3-144
1.2.41	Sorted Table Transaction - UPAA90S	I-2-3-145
1.2.42	Valid Table Transactions - UPAA921	I-2-3-146
1.2.43	Master Tables - UPAA95M	I-2-3-147
1.2.44	T&A Detail Summary - UPAB051	I-2-3-170
1.2.45	Sort T&A Detail Summary - UPAB10S	I-2-3-172
1.2.46	Detail Counts - UPAB201	I-2-3-173
1.2.47	Normal Detail Counts - UPAB211	I-2-3-179
1.2.48	T&A Records - UPAB212	I-2-3-180
1.2.49	Sorted Normal Detail Counts - UPAB22S	I-2-3-182
1.2.50	Sorted T&A Records - UPAB24S	I-2-3-183
1.2.51	Sorted Detail Counts - UPAB25S	I-2-3-185
1.2.52	T&A Punch - UPAB261	I-2-3-186
1.2.53	Sorted Data Bank - UPAB30S	I-2-3-188
1.2.54	Sorted Request Cards YGZs - UPAB31S	I-2-3-189
1.2.55	PSB Detail Counts - UPAB372	I-2-3-190
1.2.56	Salary Extract - UPAB401	I-2-3-191
1.2.57	Union Extract - UPAB402	I-2-3-194
1.2.58	Compensatory Time Work - UPAB403	I-2-3-196
1.2.59	Deduction Extract - UPAB404	I-2-3-198
1.2.60	Bond Extract - UPAB405	I-2-3-200
1.2.61	Data Bank Extract - UPAB406	I-2-3-202
1.2.62	Health Benefits Extract - UPAB407	I-2-3-213
1.2.63	FEOLI Extract File - UPAB408	I-2-3-215
1.2.64	SES Awards Extract File - UPAB409	I-2-3-216
1.2.65	Sorted Salary Extract - UPAB45S	I-2-3-218
1.2.66	Composite Check - UPAB471	I-2-3-219
1.2.67	Salary Check - UPAB472	I-2-3-221
1.2.68	Composite and Allotment Check - UPAB473	I-2-3-222
1.2.69	Sorted Salary Check - UPAB53S	I-2-3-223
1.2.70	Salary Extract - UPAB551	I-2-3-224
1.2.71	CAPSTONE Master - UPAB65M	I-2-3-225
1.2.72	CAPSTONE Changes - UPAB651	I-2-3-226
1.2.73	Social Security Number Change - UPAB652	I-2-3-227
1.2.74	Sorted SSN Changes - UPAB66S	I-2-3-228
1.2.75	Sorted CAPSTONE Changes - UPAB68S	I-2-3-229
1.2.76	Sorted Bond Extract - UPAC05S	I-2-3-230
1.2.77	Sorted Bond Number - UPAC12S	I-2-3-231
1.2.78	Sorted Data Bank Extract - UPAD00S	I-2-3-232
1.2.79	Leave Extract Y-T-D (Detail) - UPAD011	I-2-3-233

SECT	DESCRIPTION	PAGE
1.2.80	Sorted Union Dues Extract - UPAD05S	I-2-3-235
1.2.81	Sorted Compensatory Time Extract - UPAD15S	I-2-3-236
1.2.82	Compensatory Time Summary - UPAD171	I-2-3-237
1.2.83	Sorted Compensatory Time Summary - UPAD18S	I-2-3-239
1.2.84	Sorted Health Benefits - UPAD25S	I-2-3-240
1.2.85	Check Issue - UPAD351	I-2-3-241
1.2.86	Composite Check Number - UPAD353	I-2-3-242
1.2.87	Merged Check Issue - UPAD491	I-2-3-243
1.2.88	Sorted Check Issue - UPAD50S	I-2-3-244
1.2.89	Sorted YGW Transactions - UPAD55S	I-2-3-245
1.2.90	Other Check Data - UPAD601	I-2-3-246
1.2.91	Check Listing - UPAD651	I-2-3-247
1.2.92	Check Register - UPAD652	I-2-3-248
1.2.93	Sorted Check Listing - UPAD66S	I-2-3-249
1.2.94	Sorted Check Register - UPAD68S	I-2-3-250
1.2.95	Sorted Leave Extract Y-T-D (Detail) - UPAD70S	I-2-3-251
1.2.96	Leave Extract Y-T-D (Summary) - UPAD711	I-2-3-252
1.2.97	Sorted Leave Extract (Summary) - UPAD72S	I-2-3-254
1.2.98	Sorted FIOLI Extract File - UPAD80S	I-2-3-255
1.2.99	Sorted Biweekly Individual Leave Records - UPAE01S	I-2-3-256
1.2.100	Sorted Leave Transfer - UPAE02S	I-2-3-257
1.2.101	Sorted Quarterly Individual Leave Records - UPAE05S	I-2-3-258
1.2.102	Sorted Yearend Individual Leave Records - UPAE07S	I-2-3-259
1.2.103	Bond Extract Records - UPAE101	I-2-3-260
1.2.104	Sorted Log Extract - UPAE25S	I-2-3-262
1.2.105	Log Extract - UPAE323	I-2-3-263
1.2.106	Sorted Biweekly Individual Pay Records - UPAE35S	I-2-3-264
1.2.107	Sorted Bond Extract - UPAE45S	I-2-3-265
1.2.108	Sorted Pay History - UPAE47S	I-2-3-266
1.2.109	Updated Pay History - UPAE481	I-2-3-267
1.2.110	Updated Fiscal Year-To-Date Master - UPAE65M	I-2-3-268
1.2.111	Sorted Summary Records - UPAE80S	I-2-3-270
1.2.112	Sorted Deduction Extract - UPAE90S	I-2-3-271
1.2.113	Sorted IC Miscellaneous Transactions - UPAF03S	I-2-3-272
1.2.114	Sorted Leave Adjustment Expanded Trans - UPAF04S	I-2-3-273
1.2.115	Sorted Valid YGA Transaction - UPAF06S	I-2-3-274
1.2.116	Leave History Master - UPAF10M	I-2-3-275
1.2.117	Social Security Number Change - UPAF102	I-2-3-282
1.2.118	Sorted Social Security Number - UPAF15S	I-2-3-283
1.2.119	Leave Transfer Extract - UPAF301	I-2-3-284
1.2.120	Individual Leave Separation Adjustment - UPAF302	I-2-3-287
1.2.121	Individual Leave File - UPAF304	I-2-3-292
1.2.122	Sorted Input to Pay History - UPAF34S	I-2-3-293
1.2.123	Sorted Data Bank Change Records - UPAF42S	I-2-3-294
1.2.124	Sorted Social Security Change - UPAF45S	I-2-3-295
1.2.125	Pay History - UPAF57M	I-2-3-296
1.2.126	Individual Pay Record - UPAF571	I-2-3-310

SECT	DESCRIPTION	PAGE
1.2.127	Social Security Change - UPAF572	I-2-3-320
1.2.128	Data Bank Change Records - UPAF574	I-2-3-321
1.2.129	Personnel Indicator File - UPAF575	I-2-3-322
1.2.130	Data Bank Extract - UPAG101	I-2-3-323
1.2.131	Social Security Administration File Change - UPAG401	I-2-3-326
1.2.132	Consolidated Changes - UPAG501	I-2-3-333
1.2.133	Sorted Consolidated Changes - UPAG55S	I-2-3-336
1.2.134	Updated Retirement Print Records - UPAG60M	I-2-3-337
1.2.135	TD Form W-2 and Retirement Print Records - UPAG601	I-2-3-339
1.2.136	Retirement Records with Changed SSN - UPAG602	I-2-3-345
1.2.137	Employee Log Extract - UPAG603	I-2-3-346
1.2.138	Sorted Retirement Records - UPAG62S	I-2-3-347
1.2.139	Sorted Print Records - UPAG65S	I-2-3-348
1.2.140	Leave Accumulator - UPAH10M	I-2-3-349
1.2.141	Sorted Detail Counts - UPAH19S	I-2-3-351
1.2.142	Pay Accumulator - UPAH20M	I-2-3-352
1.2.143	Sorted Pay Accumulator - UPH28S	I-2-3-358
1.2.144	Pay Accumulator Plus - UPAH301	I-2-3-359
1.2.145	Sorted Leave Accumulator - UPAH49S	I-2-3-360

VOLUME I APCAPS ADP SPECIFICATIONS

PART 2 DATA FORMATS

CHAPTER 3 PAYROLL SYSTEM FILES

SECTION 1 GENERAL

1.1 PAYROLL CROSS-REFERENCE

FILE ID NUMBER	TITLE	RECORD LENGTH	BLOCK SIZE
UPAA021	Check Data Transactions	80	1680
UPAA022	Input Pay and Personnel Incumbent Class and Manpower Transaction	160	2240
UPAA024	Input Card Table Transaction	160	2240
UPAA025	Input Card Adjustment Transaction	160	1600
UPAA026	Input Card Temporary Transaction	160	2240
UPAA027	Input Card Miscellaneous Transaction	160	2240
UPAA05S	Sorted Permanent	160	800
UPAA101	Edit-1 Transaction (Input to UPAA13)	160	800
UPAA131	Valid Edit-2 Transaction	160	800
UPAA132	Pay/Pers Transaction and Errors	160	800
UPAA133	Valid YGA Transaction	280	2240
UPAA15S	Sorted Pay/Personnel Transaction and Compatibility	160	800
UPAA22S	Sorted Adjustments	160	1600
UPAA241	Adjustment Report	160	2240
UPAA242	Pay Adjustment Expanded Transaction	280	2240
UPAA243	Leave Adjustment Expanded Transaction	280	2240
UPAA244	Nonpay Adjustment Transaction	280	2240

FILE ID NUMBER	TITLE	RECORD LENGTH	BLOCK SIZE
UPAA26S	Sorted Adjustment Report	160	2240
UPAA30S	Sorted Temporary	160	2240
UPAA35R	Temporary Expanded Transactions	280	2240
UPAA351	Temporary Report	160	2240
UPAA352	T&A Report Extract	280	2240
UPAA36S	Sorted T&A Extract	280	2240
UPAA40S	Sorted Temporary	160	2240
UPAA52S	Sorted PAC	128	3456
UPAA542	Authority, PAC Description, Remarks	110	1100
UPAA56S	Sorted Remarks	128	3456
UPAA601	History Transactions and BIS	530	4240
UPAA651	Detail Counts	280	2240
UPAA652	Cost Extract	192	3456
UPAA653	Adjusted Data Bank Records	4250	4250
UPAA70S	Sorted Detail Counts	280	2240
UPAA721	ZIP Code Extract	110	3300
UPAA74S	Sorted ZIP Code Extract	110	3300
UPAA821	Working Data Bank 1	4250	4250
UPAA84M	Data Bank	4250	4250
UPAA841	Work Data Bank 2	4250	4250
UPAA842	Compatibility and Pay, Personnel Transactions	160	800
UPAA843	Position Description Number Results	50	500
UPAA86S	Sorted Authority, Personnel Action, Description, Remarks	110	1100
UPAA90S	Sorted Table Transaction	160	2240

FILE ID NUMBER	TITLE	RECORD LENGTH	BLOCK SIZE
UPAA921	Valid Table Transactions	80	1680
UPAA95M	Master Tables	1700	1700
UPAB051	T&A Detail Summary	200	2200
UPAB10S	Sort T&A Detail Summary	200	2200
UPAB201	Detail Counts	280	2240
UPAB211	Normal Detail Counts	280	2240
UPAB212	T&A Records	80	1680
UPAB22S	Sorted Normal Detail Counts	280	2240
UPAB24S	Sorted T&A Records	80	1680
UPAB25S	Sorted Detail Counts	280	2240
UPAB261	T&A Punch	80	800
UPAB30S	Sorted Data Bank	4250	4250
UPAB31S	Sorted Request Cards YGZs	160	2240
UPAB372	PSB Detail Counts	280	2240
UPAB401	Salary Extract	300	3300
UPAB402	Union Extract	80	1680
UPAB403	Compensatory Time Work	112	1120
UPAB404	Deduction Extract	80	1280
UPAB405	Bond Extract	200	2200
UPAB406	Data Bank Extract	896	2688
UPAB407	Health Benefits Extract	96	960
UPAB408	FEOLI Extract File	56	3360
UPAB409	SES Awards Extract File	96	960
UPAB45S	Sorted Salary Extract	300	3300
UPAB471	Composite Check	176	2288

FILE ID NUMBER	TITLE	RECORD LENGTH	BLOCK SIZE
UPAB472	Salary Check	300	3300
UPAB473	Composite and Allotment Check	300	3300
UPAB53S	Sorted Salary Check	300	3300
UPAB551	Salary Extract	300	3300
UPAB65M	CAPSTONE Master	75	1125
UPAB651	CAPSTONE Changes	120	1800
UPAB652	Social Security Number Change	75	1125
UPAB66S	Sorted SSN Changes	75	1125
UPAB68S	Sorted CAPSTONE Changes	120	1800
UPAC05S	Sorted Bond Extract	200	2200
UPAC12S	Sorted Bond Number	160	2240
UPAD00S	Sorted Data Bank Extract	896	2688
UPAD011	Leave Extract Y-T-D (Detail)	200	2200
UPAD05S	Sorted Union Dues Extract	80	1680
UPAD15S	Sorted Compensatory Time Extract	112	1120
UPAD171	Compensatory Time Summary	120	1200
UPAD18S	Sorted Compensatory Time Summary	120	1200
UPAD25S	Sorted Health Benefits	96	960
UPAD351	Check Issue	40	1600
UPAD353	Composite Check Number	48	1920
UPAD491	Merged Check Issue	40	1600
UPAD50S	Sorted Check Issue	40	1600
UPAD55S	Sorted YGW Transactions	80	1680
UPAD601	Other Check Data	48	3360
UPAD651	Check Listing	48	3360

FILE ID NUMBER	TITLE	RECORD LENGTH	BLOCK SIZE
UPAD652	Check Register	48	3360
UPAD66S	Sorted Check Listing	48	3360
UPAD68S	Sorted Check Register	48	3360
UPAD70S	Sorted Leave Extract Y-T-D (Detail)	200	2200
UPAD711	Leave Extract Y-T-D (Summary)	200	2200
UPAD72S	Sorted Leave Extract (Summary)	200	2200
UPAD80S	Sorted FIOLI Extract File	56	3360
UPAE01S	Sorted Biweekly Individual Leave Records	300	2100
UPAE02S	Sorted Leave Transfer	300	2100
UPAE05S	Sorted Quarterly Individual Leave Records	300	2100
UPAE07S	Sorted Year-End Individual Leave Records	300	2100
UPAE101	Bond Extract Records	90	2250
UPAE25S	Sorted Log Extract	64	1664
UPAE323	Log Extract	64	1664
UPAE35S	Sorted Biweekly Individual Pay Records	420	2520
UPAE45S	Sorted Bond Extract	90	2250
UPAE47S	Sorted Pay History	720	2880
UPAE481	Updated Pay History	720	2880
UPAE65M	Updates Fiscal Year-To-Date Master	80	3200
UPAE80S	Sorted Summary Records	80	1280
UPAE90S	Sorted Deduction Extract	80	1280
UPAF03S	Sorted IC Miscellaneous Transactions	160	2240
UPAF04S	Sorted Leave Adjustment Expanded Transactions	280	2240
UPAF06S	Sorted Valid YGA Transaction	280	2240
UPAF10M	Leave History Master	450	3600

FILE ID NUMBER	TITLE	RECORD LENGTH	BLOCK SIZE
UPAF102	Social Security Number Change	450	3600
UPAF15S	Sorted Social Security Number	450	3600
UPAF301	Leave Transfer Extract	300	2100
UPAF302	Individual Leave Separation Adjustment	300	2100
UPAF304	Individual Leave File	300	2100
UPAF34S	Sorted Input to Pay History	240	2400
UPAF42S	Sorted Data Bank Change Records	4250	4250
UPAF45S	Sorted Social Security Change	720	2880
UPAF57M	Pay History	720	2880
UPAF571	Individual Pay Record	420	2520
UPAF572	Social Security Change	720	2880
UPAF574	Data Bank Change Records	4250	4250
UPAF575	Personnel Indicator File	430	3440
UPAG101	Data Bank Extract	400	4000
UPAG401	Social Security Administration File Change	275	3850
UPAG501	Consolidated Changes	150	900
UPAG55S	Sorted Consolidated Changes	150	900
UPAG60M	Updated Retirement Print Records	3512	7024
UPAG601	TD Form W-2 and Retirement Print Records	3700	3700
UPAG602	Retirement Records with Changed SSN	3512	2512
UPAG603	Employee Log Extract	60	60
UPAG62S	Sorted Retirement Records	3512	3512
UPAG65S	Sorted Print Records	3700	3700
UPAH10M	Leave Accumulator	150	1500
UPAH19S	Sorted Detail Counts	280	2240

FILE ID NUMBER	TITLE	RECORD LENGTH	BLOCK SIZE
UPAH20M	Pay Accumulator	2100	2100
UPAH28S	Sorted Pay Accumulator	2100	2100
UPAH301	Pay Accumulator Plus	2100	2100
UPAH49S	Sorted Leave Accumulator	150	1500

1.2 PAYROLL FILES SUMMARY

1.2.1 CHECK DATA TRANSACTION - UPAA021

FILE SUMMARY

FILE NAME:	Check Data Transactions
FILE INDEX NUMBER:	UPAA021
PURPOSE:	To record check data transactions (YGW) input to the APCAP System.
RECORD SIZE:	80 Bytes/Characters Display
BLOCK SIZE:	1680 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	None
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80

1.2.2 INPUT PAY AND PERSONNEL INCUMBENT CLASS AND MANPOWER TRANSACTION - UPAA022

FILE SUMMARY

FILE NAME:	Input Pay and Personnel Incumbent Class and Manpower Transaction
FILE INDEX NUMBER:	UPAA022
PURPOSE:	To record manpower transactions input to the APCAP System.
RECORD SIZE:	160 Bytes/Characters Display
BLOCK SIZE:	2240 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	None
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
SORT KEY	24 AN	81-104
(Blank Field)	24 AN	81-104
(Blank Field)	5 AN	105-109
BLK NR	2 N	110-111
SERIAL NR	3 N	112-114
(Blank Field)	11 AN	115-125
ACT/ORG/CC ERR	7 AN	126-132
COL FR	2 N	(126-127)
COL TO	2 N	(128-129)
ERR CD	3 N	(130-132)
SSN ERR	7 AN	133-139
COL FR	2 N	(133-134)
COL TO	2 N	(135-136)
ERR CD	3 N	(137-139)

1.2.2 INPUT PAY AND PERSONNEL INCUMBENT CLASS AND MANPOWER TRANSACTION - UPAA022 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
PAC-REM-ERR	7 AN	140-146
COL FR	2 N	(140-141)
COL TO	2 N	(142-143)
ERR CD	3 N	(144-146)
(Blank Field)	14 AN	147-160

COMMENTS: DICs YK_, YJ_, YF_, YEQ, YGA.

1.2.2 INPUT PAY AND PERSONNEL INCUMBENT CLASS AND MANPOWER TRANSACTION - UPAA022 (CONT'D)

Input Printers Incumbent Class and Manpower

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
SORT KEY	24 AN	81-104
(Blank Field)	2 AN	(81-82)
ACT CD	2 AN	(83-84)
POSITION NUMBER	9 AN	(85-93)
TRANS DATE	6 AN	(94-99)
DIC	3 AN	(100-102)
(Blank Field)	2 AN	(103-104)
(Blank Field)	5 AN	105-109
BLK NR	2 N	100-111
SERIAL NR	3 N	112-114
(Blank Field)	11 AN	115-125
ACT/ORG/CC ERR	7 AN	126-132
COL FR	2 N	(126-127)
COL TO	2 N	(128-129)
ERR CD	3 N	(130-132)
SSN ERR	7 AN	133-139
COL FR	2 N	(133-134)
COL TO	2 N	(135-136)
ERR CD	3 N	(137-139)
PAC-REM-ERR	7 AN	140-146
COL FR	2 N	(140-141)
COL TO	2 N	(142-143)
ERR CD	3 N	(144-146)
(Blank Field)	14 AN	147-160

NOTE: SORT KEY-YKM only DIC of AAA and YKM REC CODE YKP and YKQ ACT-CD, six positions of POS NR Last Three zero, TRANS DT and Blank Field in YKM-REC-CD.

COMMENTS: DICs YEA, YEC, YEP, YJA, YKA, YKB, YKC, YKP, YKQ, YKM, YKG. DIC Sort Field for YKM will be AAA; for YKP will be BBB and YKQ will be CCC.

1.2.3 INPUT CARD TABLE TRANSACTION - UPAA024

FILE SUMMARY

FILE NAME:	Input Card Table Transaction
FILE INDEX NUMBER:	UPAA024
PURPOSE:	To record table transactions input to the APCAP System.
RECORD SIZE:	160 Bytes/Characters Display
BLOCK SIZE:	2240 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	None
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

Leave and Pay Dates Table - TA

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
SORT KEY		81-104
TA CARD ID	3 AN	(81-83)
TA CODE	1 AN	(84)
TA BEG DATE	6 AN	(85-90)
(Blank Field)	14 AN	(91-104)
(Blank Field)	56 AN	105-160

1.2.3 INPUT CARD TABLE TRANSACTION - UPAA024 (CONT'D)

Charity Table - TB

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
SORT KEY	24 AN	81-104
TB-CARD-ID	3 AN	(81-83)
TB-CHAR-CD	2 AN	(84-85)
(Blank Field)	19 AN	(86-104)
(Blank Field)	56 AN	105-160

1.2.3 INPUT CARD TABLE TRANSACTION - UPAA024 (CONT'D)

Personnel Action Remarks Table - TC

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
SORT KEY	24 AN	81-104
TC-CARD-ID	3 AN	(81-83)
TC-RMKS-CD	2 AN	(84-86)
TC-LINE-ID	2 AN	(87-88)
(BLank Field)	16 AN	(89-104)
(Blank Field)	56 AN	105-160

1.2.3 INPUT CARD TABLE TRANSACTION - UPAA024 (CONT'D)

GS Rate Table - TD

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
SORT KEY	24 AN	81-104
TD CARD ID	3 AN	(81-83)
TD GRADE	2 AN	(84-85)
TD STEP	2 AN	(86-87)
(Blank Field)	17 AN	(88-104)
(Blank Field)	56 AN	105-160

1.2.3 INPUT CARD TABLE TRANSACTION - UPAA024 (CONT'D)

Health Benefits Table - TE

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
SORT KEY	24 AN	81-104
TE CARD ID	3 AN	(81-83)
TE CARRIER CODE	3 AN	(84-86)
(Blank Field)	18 AN	(87-104)
(Blank Field)	56 AN	105-160

1.2.3 INPUT CARD TABLE TRANSACTION - UPAA024 (CONT'D)

Personnel Action DESC - TF

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
SORT KEY	24 AN	81-104
TF-CARD	2 AN	(81-82)
(Blank Field)	1 AN	(83)
TF-PER-ACTION-CD	5 AN	(84-88)
TF-CODE	1 AN	(89)
MAINT CD	1 AN	(90)
(Blank Field)	14 AN	(91-104)
(Blank Field)	56 AN	105-160

1.2.3 INPUT CARD TABLE TRANSACTION - UPAA024 (CONT'D)

Personnel Action Table - TG

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
SORT KEY	24 AN	81-104
TG-CARD-ID	3 AN	(81-83)
TG-ACT-CODE	2 AN	(84-85)
TG-ORG-CODE	5 AN	(86-90)
TG-MAINT-CD	1 AN	(91)
(Blank Field)	13 AN	(92-104)
(Blank Field)	56 AN	105-160

1.2.3 INPUT CARD TABLE TRANSACTION - UPAA024 (CONT'D)

Account Classification Table - TH

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
SORT KEY	24 AN	81-104
TH-CARD-ID	3 AN	(81-83)
TH-ACCT-CODE	2 AN	(84-85)
(Blank Field)	19 AN	(86-104)
(Blank Field)	56 AN	105-160

1.2.3 INPUT CARD TABLE TRANSACTION - UPAA024 (CONT'D)

Acceptable Bond Deductionable - TI

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
SORT KEY	24 AN	81-104
TI CARD ID	3 AN	(81-83)
TI BOND DEN	2 AN	(84-85)
(Blank Field)	19 AN	(86-104)
(Blank Field)	56 AN	105-160

1.2.3 INPUT CARD TABLE TRANSACTION - UPAA024 (CONT'D)

Union Dues Table - TJ

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
SORT KEY	24 AN	81-104
TJ-CARD-ID	3 AN	(81-83)
TJ-UNION-NR	10 AN	(84-93)
MAINT CD	1 AN	(94)
(Blank Field)	10 AN	(95-104)
(Blank Field)	56 AN	104-160

1.2.3 INPUT CARD TABLE TRANSACTION - UPAA024 (CONT'D)

Bond Purchase Price Table - TL

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
SORT KEY	24 AN	81-104
TL CARD ID	3 AN	(81-83)
(Blank Field)	21 AN	(84-104)
(Blank Field)	56 AN	105-160

1.2.3 INPUT CARD TABLE TRANSACTION - UPAA024 (CONT'D)

Federal Life Insurance Table - TS1

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
SORT KEY	24 AN	81-104
TS1 CARD ID	3 AN	(81-83)
(Blank Field)	21 AN	(84-104)
(Blank Field)	56 AN	105-160

1.2.3 INPUT CARD TABLE TRANSACTION - UPAA024 (CONT'D)

Federal Life Insurance Table - TS2

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
SORT KEY	24 AN	81-104
TS2 CARD ID	3 AN	(81-83)
(Blank Field)	21 AN	(84-104)
(Blank Field)	56 AN	105-160

1.2.3 INPUT CARD TABLE TRANSACTION - UPAA024 (CONT'D)

Federal Tax Miscellaneous Pay Table - TS3

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
SORT KEY	24 AN	81-104
TSC CARD ID	3 AN	(81-83)
MARRIED OR SINGLE CODE	1 AN	(84)
TS3-HI-BI-WK GROSS	7 AN	(85-91)
(Blank Field)	13 AN	(92-104)
(Blank Field)	56 AN	105-160

1.2.3 INPUT CARD TABLE TRANSACTION - UPAA024 (CONT'D)

Environmental Pay Constants Table - TS4

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
SORT KEY	24 AN	81-104
TS4-CARD-ID	3 AN	(81-83)
TS4-TAB-SEL	2 AN	(84-85)
(Blank Field)	19 AN	(86-104)
(Blank Field)	56 AN	105-160

1.2.3 INPUT CARD TABLE TRANSACTION - UPAA024 (CONT'D)

Litho and Printer Table - TT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
SORT KEY	24 AN	81-104
TT-CARD-ID	3 AN	(81-83)
TT-PRT-AREA	2 AN	(84-85)
(Blank Field)	1 AN	(86)
TT GRADE	2 AN	(87-88)
(Blank Field)	16 AN	(89-104)
(Blank Field)	56 AN	105-160

1.2.3 INPUT CARD TABLE TRANSACTION - UPAA024 (CONT'D)

State Name Table - TU

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
SORT KEY	24 AN	81-104
TU-CARD-ID	3 AN	(81-83)
TU-ST-CD	2 AN	(84-85)
(Blank Field)	19 AN	(86-104)
(Blank Field)	56 AN	105-160

1.2.3 INPUT CARD TABLE TRANSACTION - UPAA024 (CONT'D)

City Name Table - TW

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
SORT KEY	24 AN	81-104
TW-CARD-ID	3 AN	(81-83)
TW-ST-CD	2 AN	(84-85)
TW-CITY-CD	4 AN	(86-89)
(Blank Field)	15 AN	(90-104)
(Blank Field)	56 AN	105-160

1.2.3 INPUT CARD TABLE TRANSACTION - UPAA024 (CONT'D)

Geographic Location Code - TX

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
SORT KEY	24 AN	81-104
TX-CARD-ID	3 AN	(81-83)
TX-ST-CD	2 AN	(84-85)
TX-CITY-CD	4 AN	(86-89)
TX-CO-CD	3 AN	(90-92)
(Blank Field)	12 AN	(93-104)
(Blank Field)	56 AN	105-160

1.2.3 INPUT CARD TABLE TRANSACTION - UPAA024 (CONT'D)

Coordinated Wage Board Table - TY

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
SORT KEY	24 AN	81-104
TY-CARD-ID	3 AN	(81-83)
TY-AREA-CD	2 AN	(84-85)
(Blank Field)	1 AN	(86)
TY GRADE	2 AN	(87-88)
TY STEP	2 AN	(89-90)
(Blank Field)	14 AN	(91-104)
(Blank Field)	56 AN	105-160

1.2.3 INPUT CARD TABLE TRANSACTION - UPAA024 (CONT'D)

Position Title Code Table - TZ

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
SORT KEY	24 AN	81-104
TZ CARD ID	2 AN	(81-82)
(Blank Field)	1 AN	(83)
TZ-OCC-SERIES	5 N	(84-88)
TZ-POS-CD	2 N	(89-90)
TZ-CODE	1 AN	(91)
MAINT CD	1 AN	(92)
(Blank Field)	12 AN	(93-104)
(Blank Field)	56 AN	105-160

1.2.4 INPUT CARD ADJUSTMENT TRANSACTION - UPAA025

FILE SUMMARY

FILE NAME:	Input Card Adjustment Transaction
FILE INDEX NUMBER:	UPAA025
PURPOSE:	To record adjustment transactions input to the APCAP System.
RECORD SIZE:	160 Bytes/Characters Display
BLOCK SIZE:	1600 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	None
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
SOCIAL SECURITY NUMBER	9 N	81-89
(Blank Field)	6 AN	90-95
P/P CODE	1 AN	96
PAY ADJ CD	1 AN	97
DIC	3 AN	98-100
(Blank Field)	60 AN	101-160

1.2.4 INPUT CARD ADJUSTMENT TRANSACTION - UPAA025 (CONT'D)

DICs: YGD, YGE, YGF, YGG, YGH, YGT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
SOCIAL SECURITY NUMBER	9 N	81-89
(Blank Field)	6 AN	90-95
P/P CD	1 AN	96
PAY ADJ CD	1 AN	97
DIC	3 AN	98-100
(Blank Field)	60 AN	101-160

1.2.4 INPUT CARD ADJUSTMENT TRANSACTION - UPAA025 (CONT'D)

DICs: YGL, YGM, YGP

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
SOCIAL SECURITY NUMBER	9 N	81-89
(Blank Field)	6 AN	90-95
(Blank Field)	1 AN	96
(Blank Field)	1 AN	97
DIC	3 AN	98-100
(Blank Field)	60 AN	101-160

1.2.5 INPUT CARD TEMPORARY TRANSACTION - UPAA026

FILE SUMMARY

FILE NAME:	Input Card Temporary Transaction
FILE INDEX NUMBER:	UPAA026
PURPOSE:	To record temporary transaction input to the APCAP System.
RECORD SIZE:	160 Bytes/Characters Display
BLOCK SIZE:	2240 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	None
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DIC: YGT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
SOCIAL SECURITY NUMBER	9 N	81-89
(Blank Field)	6 AN	90-95
(Blank Field)	1 AN	96
PAY ADJ CD	1 AN	97
DIC	3 AN	98-100
(Blank Field)	60 AN	101-160

1.2.5 INPUT CARD TEMPORARY TRANSACTION - UPAA026 (CONT'D)

DICs: YGD, YGE, YGF, YGG, YGH, YGI

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
SOCIAL SECURITY NUMBER	9 N	81-89
(Blank Field)	6 AN	90-95
(Blank Field)	1 AN	96
PAY ADJ CD	1 AN	97
DIC	3 AN	98-100
(Blank Field)	60 AN	101-160

1.2.6 INPUT CARD MISCELLANEOUS TRANSACTION - UPAA027

FILE SUMMARY

FILE NAME:	Input Card Miscellaneous Transaction
FILE INDEX NUMBER:	UPAA027
PURPOSE:	To record miscellaneous transactions input to the APCAP System.
RECORD SIZE:	160 Bytes/Characters Display
BLOCK SIZE:	2240 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	None
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DICs: YGX, YGY, YGZ, YGV

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
(Blank Field)	80 AN	81-160

1.2.7 SORTED PERMANENT - UPAA05S

FILE SUMMARY

FILE NAME: Sorted Permanent

FILE INDEX NUMBER: UPAA05S

PURPOSE: To record sorted permanent transactions for edit.

RECORD SIZE: 160 Bytes/Characters Display

BLOCK SIZE: 800 Bytes/Characters Fixed Block Display

ACCESS METHOD: Sequential

SEQUENCE: Social Security Number - Transaction Date - DIC

SUPPLEMENTAL DESCRIPTION: Record layout is same format as UPEA201.

1.2.8 EDIT-1 TRANSACTION (INPUT TO UPAA13) - UPAA101

FILE SUMMARY

FILE NAME:	Edit-1 Transaction (Input to UPAA13)
FILE INDEX NUMBER:	UPAA101
PURPOSE:	To record input transactions in addition to the generated transactions and violation records.
RECORD SIZE:	160 Bytes/Characters Display
BLOCK SIZE:	800 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number - Transaction Date - DIC
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
P/P CD	1 AN	81
L/P CD	1 AN	82
BOP-DT	6 N	83-88
EOP-DT	6 N	89-94
PAY-YR	4 N	95-98
BLK NR	2 N	99-100
SERIAL NR	3 N	101-103
FEHB EMPLOYEE	4 N	104-107
FEHB AGENCY	4 N	108-111
UNION DUES	4 N	112-115
UN FEE	2 N	116-117

1.2.8 EDIT-1 TRANSACTION (INPUT TO UPAA13) - UPAA101 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
PA-AMT	5 N	118-122
BASE-RT	4 N	123-126
(Blank Field)	6 AN	127-132
PAY PLAN	2 AN	133-134
OCC-SERIES	5 N	135-139
GRADE	2 N	140-141
(Blank Field)	12 AN	142-153
TRANS ERR	7 AN	154-160
COL FR	2 N	(154-155)
COL TD	2 N	(156-157)
ERR CD	3 N	(158-160)

1.2.9 VALID EDIT-2 TRANSACTION

FILE SUMMARY

FILE NAME:	Valid Edit-2 Transaction
FILE INDEX NUMBER:	UPAA131
PURPOSE:	To generate validated incumbent expanded transactions for Data Bank update.
RECORD SIZE:	160 Bytes/Characters Display
BLOCK SIZE:	800 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number - Transaction Date - DIC
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

Valid Transaction (Input to UPAA60)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
P/P CODE	1 AN	81
L/P CODE	1 AN	82
BOP-DT	6 N	83-88
EOP-DT	6 N	89-94
PAY-YR	4 N	95-98
BLK NR	2 N	99-100
SERIAL NR	3 N	101-103
FEHB EMPLOYEE	4 N	104-107
FEHB AGENCY	4 N	108-111
UNION DUES	4 N	112-115
UNION FEE	2 N	116-117

1.2.9 VALID EDIT-2 TRANSACTION (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
PA-AMT	5 N	118-122
BASE-RT	4 N	123-126
ADDNL RT 2	3 N	127-129
ADDNL RT 3	3 N	130-132
PAY PLAN	2 AN	133-134
OCC-SERIES	5 N	135-139
GRADE	2 N	140-141
NP-FLAG	1 AN	142
RTD-FLAG	1 AN	143
(Blank Field)	17 AN	144-160

1.2.10 PAY/PERSONNEL TRANSACTION AND ERRORS (UPAA132)

FILE SUMMARY

FILE NAME:	Pay/Personnel Transaction and Errors
FILE INDEX NUMBER:	UPAA132
PURPOSE:	To print incumbent records on transaction register.
RECORD SIZE:	160 Bytes/Characters Display
BLOCK SIZE:	800 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number - Transaction Date - DIC
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

A - Manpower

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
A	1 AN	81
(Blank Field)	2 AN	82-83
ACT CD	2 AN	84-85
ORG CD	6 AN	86-91
(Blank Field)	28 AN	92-119
POSITION NR	9 N	120-128
TRANS-DT	6 AN	129-134
DIC	3 AN	135-137
(Blank Field)	2 AN	138-139
ACT CD	2 AN	140-141
ORG CD	5 AN	142-146

1.2.10 PAY/PERSONNEL TRANSACTION AND ERRORS (UPAA132) (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	1 AN	147
PAY-END-DT	6 AN	148-153
COL FROM	2 AN	154-155
COL TO	2 AN	156-157
ERR CD	3 AN	158-160

1.2.10 PAY/PERSONNEL TRANSACTION AND ERRORS - UPAA132 (CONT'D)

B - Classification

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
B	1 AN	81
(Blank Field)	2 AN	82-83
ACT CD	2 AN	84-85
ORG CD	2 AN	86-87
(Blank Field)	4 AN	88-91
(Blank Field)	28 AN	92-119
POSITION NR	9 N	120-128
TRANS-DT	6 AN	129-134
DIC	3 AN	135-137
(Blank Field)	2 AN	138-139
ACT CD	2 AN	140-141
ORG CD	5 AN	142-146
(Blank Field)	1 AN	147
PAY-END-DT	6 AN	148-153
COL FROM	2 AN	154-155
COL TO	2 AN	156-157
ERR CD	3 AN	158-160

1.2.10 PAY/PERSONNEL TRANSACTION AND ERRORS - UPAA132 (CONT'D)

C - Personnel

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
C	1 AN	81
(Blank Field)	2 AN	82-83
ACT CD	2 AN	84-85
ORG CD	2 AN	86-87
(Blank Field)	4 AN	88-91
SSN CARD NR	12 AN	92-103
NAME	25 AN	104-128
TRANS-DT	6 AN	129-134
DIC	3 AN	135-137
(Blank Field)	2 AN	138-139
ACT CD	2 AN	140-142
ORG CD	5 AN	143-147
PAY-END-DT	6 AN	148-153
COL FROM	2 AN	154-155
COL TO	2 AN	156-157
ERR CD	3 AN	158-160

1.2.10 PAY/PERSONNEL TRANSACTION AND ERRORS - UPAA132 (CONT'D)

D - Pay

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
D	1 AN	81
(Blank Field)	2 AN	82-83
BLK NR	2 AN	84-85
NAME	31 AN	86-116
(Blank Field)	3 AN	117-119
SSN	9 AN	120-128
TRANS-DT	6 AN	129-134
DIC	3 AN	135-137
(Blank Field)	2 AN	138-139
ACT CD	2 AN	140-141
ORG CD	5 AN	142-146
(Blank Field)	1 AN	147
PAY-END-DT	6 AN	148-153
COL FROM	2 AN	154-155
COL TO	2 AN	156-157
ERR CD	3 AN	158-160

1.2.10 PAY/PERSONNEL TRANSACTION AND ERRORS - UPAA132 (CONT'D)

E - Military

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
E	1 AN	81
(Blank Field)	2 AN	82-83
BLK NR	2 AN	84-85
NAME	31 AN	86-116
(Blank Field)	3 AN	117-119
SSN	9 AN	120-128
TRANS-DT	6 AN	129-134
DIC	3 AN	135-137
(Blank Field)	2 AN	138-139
ACT CD	2 AN	140-141
ORG CD	5 AN	142-146
(Blank Field)	1 AN	147
PAY-END-DT	6 AN	148-153
COL FROM	2 AN	154-155
COL TO	2 AN	156-157
ERR CD	3 AN	158-160

1.2.11 VALID YGA TRANSACTION - UPAA133

FILE SUMMARY

FILE NAME:	Valid YGA Transaction
FILE INDEX NUMBER:	UPAA133
PURPOSE:	To generate validated incumbent expanded transactions for Data Bank update.
RECORD SIZE:	280 Bytes/Characters Display
BLOCK SIZE:	2240 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number - Transaction Date - DIC
SUPPLEMENTAL DESCRIPTION:	None

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
P/P CODE	1 AN	81
L/P CODE	1 AN	82
BOP-DT	6 N	83-88
EOP-DT	6 N	89-94
PAY-YR	4 N	95-98
BLK NR	2 N	99-100
SERIAL NR	3 N	101-103
FEHB EMPLOYEE	4 N	104-107
FEHB AGENCY	4 N	108-111
UNION DUES	4 N	112-115
UNION FEE	2 N	116-117

1.2.11 VALID YGA TRANSACTION - UPAA133 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
PA-AMT	5 N	118-122
BASE-RT	4 N	123-126
ADDNL RT 2	3 N	127-129
ADDNL RT 3	3 N	130-133
PAY PLAN	2 AN	134-135
OCC-SERIES	5 N	136-139
GRADE	2 N	140-141
NP-FLAG	1 AN	142
RTD-FLAG	1 AN	143
(Blank Field)	137 AN	144-280

1.2.12 SORTED PAY/PERSONNEL TRANSACTION AND COMPATIBILITY - UPAA15S

FILE SUMMARY

FILE NAME:	Sorted Pay/Personnel Transaction and Compatibility
FILE INDEX NUMBER:	UPAA15S
PURPOSE:	To print permanent transaction register and errors.
RECORD SIZE:	160 Bytes/Characters Display
BLOCK SIZE:	800 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Same as Input-Output Chart UPAA15
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAA131.

1.2.13 SORTED ADJUSTMENTS - UPAA22S

FILE SUMMARY

FILE NAME:	Sorted Adjustments
FILE INDEX NUMBER:	UPAA22S
PURPOSE:	To record sorted adjustment transactions for edit.
RECORD SIZE:	160 Bytes/Characters Display
BLOCK SIZE:	1600 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number - Pay Period Code - Pay Adjustment Code - DIC
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAA025.

1.2.14 ADJUSTMENT REPORT - UPAA241

FILE SUMMARY

FILE NAME:	Adjustment Report
FILE INDEX NUMBER:	UPAA241
PURPOSE:	To print adjustment transaction register and errors.
RECORD SIZE:	160 Bytes/Characters Display
BLOCK SIZE:	2240 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number - Pay Period Code - Pay Adjustment Code - DIC
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAA025.

1.2.15 PAY ADJUSTMENT EXPANDED TRANSACTION - UPAA242

FILE SUMMARY

FILE NAME:	Pay Adjustment Expanded Transaction
FILE INDEX NUMBER:	UPAA242
PURPOSE:	To record pay adjustment expanded transactions for updating Data Bank and pay history.
RECORD SIZE:	280 Bytes/Characters Display
BLOCK SIZE:	2240 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number - Pay Period Code - Pay Adjustment Code - DIC
SUPPLEMENTAL DESCRIPTION:	GT record layout is same format as UPAA35R.

FILE RECORD LAYOUT

Expanded Transaction - GA

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SOCIAL SECURITY NUMBER	9 AN	1-9
RCD ID	2 AN	10-11
P P CODE	1 AN	12
OTH PAY CODE	1 AN	13
OTH PAY TO DATE (2 Decimals)	7 N	14-20
B-SUBS-ID	1 AN	21
BOND DATE	8 AN	22-29
BOND BAL (2 Decimals)	5 N	30-34
(Blank Field) (2 Decimals)	4 N	35-38
OTH DED CODE	1 AN	39

1.2.15 PAY ADJUSTMENT EXPANDED TRANSACTION - UPAA242 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OTH DED TO DATE (2 Decimals)	6 N	40-45
RET CAL YEAR	4 AN	46-49
RET PRIOR YEARS (2 Decimals)	7 N	50-56
PAY BAL ADJ CD	1 AN	57
(Blank Field)	223 AN	58-274
ACTIVITY DATE	6 AN	275-280

COMMENTS: Data Elements are prefixed with GA.

1.2.15 PAY ADJUSTMENT EXPANDED TRANSACTION - UPAA242 (CONT'D)

Expanded Transaction - GD

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SSN	9 AN	1-9
RCD ID	2 AN	10-11
P-P CD	1 AN	12
BASE-PAY-C (2 Decimals)	7 N	13-19
(Blank Field)	4 AN	20-23
OT-PAY-C (2 Decimals)	5 N	24-28
ND-PAY-C (2 Decimals)	5 N	29-33
HOL-PAY-C (2 Decimals)	5 N	34-38
SUN-PAY-C (2 Decimals)	5 N	39-43
HAZ-PAY-C (2 Decimals)	5 N	44-48
ENV-RATE (2 Decimals)	2 N	49-50
STBY-PAY-C (2 Decimals)	5 N	51-55
FOR-PAY-C (2 Decimals)	5 N	56-60
LSL-PAY-C (2 Decimals)	7 N	61-67
OTH-PAY-CD1	1 AN	68
OTH-PAY1-C (2 Decimals)	7 N	69-75
OTH-PAY-CD2	1 AN	76

READEX FICHE

1.2.15 PAY ADJUSTMENT EXPANDED TRANSACTION - UPAA242 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OTH-PAY2-C (2 Decimals)	7 N	77-83
GRS-PAY-C (2 Decimals)	7 N	84-90
RET-DED-C (2 Decimals)	5 N	91-95
FICA-GRS-C (2 Decimals)	6 N	96-101
FICA-DED-C (2 Decimals)	5 N	102-106
FED-TAX-C (2 Decimals)	6 N	107-112
HB-C (2 Decimals)	4 N	113-116
HB-AGCY-CONTR-C (2 Decimals)	4 N	117-120
GLI-C (2 Decimals)	4 N	121-124
OLI-C (2 Decimals)	4 N	125-128
OTH-DED-CD1	1 AN	129
OTH-DED-CD1-C (2 Decimals)	5 N	130-135
OTH-DED-CD2	1 AN	136
OTH-DED-CD2-C (2 Decimals)	5 N	137-140
ALLOT1-C	4 N	141-144
ALLOT2-C	4 N	145-148
ST-TX-GRS1-C (2 Decimals)	6 N	149-154

1.2.15 PAY ADJUSTMENT EXPANDED TRANSACTION - UPAA242 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ST-TX-GRS2-C (2 Decimals)	6 N	155-160
ST-TAX-CD1-C	2 AN	161-162
ST-TAX-DED1-C (2 Decimals)	5 N	163-167
ST-TAX-CD2-C	2 AN	168-169
ST-TAX-DED2-C (2 Decimals)	5 N	170-174
B1-DED-C (2 Decimals)	5 N	175-179
B2-DED-C (2 Decimals)	5 N	180-184
B3-DED-C (2 Decimals)	5 N	185-189
B4-DED-C (2 Decimals)	5 N	190-194
B5-DED-C (2 Decimals)	5 N	195-199
UN-DUES-C (2 Decimals)	4 N	200-203
CHARITY-C (2 Decimals)	5 N	204-208
COLA-C (2 Decimals)	5 N	209-213
NET-PAY-C (2 Decimals)	7 N	214-220
PAY-ADJ-CD	1 AN	221
GD1	1 AN	222
CI-TAX-ST-CI-CD1-C	2 AN	223-224
CI-TX-ST-CD1-C	4 AN	225-228

1.2.15 PAY ADJUSTMENT EXPANDED TRANSACTION - UPAA242 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CI-TX-ALLOT1-C (2 Decimals)	5 N	229-233
CI-TX-GRS1-C (2 Decimals)	6 N	234-239
CI-TX-ST-CI-CD2-C	2 AN	240-241
CI-TX-ST-CD2-C	4 AN	242-245
CI-TX-ALLOT2-C (2 Decimals)	5 N	246-250
CI-TX-GRS2-C (2 Decimals)	6 N	251-256
(Blank Field)	17 AN	257-273
LSL-FLAG	1 AN	274
PP-END-DT	6 AN	275-280

COMMENT: Data Elements are prefixed with GD.

1.2.15 PAY ADJUSTMENT EXPANDED TRANSACTION - UPAA242 (CONT'D)

Pay Adjustment Expanded Transaction - GH

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SSN	9 AN	1-9
REC-ID	2 AN	10-11
P-P-CD	1 AN	12
SUB-ID	1 N	13
B-ISSUE	1 N	14
DEN	1 N	15
(Blank Field)	8 AN	16-23
B-BAL-C (2 Decimals)	5 N	24-28
(Blank Field)	252 AN	29-280

COMMENTS: Data Elements are prefixed with GH.

1.2.16 LEAVE ADJUSTMENT EXPANDED TRANSACTION - UPAA243

FILE SUMMARY

FILE NAME:	Leave Adjustment Expanded Transaction
FILE INDEX NUMBER:	UPAA243
PURPOSE:	To record Leave Adjustment Expanded Transactions for updating Data Bank and leave history.
RECORD SIZE:	280 Bytes/Characters Display
BLOCK SIZE:	2240 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number - Pay Period Code - Pay Adjustment Code - DIC
SUPPLEMENTAL DESCRIPTION:	GT record layout is same format as UPAA35R.

FILE RECORD LAYOUT

Leave Adjustment Expanded Transaction - GL

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SSN	9 AN	1-9
REC-ID	2 AN	10-11
P-P-CD	1 AN	12
AL-CARRY (2 Decimals)	6 N	13-18
AL-ACCR-Y	3 N	19-21
AL-USED-Y (2 Decimals)	6 N	22-27
AL-CRD-RED-Y	3 N	28-30
AL-PT-WK-BAL (2 Decimals)	4 N	31-34

1.2.16 LEAVE ADJUSTMENT EXPANDED TRANSACTION - UPAA243 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SL-CARRY (2 Decimals)	6 N	35-40
SL-ACCR-Y	3 N	41-43
SL-USED-Y (2 Decimals)	6 N	44-49
SL-CRD-RED-Y	3 N	50-52
SL-PT-WK-BAL (2 Decimals)	4 N	53-56
MIL-Y	3 N	57-59
AWOP-WK-BAL (2 Decimals)	5 N	60-64
LWOP-Y (2 Decimals)	6 N	63-70
(Blank Field)	210 AN	71-280

COMMENT: All Data Elements are prefixed with GL.

1.2.16 LEAVE ADJUSTMENT EXPANDED TRANSACTION - UPAA243 (CONT'D)

Expanded Transaction - GM

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SSN	9 AN	1-9
RCD-ID	2 AN	10-11
P-P-CD	1 AN	12
ADV-AL-HR	3 N	13-15
ADV-AL-TERM-DT	6 AN	16-21
ADV-SL-HR	3 N	22-24
ADV-SL-TERM-DT	6 AN	25-30
CMP-ACT1	1 AN	31
CMP-HRS1 (2 Decimals)	4 AN	32-35
CMP-HR-RT1 (2 Decimals)	4 N	36-39
CMP-ACT2	1 AN	40
CMP-HRS 2 (2 Decimals)	4 N	41-44
CMP-HR-RT2 (2 Decimals)	4 N	45-48
CMP-ACT3	1 AN	49
CMP-HRS3 (2 Decimals)	4 N	50-53
CMP-HR-RT3 (2 Decimals)	4 N	54-57
CMP-ACT4	1 AN	58
CMP-HRS4 (2 Decimals)	4 N	59-62

1.2.16 LEAVE ADJUSTMENT EXPANDED TRANSACTION - UPAA243 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CMP-HR-RT4 (2 Decimals)	4 N	63-66
(Blank Field)	214 AN	67-280

COMMENT: Data Elements are prefixed with GM.

1.2.17 NONPAY ADJUSTMENTS TRANSACTION – UPAA244

FILE SUMMARY

FILE NAME: Nonpay Adjustments Transaction

FILE INDEX NUMBER: UPAA244

PURPOSE: To record nonpay adjustments (YGT) for previous pay periods to be used in updating Data Bank.

RECORD SIZE: 280 Bytes/Characters Display

BLOCK SIZE: 2240 Bytes/Characters Fixed Block Display

ACCESS METHOD: Sequential

SEQUENCE: SSAN - Pay Period

SUPPLEMENTAL DESCRIPTION: Record layout is same format as UPAA35R. Each record is generated from one or more YGT transactions per pay period for an individual, and may contain a maximum of nine nonpay adjustments. Nonpay adjustments are for employees with annual and sick leave system (DB-LV-SYS=1), for previous pay periods only, and whose Data Bank records are either active (DB-RCD-STAT=F) or being separated current pay period (DB-RCD-STAT=H). Valid nonpay codes are: N (AWOL), C (Compensation-Disability), V (Furlough), W (LWOP), and S (Suspension).

1.2.18 SORTED ADJUSTMENT REPORT - UPAA26S

FILE SUMMARY

FILE NAME:	Sorted Adjustment Report
FILE INDEX NUMBER:	UPAA26S
PURPOSE:	To print adjustment transaction register and errors.
RECORD SIZE:	160 Bytes/Characters Display
BLOCK SIZE:	2240 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity - Block - Organization - Name - Social Security Number - Pay Period Code - Pay Adjustment Code - DIC
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAA025.

1.2.19 SORTED TEMPORARY - UPAA30S

FILE SUMMARY

FILE NAME:	Sorted Temporary
FILE INDEX NUMBER:	UPAA30S
PURPOSE:	To record sorted temporary transactions for edit.
RECORD SIZE:	160 Bytes/Characters Display
BLOCK SIZE:	2240 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number - Pay Adjustment Code - Wage Board Shift - DIC
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAA026.

1.2.20 TEMPORARY EXPANDED TRANSACTIONS - UPAA35R

FILE SUMMARY

FILE NAME:	Temporary Expanded Transactions
FILE INDEX NUMBER:	UPAA35R
PURPOSE:	To record temporary expanded transactions for updating Data Bank.
RECORD SIZE:	280 Bytes/Characters Display
BLOCK SIZE:	2240 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number - Pay Adjustment Code - Wage Board Shift - DIC
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

Temporary Expanded Transactions - GT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SSN	9 N	1-9
RCD-ID	2 AN	10-11
P-P-CD	1 AN	12
LV-IND-CD	1 AN	13
REG-HR1 (2 Decimals)	5 N	14-18
OT-HR1 (2 Decimals)	4 N	19-22
ND-HR1 (2 Decimals)	4 N	23-26
HOL-HR1 (2 Decimals)	4 N	27-30
COMP-WK-HR1 (2 Decimals)	4 N	31-34

1.2.20 TEMPORARY EXPANDED TRANSACTIONS - UPAA35R (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SUN-HR1 (2 Decimals)	4 N	35-38
HAZ-HR1 (2 Decimals)	4 N	39-42
AL-HR1 (2 Decimals)	5 N	43-47
COMP-USE-HR1 (2 Decimals)	4 N	48-51
SL-HR1 (2 Decimals)	5 N	52-56
OTH1-CD1	1 AN	57
OTH1-HR1 (2 Decimals)	5 N	58-62
OTH2-CD1	1 AN	63
OTH2-HR1 (2 Decimals)	5 N	64-68
OTH3-CD1	1 AN	69
OTH3-HR1 (2 Decimals)	5 N	70-74
REG-HR2 (2 Decimals)	5 N	75-79
OT-HR2 (2 Decimals)	4 N	80-83
SPLIT-IND1	1 AN	84
SPLIT-SH1	1 AN	85
(Blank Field)	2 AN	86-87
HOL-HR2 (2 Decimals)	4 N	88-91
(Blank Field)	4 AN	92-95

1.2.20 TEMPORARY EXPANDED TRANSACTIONS - UPAA35R (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SUN-HR2 (2 Decimals)	4 N	96-99
HAZ-HR2 (2 Decimals)	4 N	100-103
AL-HR2 (2 Decimals)	5 N	104-108
(Blank Field)	4 AN	109-112
SL-HR2 (2 Decimals)	5 N	113-117
OTH1-CD2	1 AN	118
OTH1-HR2 (2 Decimals)	5 N	119-123
OTH2-CD2	1 AN	124
OTH2-HR2 (2 Decimals)	5 N	125-129
OTH3-CD3	1 AN	130
OTH3-CD2 (2 Decimals)	5 N	131-135
REG-HR3 (2 Decimals)	5 N	136-140
OT-HR3 (2 Decimals)	4 N	141-144
SPLIT-IND2	1 AN	145
SPLIT-SH2	1 AN	146
(Blank Field)	2 AN	147-148
HOL-HR3 (2 Decimals)	4 N	149-152
(Blank Field)	4 AN	153-156

1.2.20 TEMPORARY EXPANDED TRANSACTIONS - UPAA35R (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SUN-HR3 (2 Decimals)	4 N	157-160
HAZ-HR3 (2 Decimals)	4 N	161-164
AL-HR3 (2 Decimals)	5 N	165-169
(Blank Field)	4 AN	170-173
SL-HR3 (2 Decimals)	5 N	174-178
OTH1-CD3	1 AN	179
OTH1-HR3 (2 Decimals)	5 AN	180-184
OTH2-CD3	1 AN	185
OTH2-HR3 (2 Decimals)	5 N	186-190
OTH3-CD3	1 AN	191
OTH3-HR3 (2 Decimals)	5 N	192-196
WB-GLI-CD	1 AN	197
AL-ACCR	2 N	198-199
SL-ACCR	2 N	200-201
AL-CRD-RED	2 N	202-203
SL-CRD-RED	2 N	204-205
TA-1	1 AN	206
TA-2	1 AN	207
TA-3	1 AN	208
ENV-RT1 (2 Decimals)	2 N	209-210

1.2.20 TEMPORARY EXPANDED TRANSACTIONS - UPAA35R (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ENV-HRS1 (2 Decimals)	4 N	211-214
ENV-RT2 (2 Decimals)	2 N	215-216
ENV-HRS2 (2 Decimals)	4 N	217-220
ENV-RT3 (2 Decimals)	2 N	221-222
ENV-HRS3 (2 Decimals)	4 N	223-226
(Blank Field)	54 AN	227-280

COMMENTS: All Data Elements prefixed with GT.

1.2.21 TEMPORARY REPORT - UPAA351

FILE SUMMARY

FILE NAME:	Temporary Report
FILE INDEX NUMBER:	UPAA351
PURPOSE:	To print temporary transaction register, errors, and missing T&A Reports.
RECORD SIZE:	160 Bytes/Characters Display
BLOCK SIZE:	2240 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number - Pay Adjustment Code - Wage Board Shift - DIC
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAA026.

1.2.22 T&A REPORT EXTRACT - UPAA352

FILE SUMMARY

FILE NAME:	T&A Report Extract
FILE INDEX NUMBER:	UPAA352
PURPOSE:	To extract all input YGT documents after expansion to formulate a printed output of all hours input by payroll block for audit purposes.
RECORD SIZE:	280 Bytes/Characters Display
BLOCK SIZE:	2240 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAA35R.

1.2.23 SORTED T&A EXTRACT - UPAA36S

FILE SUMMARY

FILE NAME:	Sorted T&A Extract
FILE INDEX NUMBER:	UPAA36S
PURPOSE:	To sort extract file for report printing.
RECORD SIZE:	280 Bytes/Characters Display
BLOCK SIZE:	2240 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Payroll Block
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAA35R.

1.2.24 SORTED TEMPORARY - UPAA40S

FILE SUMMARY

FILE NAME:	Sorted Temporary
FILE INDEX NUMBER:	UPAA40S
PURPOSE:	To print temporary transaction register, error and missing T&A reports.
RECORD SIZE:	160 Bytes/Characters Display
BLOCK SIZE:	2240 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Block - Organization - Name - Social Security Number - DIC
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAA026.

1.2.25 SORTED PAC - UPAA52S

FILE SUMMARY

FILE NAME: Sorted PAC

FILE INDEX NUMBER: UPAA52S

PURPOSE: Used as input to the PAC Validation program.

RECORD SIZE: 128 Bytes/Characters Display

BLOCK SIZE: 3456 Bytes/Charaters Fixed Block Display

ACCESS METHOD: Sequential

SEQUENCE: Personnel Action Code - Social Security Number - Personnel Action Code Effective Date - Transaction Date

SUPPLEMENTAL DESCRIPTION: Record layout is same format as UPCA15Q.

1.2.26 AUTHORITY, PAC DESCRIPTION, REMARKS - UPAA542

FILE SUMMARY

FILE NAME:	Authority, PAC Description, Remarks
FILE INDEX NUMBER:	UPAA542
PURPOSE:	Supplies the Personnel Subsystem with pertinent data elements necessary to complete Standard Form 50 and Standard Form 1126. The data elements are: Personnel Action Code, Personnel Action Code Effective Date, Transaction Date, Remarks Code, Authority, PAC Description, Remarks, and Supplements to Remarks and Authority.
RECORD SIZE:	110 Bytes/Characters Display
BLOCK SIZE:	1100 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Random
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

Authority, PAC Description, Remarks - YJX Card 1

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SSN	9 AN	1-9
TRANS DATE	6 AN	10-15
PAC EFF DATE	6 AN	16-21
PAC	5 AN	22-26
YJX	3 AN	27-29
000	3 AN	30-32
1	1 N	33
DESC	33 AN	34-66
(Blank Field)	44 AN	67-110

1.2.26 AUTHORITY, PAC DESCRIPTION, REMARKS - UPAA542 (CONT'D)

Authority, PAC Description, Remarks - YJX Card 2

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SSN	9 AN	1-9
TRANS DATE	6 AN	10-15
PAC EFF DATE	6 AN	16-21
PAC	5 AN	22-26
YJX	3 AN	27-29
000	3 AN	30-32
2	1 N	33
DESC	33 AN	34-66
(Blank Field)	44 AN	67-110

1.2.26 AUTHORITY, PAC DESCRIPTION, REMARKS - UPAA542 (CONT'D)

Authority, PAC Description, Remarks - YJY Card 1

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SSN	9 AN	1-9
TRANS DATE	6 AN	10-15
PAC EFF DATE	6 AN	16-21
PAC	5 AN	22-26
YJY	3 AN	27-29
000	3 AN	30-32
1	1 N	33
AU-CD-1	3 AN	34-36
AUTH-1	34 AN	37-70
(Blank Field)	40 AN	71-110

1.2.26 AUTHORITY, PAC DESCRIPTION, REMARKS - UPAA542 (CONT'D)

Authority, PAC Description, Remarks - YJY Card 2

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SSN	9 AN	1-9
TRANS DATE	6 AN	10-15
PAC EFF DATE	6 AN	16-21
PAC	5 AN	22-26
YJY	3 AN	27-29
000	3 AN	30-32
2	1 N	33
AU-CD-2	3 AN	34-36
AUTH-2	34 AN	37-70
(Blank Field)	40 AN	71-110

1.2.26 AUTHORITY, PAC DESCRIPTION, REMARKS - UPAA542 (CONT'D)

Authority, PAC Description, Remarks - YJZ Cards 1 Through 5

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SSN	9 AN	1-9
TRANS DATE	6 AN	10-15
PAC EFF DATE	6 AN	16-21
PAC	5 AN	22-26
YJZ	3 AN	27-29
RMK-CD	3 AN	30-32
1...N	1 N	33
REMK	72 AN	34-105
(Blank Field)	5 AN	106-110

1.2.27 SORTED REMARKS - UPAA56S

FILE SUMMARY

FILE NAME:	Sorted Remarks
FILE INDEX NUMBER:	UPAA56S
PURPOSE:	Used as input to the Remarks Validation program.
RECORD SIZE:	128 Bytes/Characters Display
BLOCK SIZE:	3456 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Remarks Code - Social Security Number
SUPPLEMENTAL DESCRIPTION:	Record layout is the same format as UPCA15Q.

1.2.28 HISTORY TRANSACTIONS AND BIS - UPAA601

FILE SUMMARY

FILE NAME:	History Transactions and BIS
FILE INDEX NUMBER:	UPAA601
PURPOSE:	To record data elements from History Transactions and BIS.
RECORD SIZE:	530 Bytes/Characters Display
BLOCK SIZE:	4240 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	None
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPEF15M.

1.2.29 DETAIL COUNTS - UPAA651

FILE SUMMARY

FILE NAME:	Detail Counts
FILE INDEX NUMBER:	UPAA651
PURPOSE:	To record detail counts for Year-To-Date Summary Report and control.
RECORD SIZE:	280 Bytes/Characters Display
BLOCK SIZE:	2240 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	None
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAB201.

1.2.30 COST EXTRACT - UPAA652

FILE SUMMARY

FILE NAME:	Cost Extract
FILE INDEX NUMBER:	UPAA652
PURPOSE:	To record cost information for cost process.
RECORD SIZE:	192 Bytes/Characters Display
BLOCK SIZE:	3456 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTV CD	2 AN	1-2
SOCIAL SECURITY NUMBER	9 AN	3-11
SER NR	3 AN	12-14
PAY BLK	2 AN	15-16
EMPLOYEE REPORT NAME	31 AN	17-47
SUB CST CD	9 AN	48-56
ORG CD	5 AN	57-61
PP END DATE	6	62-67
YR	2 N	(62-63)
MO	2 N	(64-65)
DA	2 N	(66-67)
TOUR DUTY CD	1 AN	68
CEIL CD	1 AN	69
WORK SCH	1 AN	70
STAT POS CL	1 AN	71

1.2.30 COST EXTRACT - UPAA652 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
PAY PLAN CL	2 AN	72-73
TYPE APPT	1 AN	74
TENURE GROUP	1 AN	75
STAT POS MP	1 AN	76
SPEC PROG ID	2 AN	77-78
MIL SVC	1 AN	79
MIL RANK CD	3 AN	80-82
EOD MIL	6	83-88
YR	2 N	(83-84)
MO	2 N	(85-86)
DA	2 N	(87-88)
BASE HRLY RT (2 Decimals)	4 N	89-91
OT HRLY RT (2 Decimals)	5 N	92-94
REG HRS WRK (2 Decimals)	5 N	95-97
OT HRS WK (2 Decimals)	5 N	98-100
COMP HRS WK (2 Decimals)	5 N	101-103
HOL HRS WK (2 Decimals)	5 N	104-106
HOL LV HRS (2 Decimals)	5 N	107-109
TERM LV HRS (2 Decimals)	7 N	110-113
AL HRS USED (2 Decimals)	5 N	114-116

1.2.30 COST EXTRACT - UPAA652 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SL HRS USED (2 Decimals)	5 N	117-119
OTHER PAID HRS (2 Decimals)	5 N	120-122
(Blank Field) (2 Decimals)	4 AN	123-126
BASE PAY (2 Decimals)	7 N	127-130
TERM LV PAY (2 Decimals)	7 N	131-134
OT PAY (2 Decimals)	7 N	135-138
HOL PREM PAY (2 Decimals)	5 N	139-141
SUN PAY (2 Decimals)	5 N	142-144
NITE DIFF PAY (2 Decimals)	5 N	145-147
HAZ DUTY PAY (2 Decimals)	5 N	148-150
PREM LIEU OT PAY (2 Decimals)	5 N	151-153
OTHR PAY (2 Decimals)	5 N	154-156
O C 11.64 CASH AWD PMT (2 Decimals)	7 N	157-160
FEGLI AGENCY CTRB (2 Decimals)	5 N	161-163
HLTH AGENCY CTRB (2 Decimals)	5 N	164-166
RET AGENCY CTRB (2 Decimals)	5 N	167-169

1.2.30 COST EXTRACT - UPAA652 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
FICA AGENCY CTRB (2 Decimals)	5 N	170-172
OTHR AGENCY CTRB (2 Decimals)	7 N	173-176
OTHR PAY SEVER (2 Decimals)	7 N	177-180
POST DIFF (2 Decimals)	7 N	181-184
O C 11.67 CASH AND OTHER (2 Decimals)	7 N	185-188
(Blank Field)	4 AN	189-192

COMMENTS: Record size 247. Packed size 192.

1.2.31 ADJUSTED DATA BANK RECORDS - UPAA653

FILE SUMMARY

FILE NAME:	Adjusted Data Bank Records
FILE INDEX NUMBER:	UPAA653
PURPOSE:	Selected Data Bank Records for sorting.
RECORD SIZE:	4250 Bytes/Characters Display
BLOCK SIZE:	4250 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAA84M.

1.2.32 SORTED DETAIL COUNTS - UPAA70S

FILE SUMMARY

FILE NAME:	Sorted Detail Counts
FILE INDEX NUMBER:	UPAA70S
PURPOSE:	To record sorted detail counts for Year-To-Date Summary and control.
RECORD SIZE:	280 Bytes/Characters Packed
BLOCK SIZE:	2240 Bytes/Characters Fixed Block Packed
ACCESS METHOD:	Sequential
SEQUENCE:	Block Number
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAB201.

1.2.33 ZIP CODE EXTRACT - UPAA721

FILE SUMMARY

FILE NAME:	ZIP Code Extract
FILE INDEX NUMBER:	UPAA721
PURPOSE:	To extract ZIP Code data from the Data Bank.
RECORD SIZE:	110 Bytes/Characters Display
BLOCK SIZE:	3300 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Random
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

Record - Type 1

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RCD-TYPE 1	1 N	1
(Blank Field)	2 AN	2-3
ACTIVITY CODE	2 A	4-5
(Blank Field)	2 AN	6-7
ZIP CODE	5 N	8-12
REPORT NAME	31 AN	13-43
SSN	9 N	44-52
ORG CODE	2 A	53-54
(Blank Field)	3 AN	55-57
EMPLOYEE LEGAL ADDRESS	43 AN	58-100
(Blank Field)	10 AN	101-110

1.2.33 ZIP CODE EXTRACT - UPAA721 (CONT'D)

Record - Type 2

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RCD-TYPE 2	1 N	1
(Blank Field)	2 AN	2-3
ACTIVITY CODE	2 A	4-5
ORG CODE	2 A	6-7
ZIP CODE	5 N	8-12
(Blank Field)	98 AN	13-110

1.2.33 ZIP CODE EXTRACT - UPAA721 (CONT'D)

Record - Type 3

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RCD-TYPE 3	1 N	1
(Blank Field)	2 AN	2-3
ACTIVITY CODE	2 A	4-5
(Blank Field)	2 AN	6-7
ZIP CODE	5 N	8-12
(Blank Field)	98 AN	13-110

1.2.34 SORTED ZIP CODE EXTRACT - UPAA74S

FILE SUMMARY

FILE NAME:	Sorted ZIP Code Extract
FILE INDEX NUMBER:	UPAA74S
PURPOSE:	To extract ZIP Code extract data from the Data Bank.
RECORD SIZE:	110 Bytes/Characters Display
BLOCK SIZE:	3300 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Report ID - Activity Organization - ZIP Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAA721.

1.2.35 WORKING DATA BANK 1 - UPAA821

FILE SUMMARY

FILE NAME:	Working Data Bank 1
FILE INDEX NUMBER:	UPAA821
PURPOSE:	To record the permanent data needed to sustain and feed the various reporting subsystems.
RECORD SIZE:	4250 Bytes/Characters Display
BLOCK SIZE:	4250 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Manpower Activity Code - Position Number - Record Status
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAA84M.

1.2.36 DATA BANK - UPAA84M

FILE SUMMARY

FILE NAME:	Data Bank
FILE INDEX NUMBER:	UPAA84M
PURPOSE:	To record the permanent data needed to sustain and feed the various reporting subsystems.
RECORD SIZE:	4250 Bytes/Characters Display
BLOCK SIZE:	4250 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Sequence for Incumbent Update: Social Security Number Sequence for Manpower Update: Manpower Activity Code - Position Number - Record Status
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RCD-STAT	1 AN	1
RESERVE	2 AN	2-3
ACTIV	2 AN	4-5
POS-NR	9 AN	6-14
ORG-MP	5 AN	15-19
RESERVE	1 AN	20
STAT-POS-MP	1 AN	21
PAY-PLAN-MP	2 AN	22-23
OCC-SER-MP	5 AN	24-28
GRADE-MP	2 AN	29-30
DSA-COST-MP	5 AN	31-35

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
MIL-SERV-MP	1 AN	36
MIL-RANK-MP	3 AN	37-39
CELL-MP	1 AN	40
POSITION TITLE	60 AN	41-100
AUTH-POS	1 AN	101
ORG-CL	5 AN	102-106
RESERVE	1 AN	107
SUB-COST-CL	9 AN	108-116
STAT-POS-CL	1 AN	117
PAY-PLAN-CL	2 AN	118-119
OCC-SER-CL	5 AN	120-124
FUNC-CL-CL	2 AN	125-126
GRADE-CL	2 AN	127-128
GEO-LOC-CL	9 AN	129-137
COMPET-AREA-CL	2 AN	138-139
COMPET-LVL-CL	3 AN	140-142
POS-OCCUP-CL	1 AN	143
POS-SENS-CL	1 AN	144
POS-OBL-CL	1 AN	145
POS-EXP-DT-CL	6 AN	146-151
POS-VACATE-DT-CL	6 AN	152-157
POS-TITLE-SORT	2 AN	158-159
FLSA	1 AN	160

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SEFI	1 AN	161
(Blank Field)	5 AN	162-166
MINORITY	1 AN	167
RCD-USER	1 AN	168
EOD	6 AN	169-174
DOB	6 AN	175-180
MIL-SRV	1 AN	181
MIL-RANK	3 AN	182-184
BLK-NR	2 AN	185-186
SERIAL-NR	3 AN	187-189
NOA	5 AN	190-194
NOA-DT	6 AN	195-200
SSN	9 AN	201-209
REF-SSN	9 AN	210-218
CEIL	1 AN	219
PERS-TITLE	4 AN	220-223
EMP-RPT-NAME (LAST, FIRST, MIDDLE)	31 AN	224-254
EMP-LEG-NAME (FIRST, MIDDLE, LAST)	31 AN	255-285
MIL-HRLY-RT (2 Decimals)	4 N	286-289
TEMP-APPT-EXP-DT	6 AN	290-295
TEMP-EMPL-MAX-HRS	4 N	296-299
TERM-APPT-EXP-DT	6 AN	300-305
TEMP-PROM-EXP-DT	6 AN	306-311

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SAL-RETN-EXP-DT	6 AN	312-317
LV-PAY-STAT	1 AN	318
TB-SEL	2 AN	319-320
STEP	2 AN	321-322
NP-STAT	1 AN	323
NP-STAT-EXP-DT	6 AN	324-329
PAY-DETER	1 AN	330
PAY-BASIS	2 AN	331-332
PA-AMT (2 Decimals)	7 N	333-339
BASE-HRLY-RT (2 Decimals)	4 N	340-343
NGT-RT2 (3 Decimals)	5 N	344-348
NGT-RT3 (3 Decimals)	5 N	349-353
OT-RT (2 Decimals)	4 N	354-357
ND-RT (2 Decimals)	3 N	358-360
SUN-RT (2 Decimals)	3 N	361-363
HAZ-RT (2 Decimals)	3 N	364-366
STBY-PCT (3 Decimals)	3 N	367-369
RESERVE	1 AN	370
RET-SYS	1 AN	371

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	1 AN	372
GLI-CD	1 AN	373
HB	3 AN	374-376
(Blank Field)	9 AN	377-385
HB-AGY-CTR (2 Decimals)	4 N	386-389
DTL-EFF-DT	6 AN	390-395
DTL-EXP-DT	6 AN	396-401
RESERVE	2 AN	402-403
DTL-ACTIV	2 AN	404-405
DTL-ORG	5 AN	406-410
RESERVE	1 AN	411
DTL-SUB-COST	9 AN	412-420
DTL-BLK-NR	2 AN	421-422
DTL-SERIAL-NR	3 AN	423-425
WORK-SCHED	1 AN	426
PT-HRS-SCHED	3 N	427-429
TOD-CHG-DT	6 AN	430-435
(Blank Field)	1 AN	436
HANDICAP	2 AN	437-438
LAST-EQUIV-DT	6 AN	439-444
WIGI-DUE-DT	6 AN	445-450
WIGI-WITH	1 AN	451
LAST-PROM-DT	6 AN	452-457

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DOE-CURR-GR	6 AN	458-463
LV-SYS	1 AN	464
LV-CAT	1 AN	465
LV-CAT-CHG-DT	6 AN	466-471
PERF-RATE	1 AN	472
PERF-RATE-DUE-DT	6 AN	473-478
CAR-SRV-COMM-DT	6 AN	479-484
CONV-CAR-TEN-DT	6 AN	485-490
PROB-COMM-DT	6 AN	491-496
PROB-COMP-DT	6 AN	497-502
RETN-RTS	1 AN	503
RETN-EXP-DT	6 AN	504-509
(Blank Field)	2 AN	510-511
SCD-LV	6 AN	512-517
SCD-RIF	6 AN	518-523
SCD-CS	6 AN	524-529
DSA-EOD	6 AN	530-535
WIGI-DT-NEW	6 AN	536-541
CITIZEN	1 AN	542
FSEE ELIG	1 AN	543
(Blank Field)	2 AN	544-545
SPEC-PROG ID	2 AN	546-547
ED-LEVEL	2 AN	548-549

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DT-DEGREE-ATTAIN	2 AN	550-551
QUAL-GRAD-ID	1 AN	552
ACADEM-DIS	4 AN	553-556
SECOND-SKILL-LVL	5 AN	557-561
(Blank Field)	6 AN	562-567
SEX	1 AN	568
RESERVE	1 AN	569
VET-PREF	1 AN	570
RET-UNIF-SVC	1 AN	571
MIL-RES-CAT	1 AN	572
ACTIV-MIL-SRV-MOS	3 N	573-575
MIL-RET-DT	6 AN	576-581
UNIF-SVC-DESIG	1 AN	582
UNIF-SVC-COMP	1 AN	583
UNIF-SVC-GRADE	2 AN	584-585
RETN-REG-DT	6 AN	586-591
(Blank Field)	6 AN	592-597
90 DAY-WAIT-DT	6 AN	598-603
DROP	1 AN	604
TYPE-APPT	1 AN	605
CAO-CD	1 AN	606
NP-BEG-NOA	5 AN	607-611
NP-BEG-DT	6 AN	612-617

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
NP-RTD-NOA	5 AN	618-622
NP-RTD-DT	6 AN	623-628
PROB-NP-DT	6 AN	629-634
WIGI-NP-DT	6 AN	635-640
CAL-YR-NP-DT	6 AN	641-646
MANAGE-CD	1 AN	647
TOD-CHNG-CNTR	2 N	648-649
WIGI-BIS	1 AN	650
CAR-BIS	1 AN	651
PROB-BIS	1 AN	652
NP-SUPPORT	1 AN	653
TOD-CHG-DT	1 AN	654
SF-1126	1 AN	655
PT-HRS-SCHED-CHG	1 AN	656
WORK-SCHED-CHG	1 AN	657
NEW-SUPV-FLAG	1 AN	658
EPR	1 AN	659
ACCESSION	1 AN	660
RESERVE	1 AN	661
PROB-ADJ-DT	1 AN	662
WIGI-ADJ-DT	1 AN	663
NP-ADJ	1 AN	664

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
WIGI-FREEZE	1 AN	665
SUPP-FORM	1 AN	666
HSTRY-FEED	1 AN	667
HQ-DB	1 AN	668
PROB-FREEZE	1 AN	669
CONV-FREEZE	1 AN	670
PTDL	1 AN	671
RESERVE	1 AN	672
CTCT-FLAG	1 AN	673
RESERVE	1 AN	674
CTCT-IND	1 AN	675
RESERVE	1 AN	676
RESERVE	1 AN	677
NP-PREV	1 AN	678
RESERVE	1 AN	679
RESERVE	1 AN	680
UNRES	1 AN	681
PERF-RATE	1 AN	682
PROB-APPR	1 AN	683
RESERVE	1 AN	684
90-DAY-ADV	1 AN	685
P-R-RPT	1 AN	686
CTCT-AUTO-ADJ	1 AN	687

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RESERVE	1 AN	688
WIGI-NP	1 AN	689
PAY-HIST	1 AN	690
RESERVE	1 AN	691
RESERVE	1 AN	692
LAST-EQU	1 AN	693
FEOLI-AGE-CD-O	1 AN	694
NP-IND	1 AN	695
GLI-CD-O	1 AN	696
PROB	1 AN	697
BLK-NR-O	2 AN	698-699
LV-PAY-STAT-O	1 AN	700
HB-O	1 AN	701-703
WORK-SCHED-O	1 AN	704
PT-HRS-SCHED-O	3 AN	705-707
TOD-CHG-DT-O	6 AN	708-713
LV-CAT-O	1 AN	714
DOB-O	6 AN	715-720
NS-BASIC-PAY (2 Decimals)	7 N	721-727
CT-BW-DED1-N (2 Decimals)	4 N	728-731
CT-BW-DED2-N (2 Decimals)	4 N	732-735
CT-BW-DED1-C (2 Decimals)	4 N	736-739

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CT-BW-DED2-C (2 Decimals)	4 N	740-743
RESERVE	15 AN	744-758
CT-TX-EXEMP1	2 N	759-760
CT-TX-EXEMP2	2 N	761-762
CT-PER-AMT1-N (2 Decimals)	5 N	763-767
CT-PER-AMT2-N (2 Decimals)	5 N	768-772
CT-PER-AMT1-C (2 Decimals)	5 N	773-777
CT-PER-AMT2-C (2 Decimals)	5 N	778-782
CT-ST3-Q	2 AN	783-784
CT-CITY3-Q	4 AN	785-788
CT-ST3-Y	2 AN	789-790
CT-CITY3-Y	4 AN	791-794
CT-TX-AMT1-Q (2 Decimals)	6 N	795-800
CT-TX-AMT2-Q (2 Decimals)	6 N	801-806
CT-TX-AMT3-Q (2 Decimals)	6 N	807-812
CT-TX-AMT1-Y (2 Decimals)	6 N	813-818
CT-TX-AMT2-Y (2 Decimals)	6 N	819-824
CT-TX-AMT3-Y (2 Decimals)	6 N	825-830

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CT-TX-GRS3-Q (2 Decimals)	7 N	831-837
CT-TX-GRS3-Y (2 Decimals)	7 N	838-844
CSH-AWD1-ST1	2 AN	845-846
CSH-AWD1-CITY1	4 AN	847-850
CSH-AWD1-ST2	2 AN	851-852
CSH-AWD1-CITY2	4 AN	853-856
CSH-AWD1-CT-TX-DED1-C (2 Decimals)	5 N	857-861
CSH-AWD1-CT-TX-DED2-C (2 Decimals)	5 N	862-866
CSH-AWD2-ST1	2 AN	867-868
CSH-AWD2-CITY1	4 AN	869-872
CSH-AWD2-ST2	2 AN	873-874
CSH-AWD2-CITY2	4 AN	875-878
CSH-AWD2-CT-TX-DED1-C (2 Decimals)	5 N	879-883
CSH-AWD2-CT-TX-DED2-C (2 Decimals)	5 N	884-888
CT-BW-EXEMP1 (2 Decimals)	6 N	889-894
CT-BW-EXEMP2 (2 Decimals)	6 N	895-900
TOD	1 AN	901
SHIFT	1 AN	902
OTH-PAY-CD-N	1 AN	903

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OTH-PAY-TOT-AMT (2 Decimals)	7 N	904-910
OTH-PAY-TOT-PD (2 Decimals)	7 N	911-917
FOR-CD-N	1 AN	918
M-S-CD	1 AN	919
FTX-EXM	2 N	920-921
FTX-ADDNL	3 N	922-924
ST-TX-CD1	2 AN	925-926
ST-TX-M-S-CD1	1 AN	927
ST-TX-EXM1	2 N	928-929
ST-TX-EXM-AMT1	6 N	930-935
ST-TX-ADDNL1	3 N	936-938
ST-TX-DED1-N (2 Decimals)	5 N	939-943
ST-TX-CD2	2 AN	944-945
ST-TX-M-S-CD2	1 AN	946
ST-TX-EXM2	2 N	947-948
ST-TX-EXM-AMT2	6 N	949-954
ST-TX-ADDNL2	3 N	955-957
ST-TX-DED2-N (2 Decimals)	5 N	958-962
UN-CD	10 AN	963-972
UN-FEE (2 Decimals)	2 N	973-974
CHAR-CD	2 AN	975-976

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OTH-DED-CD1	1 AN	977
OTH-COLL-AMT1 (2 Decimals)	6 N	978-983
OTH-DED-TD1 (2 Decimals)	6 N	984-989
OTH-DED-CD2	1 AN	990
OTH-COLL-AMT2 (2 Decimals)	6 N	991-996
OTH-DED-TD2 (2 Decimals)	6 N	997-1002
TEMP-APPT-HRS-WKD (2 Decimals)	6 N	1003-1008
ENV-RT1 (2 Decimals)	2 N	1009-1010
ENV-HRS1 (2 Decimals)	4 N	1011-1014
ENV-RT2 (2 Decimals)	2 N	1015-1016
ENV-HRS2 (2 Decimals)	4 N	1017-1020
ENV-RT3 (2 Decimals)	2 N	1021-1022
ENV-HRS3 (2 Decimals)	4 N	1023-1026
CT-ST-CD1	2 AN	1027-1028
CT-CITY-CD1	4 AN	1029-1032
CT-RES-NON-CD1	1 AN	1033
CT-PER1 (4 Decimals)	4 N	1034-1037

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CT-ST-CD2	2 AN	1038-1039
CT-CITY-CD2	4 AN	1040-1043
CT-RES-NON-CD2	1 AN	1044
CT-PER2 (4 Decimals)	4 N	1045-1048
RESERVE	2 AN	1049-1050
B1-ISSUE	1 N	1057
B1-DEN	1 AN	1052
BI-DEN-N (2 Decimals)	5 N	1053-1057
BI-BAL (2 Decimals)	5 N	1058-1062
BI-DT	8 AN	1063-1070
B1-DEL	1 AN	1071
B1-OWN	1 AN	1072
BI-CB-CD	3 AN	1073-1075
BI-PERS	4 AN	1076-1080
B1-CB-NAME	30 AN	1081-1110
RESERVE	4 AN	1111-1114
B1-CB-SSN	9 AN	1115-1123
B1-STR	24 AN	1124-1147
B1-CT-ST-ZIP	24 AN	1148-1171
B2-ISSUE	1 N	1172
B2-DEN	1 AN	1173
B2-DED-N (2 Decimals)	5 N	1174-1178

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
B2-BAL (2 Decimals)	5 N	1179-1183
B2-DT	8 AN	1184-1191
B2-DEL	1 AN	1192
B2-OWN	1 AN	1193
B2-CB-CD	3 AN	1194-1196
B2-PERS	4 AN	1197-1200
B2-CB-NAME	31 AN	1201-1231
RESERVE	4 AN	1232-1235
B2-CB-SSN	9 AN	1236-1244
B2-STR	24 AN	1245-1268
B2-CT-ST-ZIP	24 AN	1269-1292
B3-ISSUE	1 N	1293
B3-DEN	1 AN	1294
B3-DED-N (2 Decimals)	5 N	1295-1299
B3-BAL (2 Decimals)	5 N	1300-1304
B3-DT	8 AN	1305-1312
B3-DEL	1 AN	1313
B3-OWN	1 AN	1314
B3-CB-CD	3 AN	1315-1317
B3-PERS	4 AN	1318-1321
B3-CB-NAME	31 AN	1322-1352

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RESERVE	4 AN	1353-1356
B3-CB-SSN	9 N	1357-1365
B3-STR	24 X	1366-1389
B3-CT-ST-ZIP	24 X	1390-1413
B4-ISSUE	1 N	1414
B4-DEN	1 AN	1415
B4-DED-N (2 Decimals)	5 N	1416-1420
B4-BAL (2 Decimals)	5 N	1421-1425
B4-DT	8 AN	1426-1433
B4-DEL	1 AN	1434
B4-OWN	1 AN	1435
B4-CB-CD	3 AN	1436-1438
B4-PERS	4 AN	1439-1442
B4-CB-NAME	31 AN	1443-1473
RESERVE	4 AN	1474-1477
B4-CB-SSN	9 AN	1478-1486
B4-STR	24 AN	1487-1510
B4-CT-ST-ZIP	24 AN	1511-1534
B5-ISSUE	1 N	1535
B5-DEN	1 AN	1536
B5-DED-N (2 Decimals)	5 N	1537-1541

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
B5-BAL (2 Decimals)	5 N	1542-1546
B5-DT	8 AN	1547-1554
B5-DEL	1 AN	1555
B5-OWN	1 AN	1556
B5-CB-CD	3 AN	1557-1559
B5-PERS	4 AN	1560-1563
B5-CB-NAME	31 AN	1564-1594
RESERVE	4 AN	1595-1598
B5-CB-SSN	9 AN	1599-1607
B5-STR	24 AN	1608-1631
B5-CT-ST-ZIP	24 AN	1632-1655
BASE-PAY-N (2 Decimals)	6 N	1656-1661
STBY-PAY-N (2 Decimals)	5 N	1662-1666
FOR-PAY-N (2 Decimals)	6 N	1667-1672
OTH-PAY-N (2 Decimals)	6 N	1673-1678
GRS-PAY-N (2 Decimals)	6 N	1679-1684
RET-DED-N (2 Decimals)	5 N	1685-1689
FICA-DED-N (2 Decimals)	5 N	1690-1694
RESERVE (2 Decimals)	5 N	1695-1699

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
HB-N (2 Decimals)	4 N	1700-1703
GLI-N (2 Decimals)	4 N	1704-1707
FEOLIA-N (2 Decimals)	4 N	1708-1711
OTH-DED1-N (2 Decimals)	5 N	1712-1716
OTH-DED2-N (2 Decimals)	5 N	1717-1721
ST-TX-DED-N (2 Decimals)	5 N	1722-1726
B-DED-N (2 Decimals)	5 N	1727-1731
UN-DUES-N (2 Decimals)	4 N	1732-1735
CHAR-N (2 Decimals)	4 N	1736-1739
COLA-N	6	1740-1745
CODE	1 AN	(1740)
RESERVE (2 Decimals)	5 N	(1741-1745)
ALLOT1-N (2 Decimals)	6 N	1746-1751
ALLOT2-N (2 Decimals)	6 N	1752-1757
NET-PAY-N (2 Decimals)	6 N	1758-1763
RESERVE	5 AN	1764-1768
SEVR-PAY-F-Y (2 Decimals)	7 N	1769-1775

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
FLAGS	25 AN	1776-1800
COST	1 AN	(1776)
SSN	1 AN	(1777)
BLK	1 AN	(1778)
NEW	1 AN	(1779)
NORM	1 AN	(1780)
PAY-END	1 AN	(1781)
ACTL	1 AN	(1782)
LV-CAT	1 AN	(1783)
GR-ST	1 AN	(1784)
ADV-LV	1 AN	(1785)
PERM	1 AN	(1786)
TEMP	1 AN	(1787)
PEND-SEP	1 AN	(1788)
90	1 AN	(1789)
14	1 AN	(1790)
PAY-ADJ	1 AN	(1791)
WB-GLI	1 AN	(1792)
HB	1 AN	(1793)
MISS-TA	1 AN	(1794)
RESERVE	1 AN	(1795)
MANUAL	1 AN	(1796)
NO EDIT	1 AN	(1797)
MAX-GRS	1 AN	(1798)
DTL-COST	1 AN	(1799)
RESERVE	1 AN	(1800)
UN-CD-O	10 AN	1801-1810
CHAR-CD-O	2 AN	1811-1812
STEP-NEW	2 AN	1813-1814
PRELIM-RET-FLAG	1 AN	1815
M-SHIFT-FLAG	1 AN	1816
RET-CHG-FLAG	1 AN	1817
AL-CARRY (2 Decimals)	6 N	1818-1823
AL-ACCR-Y	3 N	1824-1826
AL-USED-Y (2 Decimals)	6 N	1827-1832

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
AL-BAL (2 Decimals)	6 N	1833-1838
AL-USE-LOSE (2 Decimals)	5 N	1839-1843
AL-CRD-RED (2 Decimals)	3 N	1844-1846
AL-PT-WK-BAL (2 Decimals)	4 N	1847-1850
RESERVE	1	1851
SL-CARRY (2 Decimals)	6 N	1852-1857
SL-ACCR-Y	3 N	1758-1760
SL-USED-Y (2 Decimals)	6 N	1861-1866
SL-BAL (2 Decimals)	6 N	1867-1872
SL-CRD-BAL	3 N	1873-1875
SL-PT-WK-BAL (2 Decimals)	4 N	1876-1879
AWOP-WK-BAL (2 Decimals)	5 N	1880-1884
AWOL-SUSP-Y (2 Decimals)	6 N	1885-1890
LWOP-Y (2 Decimals)	6 N	1891-1896
MIL-Y	3 N	1897-1899
ADV-AL-HR (2 Decimals)	5 N	1900-1904
ADV-AL-TERM-DT	6 AN	1905-1910

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DISAB-Y (2 Decimals)	6 N	1911-1916
ADV-SL-HR (2 Decimals)	5 N	1917-1921
ADV-SL-TERM-DT	6 AN	1922-1927
LWOP-CY (2 Decimals)	6 N	1928-1933
SUSP-CY (2 Decimals)	6 N	1934-1939
FURL-CY (2 Decimals)	6 N	1940-1945
AWOL-CY (2 Decimals)	6 N	1946-1951
DISAB-CY (2 Decimals)	6 N	1952-1957
SF 50-LWOP (2 Decimals)	6 N	1958-1963
SF 50-SUSP (2 Decimals)	6 N	1964-1969
SF 50-FURL (2 Decimals)	6 N	1970-1975
SF 50-AWOL (2 Decimals)	6 N	1976-1981
SF 50-DISAB (2 Decimals)	6 N	1982-1987
PROB-LWOP (2 Decimals)	6 N	1988-1993
PROB-SUSP (2 Decimals)	6 N	1994-1999
PROB-FURL (2 Decimals)	6 N	2000-2005

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
PROB-AWOL (2 Decimals)	6 N	2006-2011
RESERVE	6 AN	2012-2017
WIGI-LWOP (2 Decimals)	6 N	2018-2023
WIGI-SUSP (2 Decimals)	6 N	2024-2029
WIGI-FURL (2 Decimals)	6 N	2030-2035
WIGI-AWOL (2 Decimals)	6 N	2036-2041
CSA-YR	2 AN	2042-2043
CSA-MO	2 AN	2044-2045
CSA-RPT-IND	1 AN	2046
REPR-EXP-DT	6 AN	2047-2052
TEN-GRP	1 AN	2053
TEN-SUB-GRP	2 AN	2054-2055
DEATH-PAY (2 Decimals)	7 N	2056-2062
RESERVE	9 AN	2063-2071
LV-OTH-Y	3 N	2072-2074
SPEC-HRS-Y (2 Decimals)	6 N	2075-2080
CMP-PPO	1 AN	2081
CMP-ACTO	1 AN	2082
CMP-HRSO (2 Decimals)	4 N	2083-2086

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CMP-HRS0-PD (2 Decimals)	4 N	2087-2090
CMP-HR-RT0 (2 Decimals)	4 N	2091-2094
CMP-PP1	1 AN	2095
CMP-ACT1	1 AN	2096
CMP-HRS1 (2 Decimals)	4 N	2097-2100
CMP-HRS1-PD (2 Decimals)	4 N	2101-2104
CMP-HR-RT1 (2 Decimals)	4 N	2105-2108
CMP-PP2	1 AN	2109
CMP-ACT2	1 AN	2110
CMP-HRS2 (2 Decimals)	4 N	2111-2114
CMP-HRS2-PD (2 Decimals)	4 N	2115-2118
CMP-HR-RT2 (2 Decimals)	4 N	2119-2122
CMP-PP3	1 AN	2123
CMP-ACT3	1 AN	2124
CMP-HRS3 (2 Decimals)	4 N	2125-2128
CMP-HRS3-PD (2 Decimals)	4 N	2129-2132
CMP-HR-RT3 (2 Decimals)	4 N	2133-2136
CMP-PP4	1 AN	2137

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CMP-ACT4	1 AN	2138
CMP-HRS4 (2 Decimals)	4 N	2139-2142
CMP-HRS4-PD (2 Decimals)	4 N	2143-2146
CMP-HR-RT4 (2 Decimals)	4 N	2147-2150
CT-OCC-TX1 (2 Decimals)	5 N	2151-2155
CT-OCC-TX2 (2 Decimals)	5 N	2156-2160
CT-OCC-TAX1-Y (2 Decimals)	5 N	2161-2165
CT-OCC-TAX2-Y (2 Decimals)	5 N	2166-2179
CT-OCC-TAX3-Y (2 Decimals)	5 N	2171-2175
RESERVE	13 AN	2176-2188
ST-TX-CD1-Q	2 AN	2189-2190
ST-TX-GRS1-Q (2 Decimals)	7 N	2191-2197
ST-TX-DED1-Q (2 Decimals)	6 N	2198-2203
ST-TX-CD2-Q	2 AN	2204-2205
ST-TX-GRS2-Q (2 Decimals)	7 N	2206-2212
ST-TX-DED2-Q (2 Decimals)	6 N	2213-2218
ST-TX-CD3-Q	2 AN	2219-2220

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ST-TX-GRS3-Q (2 Decimals)	7 N	2221-2227
ST-TX-DED3-Q (2 Decimals)	6 N	2228-2233
B-DED-Q (2 Decimals)	6 N	2234-2239
CT-ST1-Q	2 AN	2240-2241
CT-CITY1-Q	4 AN	2242-2245
CT-TX-GRS1-Q (2 Decimals)	6 N	2246-2251
CT-ST2-Q	2 AN	2252-2253
CT-CITY2-Q	4 AN	2254-2257
CT-TX-GRS2-Q (2 Decimals)	6 N	2258-2263
FICA-DED-Q (2 Decimals)	7 N	2264-2270
FICA-GRS-1Q (2 Decimals)	7 N	2271-2277
FICA-GRS-2Q (2 Decimals)	7 N	2278-2284
FICA-GRS-3Q (2 Decimals)	7 N	2285-2291
FICA-GRS-4Q (2 Decimals)	7 N	2292-2298
GRS-PAY-Y (2 Decimals)	7 N	2299-2305
RET-DED-Y (2 Decimals)	6 N	2306-2311
FICA-DED-Y (2 Decimals)	6 N	2312-2317

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
FED-TX-Y (2 Decimals)	7 N	2318-2324
HB-Y (2 Decimals)	6 N	2325-2330
GLI-Y (2 Decimals)	5 N	2331-2335
FEOLI-Y (2 Decimals)	6 N	2336-2341
OTH-DED-CD1-Y	1 AN	2342
OTH-DED1-Y (2 Decimals)	6 N	2343-2348
OTH-DED-CD2-Y	1 AN	2349
OTH-DED2-Y (2 Decimals)	6 N	2350-2355
OTH-DED-CD3-Y	1 AN	2356
OTH-DED3-Y (2 Decimals)	6 N	2357-2362
OTH-DED-CD4-Y (2 Decimals)	1 AN	2363
OTH-DED4-Y (2 Decimals)	6 N	2364-2369
ST-TX-CD1-Y	2 AN	2370-2371
ST-TX-GRS1-Y (2 Decimals)	7 N	2372-2378
ST-TX-DED1-Y (2 Decimals)	6 N	2379-2384
ST-TX-CD2-Y		2385-2386
ST-TX-GRS2-Y (2 Decimals)	7 N	2387-2393

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ST-TX-DED2-Y (2 Decimals)	6 N	2394-2399
ST-TX-CD3-Y	2 AN	2400-2401
ST-TX-GRS3-Y (2 Decimals)	7 N	2402-2408
ST-TX-DED3-Y (2 Decimals)	6 N	2409-2414
ST-TX-CD4-Y	2 AN	2415-2416
ST-TX-GRS4-Y (2 Decimals)	7 N	2417-2423
ST-TX-DED4-Y (2 Decimals)	6 N	2424-2429
B-DED-Y (2 Decimals)	6 N	2430-2435
UN-DUES-Y (2 Decimals)	5 N	2436-2440
CHAR-Y (2 Decimals)	6 N	2441-2446
(Blank Fields)	6	2447-2452
ALLOT-Y (2 Decimals)	7 N	2453-2459
NET-PAY-Y (2 Decimals)	7 N	2460-2466
GRS-NON-TAX-Y (2 Decimals)	7 N	2467-2473
CT-ST1-Y	2 AN	2474-2475
CT-CITY1-Y	4 AN	2476-2479
CT-TX-GRS1-Y (2 Decimals)	7 N	2480-2486

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RESERVE	6 AN	2487-2492
CT-ST2-Y	2 AN	2493-2494
CT-CITY2-Y	4 AN	2495-2498
CT-TX-GRS2-Y (2 Decimals)	7 N	2499-2505
RESERVE	6 AN	2506-2511
GRS-F-Y (2 Decimals)	7 N	2512-2518
RET-PRIOR-YRS (2 Decimals)	7 N	2519-2525
BASE-HR1-C (2 Decimals)	5 N	2526-2530
OT-HR1-C (2 Decimals)	4 N	2531-2534
ND-HR1-C (2 Decimals)	5 N	2535-2539
HOL-HR1-C (2 Decimals)	4 N	2540-2543
SUN-HR1-C (2 Decimals)	4 N	2544-2547
HAZ-HR1-C (2 Decimals)	4 N	2548-2551
LSL-HR1-C (2 Decimals)	6 N	2552-2557
BASE-HR2-C (2 Decimals)	5 N	2558-2562
OT-HR2-C (2 Decimals)	4 N	2563-2566
HOL-HR2-C (2 Decimals)	4 N	2567-2570

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SUN-HR2-C (2 Decimals)	4 N	2571-2574
LSL-HR2-C (2 Decimals)	6 N	2575-2580
BASE-HR3-C (2 Decimals)	5 N	2581-2585
OT-HR3-C (2 Decimals)	4 N	2586-2589
HOL-HR3-C (2 Decimals)	4 N	2590-2593
SUN-HR3-C (2 Decimals)	4 N	2594-2597
LSL-HR3-C (2 Decimals)	6 N	2598-2603
SPLIT-PAY-OLD-C	1 N	2604
SHIFT-OLD-C	1 N	2605
SPLIT-PAY-NEW-C	1 N	2606
SHIFT-NEW-C	1 N	2607
RESERVED	8 AN	2608-2615
ADJ-SEP-FLAG	1 AN	2616
REG-WKD-C (2 Decimals)	5 N	2617-2621
PD-MIL-C (2 Decimals)	5 N	2622-2626
AL-ACCR-C	2 N	2627-2628
AL-USED-C (2 Decimals)	5 N	2629-2633
AL-CRD-RED-C	2 N	2634-2635
SL-ACCR-C	2 N	2636-2637

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SL-USED-C (2 Decimals)	5 N	2638-2642
SL-CRD-RED-C	2 N	2643-2644
CMP-WK-C (2 Decimals)	4 N	2645-2648
CMP-USED-C (2 Decimals)	4 N	2649-2652
CMP-WAV-C (2 Decimals)	4 N	2653-2656
COMP-PD-C (2 Decimals)	4 N	2657-2660
PT-HR-WK-C (2 Decimals)	4 N	2661-2664
LWOP-C (2 Decimals)	5 N	2665-2669
AWOL-C (2 Decimals)	5 N	2670-2674
SUSP-C (2 Decimals)	5 N	2675-2679
DISAB-C (2 Decimals)	5 N	2680-2684
ADM-C (2 Decimals)	5 N	2685-2689
JURY-C (2 Decimals)	5 N	2690-2694
MIL-C (2 Decimals)	5 N	2695-2699
HDL-C (2 Decimals)	5 N	2700-2704
OTH-M-C (2 Decimals)	5 N	2705-2709

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
FURL-C (2 Decimals)	5 N	2710-2714
BASE-PAY-C (2 Decimals)	7 N	2715-2721
RESERVED (2 Decimals)	5 N	2722-2726
ND-PAY-C (2 Decimals)	5 N	2727-2731
HOL-PAY-C (2 Decimals)	5N	2732-2736
SUN-PAY-C (2 Decimals)	5 N	2737-2741
HAZ-PAY-C (2 Decimals)	5 N	2742-2746
STBY-PAY-C (2 Decimals)	5 N	2747-2751
FOR-PAY-C (2 Decimals)	5 N	2752-2756
OTH-PAY-CD1-C	1 AN	2757
OTH-PAY1-C (2 Decimals)	7 N	2758-2764
OTH-PAY-CD2-C	1 AN	2765
OTH-PAY2-C (2 Decimals)	7 N	2766-2772
OTH-PAY-CD3-C	1 AN	2773
OTH-PAY3-C (2 Decimals)	7 N	2774-2780
GRS-PAY-C (2 Decimals)	7 N	2781-2787

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RET-DED-C (2 Decimals)	5 N	2788-2792
FICA-DED-C (2 Decimals)	5 N	2793-2797
FED-TX-C (2 Decimals)	6 N	2798-2803
HB-C (2 Decimals)	4 N	2804-2807
HB-AGY-CTR-C (2 Decimals)	4 N	2808-2811
GLI-C (2 Decimals)	4 N	2812-2815
FEOLIA-C (2 Decimals)	4 N	2816-2819
OTH-DED-CD1-C	1 AN	2820
OTH-DED1-C (2 Decimals)	5 N	2821-2825
OTH-DED-CD2-C	1 AN	2826
OTH-DED2-C (2 Decimals)	5 N	2827-2831
ST-TX-CD1-C	2 AN	2832-2833
ST-TX-DED1-C (2 Decimals)	5 N	2834-2838
ST-TX-CD2-C	2 AN	2839-2840
ST-TX-DED2-C (2 Decimals)	5 N	2841-2845
BOND-DED-C (2 Decimals)	5 N	2846-2850
UN-DUES-C (2 Decimals)	4 N	2851-2854

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CHAR-C (2 Decimals)	5 N	2855-2859
COLA-CD-C	1 AN	2860
RESERVED (2 Decimals)	5 N	2861-2865
ALLOT1-C (2 Decimals)	6 N	2866-2871
ALLOT2-C (2 Decimals)	6 N	2872-2877
NET-PAY-C (2 Decimals)	7 N	2878-2884
CT-ST1-C	2 AN	2885-2886
CT-CITY1-C	4 AN	2887-2890
CT-OCC-TX1-C (2 Decimals)	5 N	2891-2895
CT-ST2-C	2 AN	2896-2897
CT-CITY2-C	4 AN	2898-2901
CT-OCC-TX2-C (2 Decimals)	5 N	2902-2906
CSH-AWD1-AMT-C (2 Decimals)	6 N	2907-2912
CSH-AWD1-FICA-C (2 Decimals)	5 N	2913-2917
CSH-AWD1-FED-TX-C (2 Decimals)	6 N	2918-2923
CSH-AWD1-ST-TX-CD1-C	2 AN	2924-2925
CSH-AWD1-ST-TX-DED1-C (2 Decimals)	5 N	2926-2930
CSH-AWD1-ST-TX-CD2-C	2 AN	2931-2932

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CSH-AWD1-ST-TX-DED2-C (2 Decimals)	5 N	2933-2937
CSH-AWD1-NET-C (2 Decimals)	6 N	2938-2943
CSH-AWD2-AMT-C (2 Decimals)	7 N	2944-2950
CSH-AWD2-FICA-C (2 Decimals)	5 N	2951-2955
CSH-AWD2-FED-TX-C (2 Decimals)	6 N	2956-2961
CSH-AWD2-ST-TX-CD1-C	2 AN	2962-2963
CSH-AWD2-ST-TX-DED1-C (2 Decimals)	5 N	2964-2968
CSH-AWD2-ST-TX-CD2-C	2 AN	2969-2970
CSH-AWD2-ST-TX-DED2-C (2 Decimals)	5 N	2971-2975
CSH-AWD2-NET-C (2 Decimals)	7 N	2976-2982
LSL-FLAG	1 AN	2983
PD-DISAB-C	5 AN	2984-2988
RESERVE	3 AN	2989-2991
PA-AMT-O (2 Decimals)	7 N	2992-2998
BASE-HRLY-RT-O (2 Decimals)	4 N	2999-3002
NGT-RT2-O (3 Decimals)	5 N	3003-3007
NGT-RT3-O (3 Decimals)	5 N	3008-3012

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OT-RT-O (2 Decimals)	4 N	3013-3016
ND-RT-O (2 Decimals)	3 N	3017-3019
SUN-RT-O (2 Decimals)	3 N	3020-3022
HAZ-RT-O (2 Decimals)	3 N	3023-3025
SHIFT-O	1 AN	3026
RESERVE	2 AN	3027-3028
BASE-HR-SC (2 Decimals)	5 N	3029-3033
OT-HR-SC (2 Decimals)	4 N	3034-3037
ND-HR-SC (2 Decimals)	4 N	3038-3041
HOL-HR-SC (2 Decimals)	4 N	3042-3045
SUN-HR-SC (2 Decimals)	4 N	3046-3049
HAZ-HR-SC (2 Decimals)	4 N	3050-3053
LSL-HR-SC (2 Decimals)	6 N	3054-3059
SHIFT-SC	1 AN	3060
L-STR	24 AN	3061-3084
L-CT-ST-ZIP	24 AN	3085-3108
CK-DEL-CD	1 AN	3109
CK-FIN-ORG-ACCT	14 AN	3110-3123

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CK-MAIL-NAME	26 AN	3124-3149
CK-FIN-ORG-ID	9 AN	3150-3158
CK-BR-OFF-CD	4 AN	3159-3162
CK-SINGLE-CD	1 AN	3163
CK-MAIL-CTR	24 AN	3164-3187
CK-MAIL-CT-ST-ZIP	24 AN	3188-3211
ALLOT-DEL-CD	1 AN	3212
ALLOT1-FIN-ORG-ACCT	14 AN	3213-3226
ALLOT1-MAIL-NAME	26 AN	3227-3252
ALLOT1-FIN-ORG-ID	9 AN	3253-3261
ALLOT1-BR-OFF-CD	4 AN	3262-3265
ALLOT-SINGLE-CD	1 AN	3266
ALLOT1-STR	24 AN	3267-3290
ALLOT1-CT-ST-ZIP	24 AN	3291-3314
ALLOT2-DEL-CD	1 AN	3315
ALLOT2-FIN-ORG-ACCT	14 AN	3316-3329
ALLOT2-MAIL-NAME	26 AN	3330-3355
ALLOT2-FIN-ORG-ID	9 AN	3356-3364
ALLOT2-BR-OFF-CD	4 AN	3365-3368
ALLOT2-SINGLE-CD	1 AN	3369
ALLOT2-STR	24 AN	3370-3393
ALLOT2-CT-ST-ZIP	24 AN	3394-3417

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
COMPAT-FLAGS	15 AN	3418-3432
L-P-FLAG	1 AN	(3418)
WIG-EFF	1 AN	(3419)
LV-CAT	1 AN	(3420)
NP-STAT-COMP	1 AN	(3421)
SEX	1 AN	(3422)
STAT-RET	1 AN	(3423)
TEN-SUB	1 AN	(3424)
TEMP-PROM	1 AN	(3425)
PROB-88000	1 AN	(3426)
PROB-CONV	1 AN	(3427)
DOE-CURR-GR	1 AN	(3428)
LAST-PROM	1 AN	(3429)
STEP	1 AN	(3430)
SAL-RETN-EXP	1 AN	(3431)
WIGI-GEN	1 AN	(3432)
FEOLIB-N (2 Decimals)	5 N	3433-3437
FEOLIC-N (2 Decimals)	4 N	3438-3441
FEOLIB-C (2 Decimals)	5 N	3442-3446
FEOLIC-C (2 Decimals)	4 N	3447-3450
FEOLI-AGE-CD	1 N	3451
EIC-CD	1 AN	3452
EIC-CURR (2 Decimals)	4 N	3453-3456
EIC-NORM (2 Decimals)	4 N	3457-3460
EIC-YTD (2 Decimals)	6 N	3461-3466

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
Z-COMP-HRS-C (2 Decimals)	4 N	3467-3470
Z-COMP-HRS-WRK-TOT (2 Decimals)	6 N	3471-3476
ADV-AL-HOLD (2 Decimals)	5 N	3477-3481
ADV-SL-HOLD (2 Decimals)	5 N	3482-3486
ADV-ELIG-DT	6 AN	3487-3492
D-RCD-CTR	2 AN	3493-3494
START-PP-CD	1 AN	3495
STOP-PP-CD	1 N	3496
TRANS-DT	6 AN	3497-3502
PP-CD	1 AN	3503
LP-CD	1 AN	3504
BOP-DT	6 AN	3505-3510
EOP-DT	6 AN	3511-3516
PAY-YR	4 AN	3517-3520
COMP-HB-EMP (2 Decimals)	4 N	3521-3524
AGY-CONT-COMP (2 Decimals)	4 N	3525-3528
GRS-NON-TAX-FY (2 Decimals)	7 N	3529-3535
R-AWARD-AMT (2 Decimals)	7 N	3536-3542
R-AWARD-CUT-BACK (2 Decimals)	7 N	3543-3549

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SCH-BASIC-PAY (2 Decimals)	7 N	3550-3556
(Blank Field)	1 AN	3557
(Blank Field)	1 AN	3558
CSH-AWD1-AMT-C (2 Decimals)	7 N	3559-3565
CSH-AWD1-NET-C (2 Decimals)	7 N	3566-3572
MERIT-POOL-CL	4 AN	3573-3576
SCH-BASIC-FLG	1 AN	3577
ZERO-BASIC-FLG	1 AN	3578
FED-TX-N (2 Decimals)	6 N	3579-3584
COLA-N (2 Decimals)	6 N	3585-3590
OT-PAY-C (2 Decimals)	6 N	3591-3596
COLA-C (2 Decimals)	6 N	3597-3602
ANUNT-IND	1 AN	3603
VEU-IND	1 AN	3604
ANUTY-AMT-ANNL (2 Decimals)	7 N	3605-3611
ANUTY-N (2 Decimals)	6 N	3612-3617
ANUTY-C (2 Decimals)	6 N	3618-3623
RMPLOY-BASE-RATE (2 Decimals)	4 N	3624-3627

1.2.36 DATA BANK - UPAA84M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ANUTY-YTD (2 Decimals)	7 N	3628-3634
COLA-Y	7 N	3635-3641
(Blank Field)	604	3642-4245
DB-BAR-UNIT-STAT	4 AN	4246-4249
(Blank Field)	1 AN	4250

COMMENTS: Data Elements are prefixed with DB. MP = Manpower.

1.2.37 WORKING DATA BANK 2 - UPAA841

FILE SUMMARY

FILE NAME:	Working Data Bank 2
FILE INDEX NUMBER:	UPAA841
PURPOSE:	To record the permanent data needed to sustain and feed the various reporting subsystems.
RECORD SIZE:	4250 Bytes/Characters Display
BLOCK SIZE:	4250 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Manpower Activity Code - Position Number - Record Status
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAA84M.

1.2.38 COMPATIBILITY AND PAY, PERSONNEL TRANSACTIONS - UPAA842

FILE SUMMARY

FILE NAME:	Compatibility and Pay, Personnel Transactions
FILE INDEX NUMBER:	UPAA842
PURPOSE:	To print the manpower transaction register.
RECORD SIZE:	160 Bytes/Characters Display
BLOCK SIZE:	800 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Report Identification - Activity Code - Position Number - Activity Date - Document Identifier Code - Record Identification
SUPPLEMENTAL DESCRIPTION:	Record Layout is the same as UPAA132.

1.2.39 POSITION DESCRIPTION NUMBER RESULTS - UPAA843

FILE SUMMARY

FILE NAME:	Position Description Number Results
FILE INDEX NUMBER:	UPAA843
PURPOSE:	To check all position description input and write out Position Description Number results.
RECORD SIZE:	50 Bytes/Characters Display
BLOCK SIZE:	500 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Position Number
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

Position Description - Vacancy Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	2 AN	1-2
PD-ACTIV	2 AN	3-4
PD-POS-NR	9 AN	5-13
PD-POS-NR-1-6	6 AN	(5-10)
PD-POS-NR-7-9	3 AN	(11-13)
PD-SSN	9 AN	14-22
PD-RCD-STAT C	1 AN	23
PD-RQST	1 AN	24
PD-ACT	1 AN	25
PD-POS-VACATE-DT-CL	6 AN	26-31
(Blank Field)	1 AN	32
PD-ORG	5 AN	33-37
(Blank Field)	13 AN	38-50

1.2.39 POSITION DESCRIPTION NUMBER RESULTS - UPAA843 (CONT'D)

Tally Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	2 AN	1-2
ACTIVITY	2 AN	3-4
POSITION DESCRIPTION IDENTIFICATION	6 AN	5-10
(Blank Field)	22 AN	11-22
TALLY RCD ID	1 AN	23
REQUEST	1 AN	24
RESULT	1 AN	25
DB DEL FLAG	1 AN	26
(Blank Field)	24 AN	27-50

1.2.39 POSITION DESCRIPTION NUMBER RESULTS - UPAA843 (CONT'D)

Incumbered Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	2 AN	1-2
ACTIVITY	2 AN	3-4
POSITION NUMBER	9 AN	5-13
INCUMBENT'S SSAN	1 AN	14-22
DB-RCD-STAT F	1 AN	23
REQUEST	1 AN	24
ACTION	1 AN	25
(Blank Field)	6 AN	26-31
(Blank Field)	1 AN	32
ORGN	5 AN	33-37
(Blank Field)	13 AN	38-50

1.2.40 SORTED AUTHORITY, PERSONNEL ACTION, DESCRIPTION, REMARKS - UPAA86S

FILE SUMMARY

FILE NAME:	Sorted Authority, Personnel Action, Description, Remarks
FILE INDEX NUMBER:	UPAA86S
PURPOSE:	Supplies the Personnel Subsystem with pertinent data elements necessary to complete Standard Form 50 and Standard Form 1126. The data elements are: Personnel Action Code, Personnel Action Code Effective Date, Transaction Date, Remarks Code, Authority, PAC Description, Remarks and Supplements to Remarks and Authority.
RECORD SIZE:	110 Bytes/Characters Display
BLOCK SIZE:	1100 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number - Transaction Date - PAC Effective Date - Personnel Action Code Effective Date - Personnel Action Code - Document Identifier Code - Remarks Code - Line Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAA542.

1.2.41 SORTED TABLE TRANSACTION - UPAA90S

FILE SUMMARY

FILE NAME:	Sorted Table Transaction
FILE INDEX NUMBER:	UPAA90S
PURPOSE:	To record sorted table transactions for table build.
RECORD SIZE:	160 Bytes/Characters Display
BLOCK SIZE:	2240 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Sort Keys
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAA024.

1.2.42 VALID TABLE TRANSACTIONS - UPAA921

FILE SUMMARY

FILE NAME:	Valid Table Transactions
FILE INDEX NUMBER:	UPAA921
PURPOSE:	To update Master Tables.
RECORD SIZE:	80 Bytes/Characters Display
BLOCK SIZE:	1680 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Table Identification
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAA024 less the sort keys.

1.2.43 MASTER TABLES - UPAA95M

FILE SUMMARY

FILE NAME:	Master Tables
FILE INDEX NUMBER:	UPAA95M
PURPOSE:	To record the table data needed to feed the various subsystems.
RECORD SIZE:	1700 Bytes/Characters Display
BLOCK SIZE:	1700 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Table Identification
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

Date Table - TA

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
TB-RCD-ID	2 AN	1-2
(Blank Field)	9 AN	3-11
EOQ DATES	7 AN	12-18
TB-PP-CD	1 AN	(12)
TB-FIRST-QTR-P YYMMDD	6 AN	(13-18)
(Blank Field)	21 AN	19-39
(Blank Field)	7 AN	40-46
PAY PERIOD TABLE FORMAT	13 AN	47-59
TB-PP-CD	1 AN	(47)
PP-BEG-DATE YYMMDD	6 AN	(48-53)
PP-END-DATE YYMMDD	6 AN	(54-59)
Repeat Elements 47-59 31 Times		60-462

1.2.43 MASTER TABLES - UPAA95M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
END-OF-LV-QTR-DT	7 AN	463-469
TB-LP-CD	1 AN	(463)
TB-FIRST-QTR-L YYMMDD	6 AN	(464-469)
(Blank Field)	21 AN	470-490
(Blank Field)	7 AN	491-497
LEAVE PERIOD TABLE FORMAT	13 AN	498-510
LP-CD	1 AN	(498)
LP-BEG-DATE YYMMDD	6 AN	(499-504)
LP-END-DATE YYMMDD	6 AN	(505-510)
Repeat Elements 498-510 31 Times		511-913
(Blank Field)	2 AN	914-915
TB-PAY-YEAR	4 AN	916-919
TB-LAST-EPP-DT	7 AN	920-926
TB-LAST-CD	1 AN	(920)
TB-LAST-DATE	6 AN	(921-926)
TB-REMNG-PP-FY	2 AN	927-928
(Blank Field)	772 AN	929-1700

1.2.43 MASTER TABLES - UPAA95M (CONT'D)

Charity Table - TB

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
TB-RCD-ID	2 AN	1-2
TB-NBR-ELEMENT	3 AN	3-5
TB-SIZE-ELEMENT	3 AN	6-8
(Blank Field)	3 AN	9-11
TB-CHAR-CD	2 AN	12-13
TB-CHAR-DESC	20 AN	14-33
Repeat Elements 12-33 49 Times	1078 AN	34-1111
(Blank Field)	589 AN	1112-1700

COMMENTS: NBR Element 50. Size Element 22. Record occurs 2 times.

1.2.43 MASTER TABLES - UPAA95M (CONT'D)

Personnel Action Remarks Table - TC

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
TC-REC-ID	2 AN	1-2
TC-NR-ELEMENTS	3 N	3-5
TC-SZE-ELEMENTS	3 N	6-8
(Blank Field)	3 AN	9-11
TC-REMARKS-CD	3 N	12-14
TC-INB-BLKS	1 N	15
TC-NO-LINE	1 N	16
TC-LINE-1	72 AN	17-88
TC-LINE-2	72 AN	89-160
TC-LINE-3	72 AN	161-232
TC-LINE-4	72 AN	233-304
TC-LINE-5	72 AN	305-376
TC-FIRST-BLNK	3 N	377-379
TC-FIRST-LNTH	2 N	380-381
TC-SECND-BLNK	3 N	382-384
TC-SECND-LNTH	2 N	385-386
TC-THIRD-BLNK	3 N	387-389
TC-THIRD-LNTH	2 N	390-391
TC-FOUR-BLNK	3 N	392-394
TC-FOUR-LNTH	2 N	395-396
Repeat Elements 12-397 3 Times	1155 AN	397-1551
(Blank Field)	149 AN	1552-1700

COMMENTS: NBR Elements 4. Size Element 385. Possible 125 Records.

1.2.43 MASTER TABLES - UPAA95M (CONT'D)

GS Rate Tables - TD

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
TB-RCD-ID	2 AN	1-2
TB-NBR-ELEMENTS	3 N	3-5
TB-SIZE-ELEMENTS	3 N	6-8
MASS-FL-YV	1 AN	9
MASS-FL-YW	1 AN	10
MASS-FL-GS	1 AN	11
TB-GS-GR	2 AN	12-13
TB-GS-STEP	2 AN	14-15
TB-PA-AMT (COMP-3)	3 N	16-18
Repeat Elements 12-18 164 Times	1148 AN	19-1166
GS	11 AN	1167-1177
GS-MASS-PAC	5 AN	(1167-1171)
GS-MASS-EFF-DT	6 AN	(1172-1177)
TB-GS-MASS-AUTH	50 AN	1178-1227
TB-YV-01-RATE (2 Decimals)	4 N	1228-231
YV	11 AN	1232-1242
YV-MASS-PAC	5 AN	(1232-1236)
YV-MASS-EFF-DT	6 AN	(1237-1242)
TB-YV-MASS-AUTH	50 AN	1243-1292
TB-YW-01-RATE (2 Decimals)	4 N	1293-1296
YW	11 AN	1297-1307
YW-MASS-PAC	5 AN	(1297-1301)
YW-MASS-EFF-DT	6 AN	(1302-1307)
TB-YW-MASS-AUTH	50 AN	1308-1357

1.2.43 MASTER TABLES - UPAA95M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
TB-GS-MAX-PA (COMP-3)	5 P	1358-1360
TB-GS-MAX-EFF-DT (COMP-3)	6 P	1361-1364
TB-SES-MAX-PA (COMP-3)	5 P	1365-1367
TB-SES-MAX-EFF-DT (COMP-3)	6 P	1368-1371
TB-GS13-PCT (COMP-3)	4 P	1372-1374
TB-GS14-PCT (COMP-3)	4 P	1375-1377
TB-GS15-PCT (COMP-3)	4 P	1378-1380
(Blank Field)	320 AN	1381-1700

COMMENTS: NBR repeat Element 166. Size repeat Element 7.

1.2.43. MASTER TABLES - UPAA95M (CONT'D)

Health Benefits Table - TE

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
TB-RCD-ID	2 AN	1-2
TB-NBR-ELEMENT	3 N	3-5
TB-SIZE-ELEMENT	3 N	6-8
(Blank Field)	2 AN	9-10
TB-MASS-FL	1 AN	11
HEALTH BENEFITS	12 AN	12-23
TB-HB-CD	3 AN	(12-14)
TB-AGY-CTR (2 Decimals)	4 N	(15-18)
TB-HB-DED (2 Decimals)	4 N	(19-22)
TE-MASS-FL	1 AN	(23)
Repeat Elements 12-23 74 Times	888 AN	24-911
(Blank Field)	788 AN	912-1699
OVERFLOW	1 AN	1700

COMMENTS: NBR Elements 75. Size Elements 12. Record occurs 2 times.

1.2.43 MASTER TABLES - UPAA95M (CONT'D)

Personnel Action Code, Description and Authority Table - TF

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
TB-RCD-ID	2 AN	1-2
TB-NBR-ELEMENT	3 N	3-5
TB-SIZE-ELEMENT	3 N	6-8
(Blank Field)	3 AN	9-11
TB-ACT-CD	5 N	12-16
TB-DESC-CTR-N	1 AN	17
TB-DESC-AMT	2 N	18-19
TB-PER-ACT-DESC-45	30 AN	20-49
TB-ACTION-DESC-A	15 AN	(20-34)
TB-ACTION-DESC-B	15 AN	(35-49)
TB-ACTION-AUTHORITY	87 AN	50-136
TB-ACTION-DESC-C	15 AN	(50-64)
AUTH 1	3 AN	(65-67)
TB-ACTION-AUTH-1	33 AN	(68-100)
AUTH 2	3 AN	(101-103)
TB-ACTION-AUTH-2	33 AN	(104-136)
Repeat Elements 12-136	242 AN	
(Blank Field)	5 AN	
(Blank Field)	59 AN	

COMMENTS: NBR Elements 13. Size Elements 125. Record occurs unlimited.

1.2.43 MASTER TABLES - UPAA95M (CONT'D)

OCR-ACT-ORG-Tables - TG

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
TB-RCD-ID	2 AN	1-2
TB-NR-ELEMENT G	3 N	3-5
TB-SIZE-ELEMENT G	3 N	6-8
(Blank Field)	3 AN	9-11
(Blank Field)	2 AN	12-13
ACT-CD	2 N	14-15
ORG-CD	5 AN	16-20
(Blank Field)	1 AN	21
ORG-CD	5 AN	22-26
(Blank Field)	1 AN	27
Repeat Elements 12-27 99 Times	1584 AN	28-1611
(Blank Field)	89 AN	1612-1700

COMMENTS: NBR Elements 100. Size Elements 16. Multiple Records of 100.

1.2.43 MASTER TABLES - UPAA95M (CONT'D)

ACCT-CLS-Current-Year Table - TH

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
TB-RCD-ID	2 AN	1-2
TB-NR-ELEMENTS	3 N	3-5
TB-SIZE-ELEMENTS	3 N	6-8
(Blank Field)	3 AN	9-11
TB-ACT-CD-CH	2 AN	12-13
TB-SERIAL-NR-CH	3 AN	14-16
TB-APPRO-SYM-CH	12 AN	17-28
TB-ACCT-CLS-CH	28 AN	29-56
Repeat Elements 12-56 36 Times	1665 AN	12-1676
(Blank Field)	23 AN	1677-1699
TB-OVRFLW-H	1 AN	1700

COMMENTS: NBR Elements 38. Size Elements 45.

1.2.43 MASTER TABLES - UPAA95M (CONT'D)

Acceptable Bond DED Table - TI

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
TB-RCD-ID	2 AN	1-2
TB-NBR-ELEMENT	3 N	3-5
TB-SIZE-ELEMENT	3 N	6-8
(Blank Field)	3 AN	9-11
TB-B-DEN	1 AN	12
TB-B-DED (2 Decimals)	5 N	13-17
TB-B-DED (2 Decimals)	5 N	18-22
TB-B-DED (2 Decimals)	5 N	23-27
TB-B-DED (2 Decimals)	5 N	28-32
TB-B-DED (2 Decimals)	5 N	33-37
TB-B-DED (2 Decimals)	5 N	38-42
TB-B-DED (2 Decimals)	5 N	43-47
TB-B-DED (2 Decimals)	5 N	48-52
Repeat Elements 12-52 5 Times	205 AN	53-257
(Blank Field)	1443 AN	258-1700

COMMENTS: NBR Elements 6. Size Elements 41.

1.2.43 MASTER TABLES - UPAA95M (CONT'D)

Union Dues Table - TJ

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
TB-RCD-ID	2 AN	1-2
TB-NBR-ELEMENT	3 N	3-5
TB-SZE-ELEMENT	3 N	6-8
(Blank Field)	2 AN	9-10
TB-MASS-FL	1 AN	11
TB-UN-CD	10 AN	12-21
TB-UN-DED (2 Decimals)	4 N	22-25
TB-UN-EFF (2 Decimals)	2 N	26-27
TJ-MASS-FL	1 AN	28
Repeat Elements 12-28 96 Times	1632 AN	29-1660
(Blank Field)	39 AN	1661-1669
OVERFLOW	1 AN	1700

COMMENTS: NBR Elements 97. Size Elements 17.

1.2.43 MASTER TABLES - UPAA95M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
TB-RCD-ID	2 AN	1-2
TB-NBR-ELEMENT	3 N	3-5
TB-SIZE-ELEMENT	3 N	6-8
(Blank Field)	3 AN	9-11
TB-N-DEN	1 AN	12
TB-BOND-PURCHASE-PRICE (2 Decimals)	5 N	13-17
(Blank Field)	30 AN	18-47
(Blank Field)	1653 AN	48-1700

COMMENTS: NBR Elements 6. Size Elements 6.

1.2.43 MASTER TABLES - UPAA95M (CONT'D)

Pay Constants - TS

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
TB-RCD-ID	2 AN	1-2
(Blank Field)	3 AN	3-5
EIC-MASS-FL	1 AN	6
RET-MASS-FL	1 AN	7
FED-TX-MASS-FL	1 AN	8
FICA-MASS-FL	1 AN	9
GLI-MASS-FL	1 AN	10
OLI-MASS-FL	1 AN	11
GOVERNMENT LIFE INSURANCE	29 AN	12-40
TB-ADDNL-PA	4 N	(12-15)
TB-RT-PER-1000 (3 Decimals)	3 N	(16-18)
TB-MIN	5 N	(19-23)
TB-MAX	5 N	(24-28)
TB-OLI-A (2 Decimals)	4 N	(29-32)
TB-OLI-B (2 Decimals)	4 N	(33-36)
TB-OLI-C (2 Decimals)	4 N	(37-40)
Repeat Elements 29-40 6 Times	72 AN	41-112
GS-MAXIMUM	42 AN	113-154
TB-PA-GS-10	5 N	(113-117)
TB-MAX-OT-PA	5 N	(118-122)
TB-MAX-BASE-RT (2 Decimals)	4 N	(123-126)
TB-MAX-OT-RT (2 Decimals)	4 N	(127-130)
TB-MAX-BI-WK-GROSS (2 Decimals)	7 N	(131-137)
TB-MAX-FICA-GROSS (2 Decimals)	7 N	(138-144)

1.2.43 MASTER TABLES - UPAA95M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
TB-MAX-FICA-DED (2 Decimals)	6 N	(145-150)
TB-PCT-BI-WK-GROSS (4 Decimals)	4 N	(151-154)
TB-SUN-PAY-PCT (3 Decimals)	3 N	155-157
(Blank Field)	3 AN	158-160
TB-TAX-CASH-AWARD (3 Decimals)	3 N	161-163
TB-HAZ-PCT (3 Decimals)	3 N	164-166
TB-RET-PCT (3 Decimals)	3 N	167-169
TB-ND-PCT (3 Decimals)	3 N	170-172
TB-OT-PCT (3 Decimals)	4 N	173-176
TB-FED-TAX-EXM-AMT (2 Decimals)	4 N	177-180
FEDERAL TAX SINGLE	30 AN	181-210
TB-LOW-BI-WK-GROSS-S (2 Decimals)	7 N	(181-187)
TB-HIGH-BI-WK-GROSS-S (2 Decimals)	7 N	(188-194)
TB-FLAT-TAX-AMT-S (2 Decimals)	6 N	(195-200)
TB-PCT EXCESS (3 Decimals)	3 N	(201-203)
TB-EXCESS-AMT-S (2 Decimals)	7 N	(204-210)
Repeat Elements 181-210 7 Times	210 AN	211-420
FEDERAL TAX MARRIED	30 AN	421-450
TB-LOW-BI-WK-GROSS-M (2 Decimals)	7 N	(421-427)
TB-HIGH-BI-WK-GROSS-M (2 Decimals)	7 N	(428-434)

1.2.43 MASTER TABLES - UPAA95M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
TB-FLAT-TAX-AMT-M (2 Decimals)	6 N	(435-440)
TB-PCT-EXCESS-M (3 Decimals)	3 N	(441-443)
TB-EXCESS-AMT-M (2 Decimals)	7 N	(444-450)
Repeat Element 421-450 7 Times	210 AN	451-660
TB-TABLE-SEL	2 AN	661-662
TB-ENVIR-RATE (2 Decimals)	4 N	663-666
(Blank Field)	150 AN	667-816
EIC-RATE A TABLE	27 AN	817-843
TB-EIC-LO-WGS-A (2 Decimals)	5 N	(817-821)
TB-EIC-HI-WGS-A (2 Decimals)	6 N	(822-827)
TB-EIC-AMT-A (2 Decimals)	4 N	(828-831)
TB-EIC-PCT-A (3 Decimals)	3 N	(832-834)
TB-EIC-XCS-WGS-A (2 Decimals)	6 N	(835-840)
TB-EIC-LESS-PCT-A (3 Decimals)	3 N	(841-843)
Repeat Elements 817-843 2 Times	54 AN	844-897
TB-EIC-MAX-A (2 Decimals)	6 N	898-903
EIC RATE B TABLE (2 Decimals)	27 AN	904-930
TB-EIC-HI-WGS-B (2 Decimals)	5 N	(904-908)
TB-EIC-HI-WGS-B (2 Decimals)	6 N	(909-914)
TB-EIC-AMT-B (2 Decimals)	4 N	(915-918)
TB-EIC-PCT-B (3 Decimals)	3 N	(919-921)
TB-EIC-XCS-WGS-B (2 Decimals)	6 N	(922-927)

1.2.43 MASTER TABLES - UPAA95M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
TB-EIC-LESS-PCT-B (3 Decimals)	3 N	(928-930)
Repeat Elements 904-930 2 Times	54 AN	931-984
TB-EIC-MAX-B (2 Decimals)	6 N	985-990
(Blank Field)	710 AN	991-1700

1.2.43 MASTER TABLES - UPAA95M (CONT'D)

Litho and Printer Rate Table - TT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
TB-RCD-ID	2 AN	1-2
TB-NBR-ELEMENT	3 N	3-5
TB-SIZE-ELEMENT	3 N	6-8
(Blank Field)	2 AN	9-10
TB-MASS-FL	1 AN	11
TB-WP-AREA-CD	2 AN	12-13
TB-WP-GR	2 AN	14-15
TB-WP-STEP	2 AN	16-17
TB-WP-HRLY-RT (2 Decimals)	4 N	18-21
(Blank Field)	808 AN	22-829
WP	11 AN	830-840
WP-MASS-PAY-PAC	5 N	(830-834)
WP-MASS-PAY-EFF-DATE	6 N	(835-840)
WP-MASS-PAY-AUTH	50 AN	841-890
(Blank Field)	810 AN	891-1700

COMMENTS: NBR Elements 102. Size Elements 8.

1.2.43 MASTER TABLES - UPAA95M (CONT'D)

State Tax Names - TU

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
TB-RCD-ID-U	2 AN	1-2
TB-NBR-ELEMENT-U	3 N	3-5
TB-SIZE-ELEMENT-U	3 N	6-8
(Blank Field)	2 AN	9-10
TB-MASS-FL	1 AN	11
TB-STATE-TAX-NAME	15 AN	12-26
ST-CODE	2 AN	(12-13)
ST-ABBR	2 AN	(14-15)
ST-NAME	10 AN	(16-25)
TB-ST-CHG-FL	1 AN	(26)
Repeat Elements 12-26 50 Times	750 AN	27-776
(Blank Field)	923 AN	777-1699
OVERFLOW	1 AN	1700

COMMENT: Size Elements 15. Number of Elements 51.

1.2.43 MASTER TABLES - UPAA95M (CONT'D)

City Name and Tax Table - TW

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
TB-RCD-ID	2 AN	1-2
TB-NR-ELEMENT	3 N	3-5
TB-SIZE-ELEMENT	3 N	6-8
(Blank Field)	2 AN	9-10
TB-MASS-FL-W	1 AN	11
TB-CITY-NAME-TAX	33 AN	12-44
ST-CD	2 N	(12-13)
CITY-CD	4 N	(14-17)
ST-ABBR	2 AN	(18-19)
CITY-ABBR	7 AN	(20-26)
NON RES TAX PERCENT (2 Decimals)	4 A	(27-30)
RES TAX PERCENT (2 Decimals)	4 N	(31-34)
BW-EXEM-CD	1 AN	(35)
BW-EXEM-AMT (2 Decimals)	3 N	(36-38)
OCC-TAX-AMT (2 Decimals)	5 N	(39-43)
CT-CHG-FLAG	1 AN	(44)
Repeat Elements 12-44 49 Times	1617 AN	45-1661
(Blank Field)	38 AN	1662-1699
OVERFLOW	1 AN	1700

COMMENTS: NBR Elements 50. Size Elements 33. Possible 4 Records.

1.2.43 MASTER TABLES - UPAA95M (CONT'D)

Geographic Location Tables - TX

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
TB-RCD-ID	2 AN	1-2
TB-NBR-ELEMENTS	3 N	3-5
TB-SIZE-ELEMENT	3 N	6-8
(Blank Field)	3 AN	9-11
GEOGRAPHIC LOCATION	9 AN	12-20
ST-CD	2 AN	(12-13)
CITY-CD	4 AN	(14-17)
CO-CD	3 AN	(18-20)
STATE NAME	10 AN	21-30
CITY NAME	20 AN	31-50
Repeat Elements 12-50 39 Times	1521 AN	51-1571
(Blank Field)	128 AN	1572-1699
OVERFLOW	1 AN	1700

COMMENTS: NBR Elements 40. Size Elements 39. Record occurs 10 times.

1.2.43 MASTER TABLES - UPAA95M (CONT'D)

WG Grade Step Rate - TY

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
TB-RCD-ID	2 AN	1-2
TB-NBR-ELEMENT	3 N	3-5
TB-SIZE-ELEMENT	3 N	6-8
(Blank Field)	2 AN	9-10
TB-MASS-FL	1 AN	11
TB-WAGE-AREA-CODE	2 AN	12-13
TB-GR-STEP	4 AN	14-17
TB-GRADE	2 AN	(14-15)
TB-STEP	2 AN	(16-17)
TB-WG-HRLY-RT (2 Decimals)	4 N	18-21
TB-WL-HRLY-RT (2 Decimals)	4 N	22-25
TB-WS-HRLY-RT (2 Decimals)	4 N	26-29
(Blank Field)	1504 AN	30-1533
WG	11 AN	1533-1543
WG-MASS-PAY-PAC	5 N	(1533-1537)
WG-MASS-PAY-EFF-DATE	6 N	(1538-1543)
WG-MASS-PAY-AUTH	50 AN	1544-1593
WG-METROPOLITAN-AREA-DESCRIPTION	50 AN	1594-1643
(Blank Field)	57 AN	1644-1700

COMMENTS: Record occurs 4 times (area code). NBR Elements 95. Size Elements 16.

1.2.43 MASTER TABLES - UPAA95M (CONT'D)

Position Title Sort Code - TZ

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
TB-RCD-ID-Z	2 AN	1-2
TB-NR-ELEMENT-Z	3 N	3-5
TB-SZE-ELEMENT-Z	3 N	6-8
(Blank Field)	2 AN	9-10
TB-MASS-FL-Z	1 AN	11
TB-OCC-SERIES	5 N	12-16
TB-PS-CD	2 N	17-18
TB-POS-TITLE	60 AN	19-78
TZ-MASS-FL	1 AN	79
Repeat Elements 12-79 19 Times	1292 AN	80-1371
(Blank Field)	328 AN	1372-1699
TB-OVRFLW-Z	1 AN	1700

COMMENTS: NBR Elements 20. Size Elements 68. Record occurs unlimited.

1.2.44 T&A DETAIL SUMMARY - UPAB051

FILE SUMMARY

FILE NAME:	T&A Detail Summary
FILE INDEX NUMBER:	UPAB051
PURPOSE:	To print the T&A Detail Leave Report and T&A Summary Report.
RECORD SIZE:	200 Bytes/Characters Display
BLOCK SIZE:	2200 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	None
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
HZ-ACTIV-CD	2 AN	1-2
HZ-BLK-NR	2 AN	3-4
HZ-ORG-CD	5 AN	5-9
HZ-EMP-RPT-NAME	31 AN	10-40
HZ-SSN	9 AN	41-49
HZ-RCD-ID	2 AN	50-51
HZ-PAY-CL-CD	1 AN	52
HZ-TYPE-EMP	1 AN	53
HZ-APPT-STAT	1 AN	54
HZ-LV-CAT-CD	1 AN	55
HZ-LV-PAY-STAT-CD	1 AN	56

1.2.44 T&A DETAIL SUMMARY - UPAB051 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
HZ-EOD-DT	6 AN	57-62
HZ-EOP-DT	6 AN	63-68
HZ-ASSGN-SH	1 AN	69
(Blank Field)	6 AN	70-75
HA-TOT-CMP-WK (2 Decimals)	5 N	76-80
HA-AL-BAL	3 N	81-83
HA-AL-PT-WK-BAL (2 Decimals)	4 N	84-87
HA-AL-CRD-RED	3 N	88-90
HA-SL-BAL	4 N	91-94
HA-SL-PT-WK-BAL (2 Decimals)	4 N	95-98
HA-SL-CRD-RED	3 N	99-101
HA-MIL-Y	3 N	102-104
HA-AWOP-WK-BAL (2 Decimals)	5 N	105-109
(Blank Field)	91 AN	110-200

COMMENTS: RCD-ID is HA.

1.2.45 SORT T&A DETAIL SUMMARY - UPAB10S

FILE SUMMARY

FILE NAME:	Sort T&A Detail Summary
FILE INDEX NUMBER:	UPAB10S
PURPOSE:	To print the T&A Detail Leave Report and T&A Summary Report.
RECORD SIZE:	200 Bytes/Characters Display
BLOCK SIZE:	2200 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Block - Name
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAB051.

1.2.46 DETAIL COUNTS - UPAB201

FILE SUMMARY

FILE NAME:	Detail Counts
FILE INDEX NUMBER:	UPAB201
PURPOSE:	To record detail count for Year-To-Date Summary Report and Payroll Certification.
RECORD SIZE:	280 Bytes/Characters Packed
BLOCK SIZE:	2240 Bytes/Characters Fixed Block Packed
ACCESS METHOD:	Sequential
SEQUENCE:	None
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIV-CD	2 AN	1-2
BLK-NO	2 AN	3-4
REC-ID	2 AN	5-6
TYPE-EMP	1 AN	7
PAY-CLAS-CD	1 AN	8
SV-PAY-STAT	1 AN	9
SERIAL NO	3 AN	10-12
(Blank Field)	3 AN	13-15
REG-HRS (2 Decimals)	5 P	16-18
BASE-PAY (2 Decimals)	7 P	19-24
OT-PAY (2 Decimals)	6 P	25-28

1.2.46 DETAIL COUNTS - UPAB201 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ND-PAY (2 Decimals)	5 P	29-31
HOL-PAY (2 Decimals)	5 P	32-34
SUN-PAY (2 Decimals)	5 P	35-37
HAZ-PAY (2 Decimals)	6 P	38-41
STANDBY-PAY (2 Decimals)	6 P	42-45
FOR-PAY (2 Decimals)	6 P	46-49
LSL-PAY 1 (2 Decimals)	7 P	50-54
SEV-PAY (2 Decimals)	7 P	55-59
CSH-AWD (2 Decimals)	7 P	60-64
OTH-PAY (2 Decimals)	7 P	65-69
GRS-PAY (2 Decimals)	7 P	70-74
OTR-DED (2 Decimals)	6 P	75-78
RET-DED (2 Decimals)	6 P	79-82
FICA-DED (2 Decimals)	6 P	83-86
FED-TAX (2 Decimals)	7 P	87-91
HB (2 Decimals)	5 P	92-94

1.2.46 DETAIL COUNTS - UPAB201 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
GLI (2 Decimals)	5 P	95-97
OGLI (2 Decimals)	6 P	98-101
OTH-DED (2 Decimals)	6 P	102-105
ST-TAX-DED	6 P	106-109
B-DED (2 Decimals)	6 P	110-113
UN-DUES (2 Decimals)	5 P	114-116
CHARITY (2 Decimals)	5 P	117-119
COLA (2 Decimals)	6 P	120-123
ALLOT (2 Decimals)	7 P	124-128
EIC (2 Decimals)	6 P	129-132
NET-PAY (2 Decimals)	7 P	133-137
HB-AGCY-CONTR (2 Decimals)	4 P	138-139
GLI-AGCY (2 Decimals)	4 P	140-141
CHAR-ID	2 AN	142-143
R-F-CD	1 AN	144
HB-CD	1 AN	145
GLI-CD	1 AN	146
UN-CD	1 AN	147

1.2.46 DETAIL COUNTS - UPAB201 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
B1-ISSUE	1 P	148
B1-DEN	1 AN	149
B2-ISSUE	1 P	150
B2-DEN	1 AN	151
B3-ISSUE	1 P	152
B3-DEN	1 AN	153
B4-ISSUE	1 P	154
B4-DEN	1 AN	155
B5-ISSUE	1 P	156
B5-DEN	1 AN	157
B-BAL (2 Decimals)	6 P	158-161
OT-TAX-DED (2 Decimals)	6 P	162-165
EOP-DT	6 N	166-171
PAY-ADJ-CD	1 AN	172
REC-STAT	1 AN	173
TYPE-APPT	1 AN	174
(Blank Field)	1 AN	175
UN-FEE	2 N	176-177
APPT-STAT-MP	1 AN	178
BASE-HR (2 Decimals)	5 N	179-183

1.2.46 DETAIL COUNTS - UPAB201 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OT-HR (2 Decimals)	4 N	184-187
HOL-HR (2 Decimals)	4 N	188-191
QTR-ALL (2 Decimals)	6 N	192-197
FICA-GRS-Y (2 Decimals)	8 P	198-203
FICA-GRS-Q (2 Decimals)	7 P	204-208
FICA-GRS-CUR (2 Decimals)	7 P	209-213
FICA-DED-Q (2 Decimals)	7 P	214-218
OCC-TAX (2 Decimals)	6 P	219-222
OLI-A (2 Decimals)	5 P	223-225
OLI-B (2 Decimals)	5 P	226-228
OLI-C (2 Decimals)	5 P	229-231
ANUTY-BW-AMT (2 Decimals)	6 P	232-235
(Blank Field)	11 AN	236-246
SP-EMP-CD	2 AN	247-248
PAY-CAT	2 AN	249-250
APPT-STAT	1 AN	251

1.2.46 DETAIL COUNTS - UPAB201 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
PP-CD	1 AN	252
EMP-RPT-NAME	31 AN	253-283
NAME COUNT	8 AN	284-291
SSN	9 AN	292-300

COMMENTS: All titles are preceded by DC. Packed Record Size = 280.

1.2.47 NORMAL DETAIL COUNTS - UPAB211

FILE SUMMARY

FILE NAME: Normal Detail Counts

FILE INDEX NUMBER: UPAB211

PURPOSE: To record detail count for Normal Pay Report and Normal Deduction Summary.

RECORD SIZE: 280 Bytes/Characters Display

BLOCK SIZE: 2240 Bytes/Characters Fixed Block Display

ACCESS METHOD: Sequential

SEQUENCE: None

SUPPLEMENTAL DESCRIPTION: Record layout is same format as UPAB201.

1.2.48 T&A RECORDS - UPAB212

FILE SUMMARY

FILE NAME:	T&A Records
FILE INDEX NUMBER:	UPAB212
PURPOSE:	To provide T&A data used in preparing T&A Reports.
RECORD SIZE:	80 Bytes/Characters Display
BLOCK SIZE:	1680 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Employee Name within SSN
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC	3 AN	1-3
(Blank Field)	3 AN	4-6
SSN	9 AN	7-15
TYPE-EMP	1 AN	16
ASSGN-SH	1 AN	17
EOP-DT	6 AN	18-23
(Blank Field)	13 AN	24-36
EMP-RPT-NAME	17 AN	37-53
(Blank Field)	14 AN	54-67
ACTIV-CD	2 AN	68-69
ORG-CD	5 AN	70-74

1.2.48 T&A RECORDS - UPAB212 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
PAY-CAT	2 AN	75-76
SP-EMP-CD	2 AN	77-78
BLK-NR	2 AN	79-80

COMMENTS: Data Elements are prefixed by TA.

1.2.49 SORTED NORMAL DETAIL COUNTS - UPAB22S

FILE SUMMARY

FILE NAME:	Sorted Normal Detail Counts
FILE INDEX NUMBER:	UPAB22S
PURPOSE:	To accumulate totals for Payroll Certification, normal Pay Report and Year-To-Date Summary.
RECORD SIZE:	280 Bytes/Characters Display
BLOCK SIZE:	2240 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity - Block - Record Identification
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAB201.

1.2.50 SORTED T&A RECORDS - UPAB24S

FILE SUMMARY

FILE NAME:	Sorted T&A Records
FILE INDEX NUMBER:	UPAB24S
PURPOSE:	To provide sorted T&A data used in processing T&A Reports.
RECORD SIZE:	80 Bytes/Characters Display
BLOCK SIZE:	1680 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Employee Name Within Organization Within Payroll Block
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC	3 AN	1-3
(Blank Field)	3 AN	4-6
SSN	9 AN	7-15
TYPE-EMP	1 AN	16
ASSGN-SH	1 AN	17
EOP-DT	6 AN	18-23
(Blank Field)	13 AN	24-36
EMP-RPT-NAME	17 AN	37-53
(Blank Field)	14 AN	54-67
ACTIV-CD	2 AN	68-69
ORG-CD	5 AN	70-74

1.2.50 SORTED T&A RECORDS - UPAB24S (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
PAY-CAT	2 AN	75-76
SP-EMP-CD	2 AN	77-78
BLK-NR	2 AN	79-80

COMMENTS: Data Elements are prefixed by TA.

1.2.51 SORTED DETAIL COUNTS - UPAB25S

FILE SUMMARY

FILE NAME:	Sorted Detail Counts
FILE INDEX NUMBER:	UPAB25S
PURPOSE:	To accumulate totals for Payroll Certification and Year-To-Date Summary.
RECORD SIZE:	280 Bytes/Characters Packed
BLOCK SIZE:	2240 Bytes/Characters Fixed Block Packed
ACCESS METHOD:	Sequential
SEQUENCE:	Activity - Block - Record Identification
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAB201.

1.2.52 T&A PUNCH (DIC YGT) - UPAB261

FILE SUMMARY

FILE NAME:	T&A Punch (DIC YGT) - UPAB261
FILE INDEX NUMBER:	UPAB261
PURPOSE:	To provide T&A cards for coming pay period.
RECORD SIZE:	80 Bytes/Characters Display
BLOCK SIZE:	800 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Employee Name within Organization within Payroll Block
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC-YGT	3 AN	1-3
SSAN	9 AN	4-12
(Blank Field)	1 AN	13
ASSGN-SH	1 AN	14
PAY-CAT	2 AN	15-16
TYPE-EMP	1 AN	17
FLSA	1 AN	18
(Blank Field)	13 AN	19-31
NAME	17 AN	32-48
(Blank Field)	15 AN	49-63
BLK-NR	2 AN	64-65
ACTIVITY	2 AN	66-67

1.2.52 T&A PUNCH (DIC YGT) - UPAB261 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	2 AN	68-69
ORGN	5 AN	70-74
EOP DATE	6 AN	75-80

COMMENT: This DIC is output only.

1.2.53 SORTED DATA BANK - UPAB30S

FILE SUMMARY

FILE NAME:	Sorted Data Bank
FILE INDEX NUMBER:	UPAB30S
PURPOSE:	To print Master Employee Records.
RECORD SIZE:	4250 Bytes/Characters Display
BLOCK SIZE:	4250 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Block - Name
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAA84M.

1.2.54 SORTED REQUEST CARDS YGZs - UPAB31S

FILE SUMMARY

FILE NAME:	Sorted Request Cards YGZs
FILE INDEX NUMBER:	UPAB31S
PURPOSE:	To selectively print Master Employee Records.
RECORD SIZE:	160 Bytes/Characters Display
BLOCK SIZE:	2240 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Block - Social Security Number - DIC
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAA027.

1.2.55 PSB DETAIL COUNTS - UPAB372

FILE SUMMARY

FILE NAME:	PSB Detail Counts
FILE INDEX NUMBER:	UPAB372
PURPOSE:	To furnish payroll data for PSB file maintenance.
RECORD SIZE:	280 Bytes/Characters Display
BLOCK SIZE:	2240 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity - Block - Record Identification
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAB201.

1.2.56 SALARY EXTRACT - UPAB401

FILE SUMMARY

FILE NAME:	Salary Extract
FILE INDEX NUMBER:	UPAB401
PURPOSE:	To print checks, payroll for personal services, allotments for savings and composite check listing.
RECORD SIZE:	300 Bytes/Characters Display
BLOCK SIZE:	3300 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	None
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIV-CD	4 AN	1-4
BLK-NR	2 AN	5-6
ORG-CD	5 AN	7-11
DIR	1 AN	(7)
DIV	1 AN	(8)
BR	1 AN	(9)
SECT	1 AN	(10)
UNIT	1 AN	(11)
EMP-RPT-NAME	31 AN	12-42
SSN	9 AN	43-57
SSN1	3 AN	(43-45)
SSN2	2 AN	(46-47)
SSN3	4 AN	(48-51)
EOP-DT	6 AN	52-57
YR	2 AN	(52-53)
MO	2 AN	(54-55)
DA	2 AN	(56-57)

1.2.56 SALARY EXTRACT - UPAB401 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
TYPE-CHECK	1 AN	58
CK-DEL-CD	1 AN	59
EMP-LEG-NAME	31 AN	60-90
CK-FIN-ORG-BR-ID	13 AN	91-103
CK-FIN-ORG-ID	9 AN	(91-99)
BR-ID	4 AN	(100-103)
CK-MAIL-NAME	31 AN	104-134
CK-FIN-ORG-ACCT	14 AN	135-148
CK-MAIL-STR	24 AN	149-172
CK-MAIL-CI-ST-ZIP	24 AN	173-196
NET-PAY (2 Decimals)	8 N	197-204
VOUCHER-NR	6 AN	205-210
D-O-SYM-NR	6 AN	211-216
PP-CD	1 AN	217
CK-ISS-TR	2 AN	218-219
CK-NR	8 AN	220-227
CK-ISS-DT	6 AN	228-233
YR	2 AN	(228-229)
MO	2 AN	(230-231)
DA	2 AN	(232-233)
ACTIV-TEL-NR	10 AN	234-243
AREA-CD	3 AN	(234-236)
TEL-1	3 AN	(237-239)
TEL-2	4 AN	(240-243)

1.2.56 SALARY EXTRACT - UPAB401 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIV-ABBR	5 AN	244-248
ACTIV-ID-NR	11 AN	249-259
PCH-CD	1 AN	260
(Blank Field)	20 AN	261-280
(Blank Field)	20 AN	281-300

COMMENT: All Data Elements prefixed with SC. 30x11 = 3300

1.2.57 UNION EXTRACT - UPAB402

FILE SUMMARY

FILE NAME:	Union Extract
FILE INDEX NUMBER:	UPAB402
PURPOSE:	To print union dues report.
RECORD SIZE:	80 Bytes/Characters Display
BLOCK SIZE:	1680 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	None
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIV-CD	4 AN	1-4
BLK-NR	2 AN	5-6
ORG-CD	5 AN	7-11
DIR	1 AN	(7)
DIV	1 AN	(8)
BR	1 AN	(9)
SECT	1 AN	(10)
UNIT	1 AN	(11)
EMP-RPT-NAME	31 AN	12-42
SSN	9 AN	43-51
SSN1	3 AN	(43-45)
SSN2	2 AN	(46-47)
SSN3	4 AN	(48-51)
UN-CD	10 AN	52-61
UN-DUES-C (2 Decimals)	4 N	62-65
UN-FEE (2 Decimals)	2 N	66-67

1.2.57 UNION EXTRACT - UPAB402 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
EOP-DT	6 AN	68-73
FLAGS	6 AN	74-79
NEW	1 AN	(74)
SES	1 AN	(75)
SUSP	1 AN	(76)
AWOP	1 AN	(77)
ADJ	1 AN	(78)
PEND	1 AN	(79)
(Blank Field)	1 AN	80

COMMENTS: All Data Elements prefixed with UD. 80 x 21 = 1680

1.2.58 COMPENSATORY TIME WORK - UPAB403

FILE SUMMARY

FILE NAME:	Compensatory Time Work
FILE INDEX NUMBER:	UPAB403
PURPOSE:	To print compensatory time - managerial report.
RECORD SIZE:	112 Bytes/Characters Display
BLOCK SIZE:	1120 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	None
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIV-CD	4 AN	1-4
BLK-NR	2 AN	5-6
ORG-CD	5 AN	7-11
EMP-RPT-NAME	31 AN	12-42
SSN	9 AN	43-51
EOP-DT	6 AN	52-57
CMP-DT1	4 AN	58-61
CMP-HRS1 (2 Decimals)	4 N	62-65
CMP-DT2	4 AN	66-69
CMP-HRS2 (2 Decimals)	4 N	70-73
CMP-DT3	4 AN	74-77

1.2.58 COMPENSATORY TIME WORK - UPAB403 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CMP-HRS3 (2 Decimals)	4 N	78-81
CMP-DT4	4 AN	82-85
CMP-HRS4 (2 Decimals)	4 N	86-89
AL-USE-LOSE (2 Decimals)	5 N	90-94
CMP-HR-PD (2 Decimals)	6 N	95-100
CMP-HR-AMT (2 Decimals)	6 N	101-106
PAY-PLAN-CL	2 AN	107-108
(Blank Field)	4 AN	109-112

COMMENT: All Data Elements prefixed by CT.

1.2.59 DEDUCTION EXTRACT - UPAB404

FILE SUMMARY

FILE NAME:	Deduction Extract
FILE INDEX NUMBER:	UPAB404
PURPOSE:	To print deduction summary reports.
RECORD SIZE:	80 Bytes/Characters Display
BLOCK SIZE:	1280 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	None
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIV-CD	4 AN	1-4
RCD-ID	1 AN	5
BLK-NR	2 AN	6-7
PERIOD	1 AN	8
DED-CD	6 AN	9-14
DED (2 Decimals)	7 N	15-21
GROSS (2 Decimals)	7 N	22-28
EOP-DT	6 AN	29-34
DUP-FLAG	1 AN	35
OCC-TX (2 Decimals)	5 N	36-40
EMP-RPT-NAME	31 AN	41-71

1.2.59 DEDUCTION EXTRACT - UPAB404 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SSN	9 AN	72-80
SSN1	3 AN	(72-74)
SSN2	2 AN	(75-76)
SSN3	4 AN	(77-80)

1.2.60 BOND EXTRACT - UPAB405

FILE SUMMARY

FILE NAME:	Bond Extract
FILE INDEX NUMBER:	UPAB405
PURPOSE:	To print bonds and schedules.
RECORD SIZE:	200 Bytes/Characters Display
BLOCK SIZE:	2200 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	None
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
BN-DEN	1 AN	1
ACTIV-CD	4 AN	2-5
BLK-NR	2 AN	6-7
BN-DEL	1 AN	8
ORG-CD	5 AN	9-13
ORGCD-D	1 AN	(9)
ORGCD-DBSU	3 AN	(10-12)
(Blank Field)	1 AN	(13)
EMP-RPT-NAME	31 AN	14-44
SSN	9 AN	45-53
SSN1	3 AN	(45-47)
SSN2	2 AN	(48-49)
SSN3	4 AN	(50-53)
BN-PERS-RANK-TITLE	4 AN	54-57
EMP-LEG-NAME	31 AN	58-88
BN-CB-CD	3 AN	89-91

1.2.60 BOND EXTRACT - UPAB405 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
BN-CB-PERS	4 AN	92-95
BN-CB-NAME	31 AN	96-126
BN-CB-SSN	9 AN	127-135
BN-CB-SSN1	3 AN	(127-129)
BN-CB-SSN2	2 AN	(130-131)
BN-CB-SSN3	4 AN	(132-135)
BN-STR	24 AN	136-159
BN-CI-ST-ZIP	24 AN	160-183
BN-OWN	1 AN	184
BN-DT	8 AN	185-192
BN-DT1	4 AN	(185-188)
BN-DT2	4 AN	(189-192)
(Blank Field)	8 AN	193-200

COMMENTS: All Data Elements prefixed with BX.

1.2.61 DATA BANK EXTRACT - UPAB406

FILE SUMMARY

FILE NAME:	Data Bank Extract
FILE INDEX NUMBER:	UPAB406
PURPOSE:	To print Leave and Earning Statements and Directorate/Office Leave Report.
RECORD SIZE:	896 Bytes/Characters Display
BLOCK SIZE:	2688 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	SSN
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RCD-STAT	1 AN	1
ACTIV-CD	4 AN	2-5
BLK-NR	2 AN	6-7
ORG-CD	5 AN	8-12
EMP-RPT-NAME	31 AN	13-43
SSN	9 AN	44-52
EOP-DT	6 AN	53-58
LV-CAT-CD	1 AN	59
LV-PAY-STAT	1 AN	60
APPT-STAT	1 AN	61
ASSN-SH	1 AN	62
GR	2 AN	63-64

1.2.61 DATA BANK EXTRACT - UPAB406 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
STEP	2 AN	65-66
TYPE-EMP	1 AN	67
PA-AMT	5 N	68-72
BASE-HRLY-RT (2 Decimals)	4 N	73-76
PAY-CAT	2 AN	77-78
TB-SEL-CD	2 AN	79-80
AWOP-EXCESS (2 Decimals)	6 N	81-86
SCD	6 AN	87-92
M-S-CD	1 AN	93
FTX-EXM	2 N	94-95
FTX-ADDL	3 N	96-98
BASE-PAY-C (2 Decimals)	7 N	99-105
OT-PAY-C (2 Decimals)	6 N	106-111
ND-PAY-C (2 Decimals)	5 N	112-116
HOL-PAY-C (2 Decimals)	5 N	117-121
SUN-PAY-C (2 Decimals)	5 N	122-126
HAZ-PAY-C (2 Decimals)	5 N	127-131
STANDBY-PAY-C (2 Decimals)	5 N	132-136
FOR-PAY-C (2 Decimals)	5 N	137-141

1.2.61 DATA BANK EXTRACT - UPAB406 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OTH-PAY-CD1	1 AN	142
OTH-PAY1-C (2 Decimals)	7 N	143-149
OTH-PAY-CD2	1 AN	150
OTH-PAY2-C (2 Decimals)	7 N	151-157
OTH-PAY-CD3	1 AN	158
OTH-PAY3-C (2 Decimals)	7 N	159-165
GRS-PAY-C (2 Decimals)	7 N	166-172
RET-DED-C (2 Decimals)	5 N	173-177
FICA-DED-C (2 Decimals)	5 N	178-183
FED-TX-C (2 Decimals)	6 N	184-189
HB-C (2 Decimals)	4 N	190-193
HB-AGCY-CONT-C (2 Decimals)	4 N	194-197
GLI-C (2 Decimals)	4 N	198-201
OLI-C (2 Decimals)	5 N	202-206
OTH-DED-CD1	1 AN	207
OTH-DED1-C (2 Decimals)	5 N	208-212
OTH-DED-CD2	1 AN	213

1.2.61 DATA BANK EXTRACT - UPAB406 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OTH-DED2-C (2 Decimals)	5 N	214-218
ST-TX-CD1-C	2 AN	219-220
ST-TX-DED1-C (2 Decimals)	5 N	221-225
ST-TX-CD2-C	2 AN	226-227
ST-TX-DED2-C (2 Decimals)	5 N	228-232
BOND-DED-C (2 Decimals)	5 N	233-237
UN-DUES-C (2 Decimals)	4 N	238-241
CHARITY-C (2 Decimals)	5 N	242-246
COLA-C (2 Decimals)	6 N	247-252
ALLOT1-C (2 Decimals)	6 N	253-258
ALLOT2-C (2 Decimals)	6 N	259-264
NET-PAY-C (2 Decimals)	7 N	265-271
CSH-AWD1-AMT-C (2 Decimals)	7 N	272-278
CSH-AWD1-FICA-C (2 Decimals)	5 N	279-283
CSH-AWD1-FED-TX-C (2 Decimals)	6 N	284-289
CSH-AWD1-ST-TX-CD1-C	2 AN	290-291
CSH-AWD1-ST-TX-DED1-C (2 Decimals)	5 N	292-296

1.2.61 DATA BANK EXTRACT - UPAB406 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CSH-AWD1-ST-TX-CD2-C	2 AN	297-298
CSH-AWD1-ST-TX-DED2-C (2 Decimals)	5 N	299-303
CSH-AWD1-CT-CD1	6 AN	304-309
CSH-AWD1-CT-TX-DED1-C (2 Decimals)	5 N	310-314
CSH-AWD1-CT-CD2	6 AN	315-320
CSH-AWD1-CT-TX-DED2-C (2 Decimals)	5 N	321-325
CSH-AWD1-NET-C (2 Decimals)	7 N	326-332
CSH-AWD2-AMT-C (2 Decimals)	7 N	333-339
CSH-AWD2-FICA-C (2 Decimals)	5 N	340-344
CSH-AWD2-FED-TX-C (2 Decimals)	6 N	345-350
CSH-AWD2-ST-TX-CD1-C	2 AN	351-352
CSH-AWD2-ST-TX-DED1-C (2 Decimals)	5 N	353-357
CSH-AWD2-ST-TX-CD2-C	2 AN	358-359
CSH-AWD2-ST-TX-DED2-C (2 Decimals)	5 N	360-364
CSH-AWD2-CT-CD1	6 AN	365-370
CSH-AWD2-CT-TX-DED1-C (2 Decimals)	5 N	371-375
CSH-AWD2-CT-CD2	6 AN	376-381

1.2.61 DATA BANK EXTRACT - UPAB406 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CSH-AWD2-CT-TX-DED2-C (2 Decimals)	5 N	382-386
CSH-AWD2-NET-C (2 Decimals)	7 N	387-393
CT-TX-CD1-C	6 AN	394-399
CT-PER-AMT1-C (2 Decimals)	5 N	400-404
CT-TX-CD2-C	6 AN	405-410
CT-PER-AMT2-C (2 Decimals)	5 N	411-415
PP-CD	1 AN	416
LP-CD	1 AN	417
FOR-CD-N	1 AN	418
REG-HRS-C (2 Decimals)	5 N	419-423
OT-HRS-C (2 Decimals)	5 N	424-428
ND-HRS-C (2 Decimals)	5 N	429-433
HOL-HRS-C (2 Decimals)	5 N	434-438
SUN-HRS-C (2 Decimals)	5 N	439-443
HAZ-HRS-C (2 Decimals)	5 N	444-448
LSL-HRS-C (2 Decimals)	6 N	449-454
AL-ACCR-C (2 Decimals)	4 N	455-458

1.2.61 DATA BANK EXTRACT - UPAB406 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
AL-USED-C (2 Decimals)	5 N	459-463
AL-CR-RED-C (2 Decimals)	4 N	464-467
SL-ACCR-C (2 Decimals)	4 N	468-471
SL-USED-C (2 Decimals)	5 N	472-476
SL-CR-RED-C (2 Decimals)	4 N	477-480
HL-ACCR-C (2 Decimals)	4 N	481-484
HL-USED-C (2 Decimals)	4 N	485-488
CMP-WK-C (2 Decimals)	4 N	489-492
CMP-US-C (2 Decimals)	4 N	493-496
CMP-WAV-C (2 Decimals)	4 N	497-500
CMP-PD-OT-C (2 Decimals)	4 N	501-504
PT-HR-WK-C (2 Decimals)	4 N	505-508
LWOP-C (2 Decimals)	5 N	509-513
AWOL-C (2 Decimals)	5 N	514-518
SUSP-C (2 Decimals)	5 N	519-523

1.2.61 DATA BANK EXTRACT - UPAB406 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
FURL-C (2 Decimals)	5 N	524-528
GLI-CD	1 AN	529
B1-ISSUE	1 N	530
B1-DEN	1 AN	531
B1-BAL (2 Decimals)	5 N	532-536
B2-ISSUE	1 N	537
B2-DEN	1 AN	538
B2-BAL (2 Decimals)	5 N	539-543
B3-ISSUE	1 AN	544
B3-DEN	1 AN	545
B3-BAL (2 Decimals)	5 N	546-550
B4-ISSUE	1 N	551
B4-DEN	1 AN	552
B4-BAL (2 Decimals)	5 N	553-557
B5-ISSUE	1 N	558
B5-DEN	1 AN	559
B5-BAL (2 Decimals)	5 N	560-564
AL-MAX-HR (2 Decimals)	6 N	565-570
AL-CARRY (2 Decimals)	6 N	571-576

1.2.61 DATA BANK EXTRACT - UPAB406 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
AL-ACCR-Y (2 Decimals)	6 N	577-582
AL-USED-Y (2 Decimals)	6 N	583-588
AL-BAL (2 Decimals)	6 N	589-594
AL-USED-LOSE (2 Decimals)	5 N	595-599
AL-CRD-RED (2 Decimals)	5 N	600-604
SL-CARRY (2 Decimals)	6 N	605-610
SL-ACCR-Y (2 Decimals)	5 N	611-615
SL-USED-Y (2 Decimals)	6 N	616-621
SL-BAL (2 Decimals)	6 N	622-627
SL-CRD-RED (2 Decimals)	5 N	628-632
MIL-LV-C	3 N	633-635
AWOL-SUSP-Y (2 Decimals)	6 N	636-641
LWOP-Y (2 Decimals)	6 N	642-647
CT-OCC-TX1	3 N	648-650
CT-OCC-TX2	3 N	651-653
CT-OCC-TAX1-Y	3 N	654-656
CT-OCC-TAX2-Y	3 N	657-659

1.2.61 DATA BANK EXTRACT - UPAB406 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CT-OCC-TAX3-Y	3 N	660-662
CMP-PRIOR-BAL (2 Decimals)	5 N	663-667
CMP-BAL (2 Decimals)	5 N	668-672
RET-PRIOR-YRS (2 Decimals)	7 N	673-679
GRS-PAY-Y (2 Decimals)	7 N	680-686
RET-DED-Y (2 Decimals)	6 N	687-692
FICA-DED-Y (2 Decimals)	6 N	693-698
FED-TX-Y (2 Decimals)	7 N	699-705
HB-Y (2 Decimals)	5 N	706-710
ST-TX-CD1-Y	2 AN	711-712
ST-TX-DED1-Y (2 Decimals)	6 N	713-718
ST-TX-CD2-Y	2 AN	719-720
ST-TX-DED2-Y (2 Decimals)	6 N	721-726
ST-TX-CD3-Y	2 AN	727-728
ST-TX-DED3-Y (2 Decimals)	6 N	729-734
ST-TX-CD4-Y	2 AN	735-736
ST-TX-DED4-Y (2 Decimals)	6 N	737-742

1.2.61 DATA BANK EXTRACT - UPAB406 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CHARITY-Y (2 Decimals)	5 N	743-747
CT-TX-CD1-Y	6 AN	748-753
CT-TX-AMT1-Y (2 Decimals)	6 N	754-759
CT-TX-CD2-Y	6 AN	760-765
CT-TX-AMT2-Y (2 Decimals)	6 N	761-771
CT-TX-CD3-Y	6 AN	772-777
CT-TX-AMT3-Y (2 Decimals)	6 N	778-783
HL-LV-BAL	2 N	784-785
EMP-LEG-NAME	31 AN	786-816
LSL-FLAG	1 AN	817
ENV-HRS (2 Decimals)	5 N	818-822
L-STR	24 AN	823-846
L-CT-ST-ZIP	24 AN	847-870
CMPT-OTH (2 Decimals)	6 N	871-876
EARN-INCOM-CRED-CURR (2 Decimals)	4 N	877-880
EARN-INCOM-CRED-YTD (2 Decimals)	6 N	881-886
CSH-AWD1-CD	1 AN	887
CSH-AWD2-CD	1 AN	888
(Blank Field)	8 AN	889-896

COMMENT: All Data Elements prefixed by DX.

1.2.62 HEALTH BENEFITS EXTRACT - UPAB407

FILE SUMMARY

FILE NAME:	Health Benefits Extract
FILE INDEX NUMBER:	UPAB407
PURPOSE:	To print Health Benefit Reports.
RECORD SIZE:	96 Bytes/Characters Display
BLOCK SIZE:	960 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITIONS	POSITION IN RECORD
RCD-STAT	1 AN	1
ACTIV-CD	4 AN	2-5
ORG-CD	5 AN	6-10
BLK-NR-1	2 AN	11-12
HB-CD	3 AN	13-15
EMP-RPT-NAME	31 AN	16-46
SSN	9	47-55
SSN1	3 AN	(47-49)
SSN2	2 AN	(50-51)
SSN3	4 AN	(52-55)
(Blank Field)	1 AN	56
TR-CD	1 AN	57
DED-CD	1 AN	58
EMP-DED (2 Decimals)	4 N	59-62

1.2.62 HEALTH BENEFITS EXTRACT - UPAB407 (CONT'D)

DATA ELEMENT	FIELD DEFINITIONS	POSITION IN RECORD
AGY-CTR (2 Decimals)	4 N	63-66
EMP-RATE (2 Decimals)	4 N	67-70
AGY-RATE (2 Decimals)	4 N	71-74
CTL-NR	9 AN	75-83
BLK-NR-2	2 AN	84-85
EOP-DT	6	86-91
YR	2 AN	(86-87)
MO	2 AN	(88-89)
DA	2 AN	(90-91)
(Blank Field)	5 AN	92-96

COMMENTS: All Data Elements prefixed with HB.

1.2.63 FEOLI EXTRACT FILE - UPAB408

FILE SUMMARY

FILE NAME:	FEOLI Extract File
FILE INDEX NUMBER:	UPAB408
PURPOSE:	To print FEOLI Control Register.
RECORD SIZE:	56 Bytes/Characters Display
BLOCK SIZE:	3360 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITIONS	POSITION IN RECORD
PAYROLL AREA	2 AN	1-2
BLK-NR	2 AN	3-4
OPTION-NR	1 AN	5
AGE-CD	1 AN	6
ENROLL-CD	1 AN	7
DEDN-CD	1 AN	8
FEOLI-DEDN (2 Decimals)	6 N	9-14
RCD-STAT	1 AN	15
EOP-DT	6 AN	16-21
EMP-RPT-NAME	31 AN	22-52
(Blank Field)	4 AN	53-56

COMMENTS: All Data Elements prefixed with OL.

1.2.64 SES AWARDS EXTRACT FILE - UPAB409

FILE SUMMARY

FILE NAME:	SES Awards Extract File
FILE INDEX NUMBER:	UPAB409
PURPOSE:	To print SES Award Summary Listing.
RECORD SIZE:	96 Bytes/Characters Display
BLOCK SIZE:	960 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Payroll Block Number - Social Security Number
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITIONS	POSITION IN RECORD
RPT-IND-AD90	1 AN	1
PAYROLL-AREA	2 AN	2-3
PAYRO11-BLK-NR	2 AN	4-5
SSN	9 AN	6-14
EMPLOYEE-NAME	31 AN	15-45
R-AWARD-AMT (2 Decimals)	7 N	46-52
R-AWARD-CUT-BACK (2 Decimals)	7 N	53-59
R-AWARD-PAID-AMT (2 Decimals)	7 N	60-66
R-AWARD-CUT-BACK-PAID (2 Decimals)	7 N	67-73

1.2.64 SES AWARDS EXTRACT FILE - UPAB409 (CONT'D)

DATA ELEMENT	FIELD DEFINITIONS	POSITION IN RECORD
EOP-DT	6 AN	74-79
EOP-YR	2 AN	(74-75)
EOP-MO	2 AN	(76-77)
EOP-DA	2 AN	(78-79)
(Blank Field)	17 AN	80-96

1.2.65 SORTED SALARY EXTRACT - UPAB45S

FILE SUMMARY

FILE NAME:	Sorted Salary Extract
FILE INDEX NUMBER:	UPAB45S
PURPOSE:	To print checks, payroll for personal services, allotments for savings and composite check listing.
RECORD SIZE:	300 Bytes/Characters Display
BLOCK SIZE:	3300 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Check Type - Financial Organization
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAB401.

1.2.66 COMPOSITE CHECK - UPAB471

FILE SUMMARY

FILE NAME:	Composite Check
FILE INDEX NUMBER:	UPAB471
PURPOSE:	To print allotments for savings and composite check listing.
RECORD SIZE:	176 Bytes/Characters Display
BLOCK SIZE:	2288 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Check Type - Financial Organization
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITIONS	POSITION IN RECORD
FIN-ORG-ID-NR	9 AN	1-9
FIN-ORG-BR-ID-NR	4 AN	10-13
BLK-NR	2 AN	14-15
ACTIV-CD	4 AN	16-19
ORG-CD	5 AN	20-24
DIR	1 AN	(20)
DIV	1 AN	(21)
BR	1 AN	(22)
SECT	1 AN	(23)
UNIT	1 AN	(24)
EMP-RPT-NAME	31 AN	25-55
SSN	9 AN	56-64
SSN1	3 AN	(56-58)
SSN2	2 AN	(59-60)
SSN3	4 AN	(61-64)
EOP-DT	6 AN	65-70
YR	2 AN	(65-66)
MO	2 AN	(67-68)
DA	2 AN	(69-70)

1.2.66 COMPOSITE CHECK - UPAB471 (CONT'D)

DATA ELEMENT	FIELD DEFINITIONS	POSITION IN RECORD
DEL-CD	1 AN	71
FIN-ORG-ACCT-NR	14 AN	72-85
FIN-ORG-NAME	31 AN	86-116
FIN-ORG-STR	24 AN	117-140
FIN-ORG-CI-ST-ZIP	24 AN	141-164
NET-PAY-C (2 Decimals)	8 N	165-172
CK-TYPE	1 AN	173
(Blank Field)	3 AN	174-176

COMMENTS: All Data Elements prefixed with CL.

1.2.67 SALARY CHECK - UPAB472

FILE SUMMARY

FILE NAME:	Salary Check
FILE INDEX NUMBER:	UPAB472
PURPOSE:	To print checks and payroll for personal services.
RECORD SIZE:	300 Bytes/Characters Display
BLOCK SIZE:	3300 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Check Type - Financial Organization
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAB401.

1.2.68 COMPOSITE AND ALLLOTMENT CHECK - UPAB473

FILE SUMMARY

FILE NAME:	Composite and Allotment Check
FILE INDEX NUMBER:	UPAB473
PURPOSE:	To print check for composite and allotments for savings.
RECORD SIZE:	300 Bytes/Characters Display
BLOCK SIZE:	3300 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Check Type - Financial Organization
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAB401.

1.2.69 SORTED SALARY CHECK - UPAB53S

FILE SUMMARY

FILE NAME: Sorted Salary Check

FILE INDEX NUMBER: UPAB53S

PURPOSE: To print checks and payroll for personal services.

RECORD SIZE: 300 Bytes/Characters Display

BLOCK SIZE: 3300 Bytes/Characters Fixed Block Display

ACCESS METHOD: Sequential

SEQUENCE: Delivery Code - Check Type - Block - Organization - Name

SUPPLEMENTAL DESCRIPTION: Record layout is same format as UPAB401.

1.2.70 SALARY EXTRACT - UPAB551

FILE SUMMARY

FILE NAME:	Salary Extract
FILE INDEX NUMBER:	UPAB551
PURPOSE:	To print payroll for personal services.
RECORD SIZE:	300 Bytes/Characters Display
BLOCK SIZE:	3300 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Delivery Code - Check Type - Block - Organization - Name
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAB401.

1.2.71 CAPSTONE MASTER - UPAB65M

FILE SUMMARY

FILE NAME:	CAPSTONE Master
FILE INDEX NUMBER:	UPAB65M
PURPOSE:	To record Master CAPSTONE Records for CAPSTONE reporting.
RECORD SIZE:	75 Bytes/Characters Display
BLOCK SIZE:	1125 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY	4 AN	1-4
NAME	31 AN	5-35
GRADE	2 AN	36-37
PAY PLAN	2 AN	38-39
SOCIAL SECURITY NUMBER	9 AN	40-48
JOB SERIES	5 AN	49-53
ORGANIZATION	5 AN	54-58
(Blank Field)	17 AN	59-75

1.2.72 CAPSTONE CHANGES - UPAB651

FILE SUMMARY

FILE NAME:	CAPSTONE Changes
FILE INDEX NUMBER:	UPAB651
PURPOSE:	To extract Change Records 1 and 2 for printing the CAPSTONE listing.
RECORD SIZE:	120 Bytes/Characters Display
BLOCK SIZE:	1800 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Record 1 and 2 within Social Security Number
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OLD ACTIVITY	4 AN	1-4
OLD NAME	31 AN	5-35
OLD SOCIAL SECURITY NUMBER	9 AN	36-44
RECORD NR	1 AN	45
ACTIVITY	4 AN	46-49
NAME	31 AN	50-80
GRADE	2 AN	81-82
PAY PLAN	2 AN	83-84
SOCIAL SECURITY NUMBER	9 AN	85-93
JOB SERIES	5 AN	94-98
ORGANIZATION	5 AN	99-103
(Blank Field)	17 AN	104-120

1.2.73 SOCIAL SECURITY NUMBER CHANGE - UPAB652

FILE SUMMARY

FILE NAME:	Social Security Number Change
FILE INDEX NUMBER:	UPAB652
PURPOSE:	To report Master CAPSTONE Records which have a changed Social Security Number.
RECORD SIZE:	75 Bytes/Characters Display
BLOCK SIZE:	1125 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number
SUPPLEMENTAL DESCRIPTION:	Record format is same format as UPAB65M.

1.2.74 SORTED SSN CHANGES - UPAB66S

FILE SUMMARY

FILE NAME:	Sorted SSN Changes
FILE INDEX NUMBER:	UPAB66S
PURPOSE:	To serve as merge input to UPAB67 to resequence the CAPSTONE Master.
RECORD SIZE:	75 Bytes/Characters Display
BLOCK SIZE:	1125 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number
SUPPLEMENTAL DESCRIPTION:	Record format is same format as UPAB65M.

1.2.75 SORTED CAPSTONE CHANGES - UPAB68S

FILE SUMMARY

FILE NAME:	Sorted CAPSTONE Changes
FILE INDEX NUMBER:	UPAB68S
PURPOSE:	To input CAPSTONE Change Records 1 and 2 in proper sequence for control printing.
RECORD SIZE:	120 Bytes/Characters Display
BLOCK SIZE:	1800 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Name - SSN - Record Number (Major to Minor)
SUPPLEMENTAL DESCRIPTION:	Record format is same format as UPAB651.

1.2.76 SORTED BOND EXTRACT - UPAC05S

FILE SUMMARY

FILE NAME:	Sorted Bond Extract
FILE INDEX NUMBER:	UPAC05S
PURPOSE:	To print bonds and schedules.
RECORD SIZE:	200 Bytes/Characters Display
BLOCK SIZE:	2200 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Denomination - Delivery Code - Activity Code - Organization Code (Section Level) - Employee Name - Social Security Number
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAB405.

1.2.77 SORTED BOND NUMBER - UPAC12S

FILE SUMMARY

FILE NAME:	Sorted Bond Number
FILE INDEX NUMBER:	UPAC12S
PURPOSE:	To print bonds and schedules.
RECORD SIZE:	160 Bytes/Characters Display
BLOCK SIZE:	2240 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	DIC - Denomination - Card Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAA027.

1.2.78 SORTED DATA BANK EXTRACT - UPAD00S

FILE SUMMARY

FILE NAME:	Sorted Data Bank Extract
FILE INDEX NUMBER:	UPAD00S
PURPOSE:	To print Leave and Earning Statements and Directorate/Office Leave Report.
RECORD SIZE:	896 Bytes/Characters Display
BLOCK SIZE:	2688 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Block - Organization - Name
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAB406.

1.2.79 LEAVE EXTRACT Y-T-D (DETAIL) - UPAD011

FILE SUMMARY

FILE NAME:	Leave Extract Y-T-D (Detail)
FILE INDEX NUMBER:	UPAD011
PURPOSE:	To print Directorate/Office Leave Report.
RECORD SIZE:	200 Bytes/Characters Display
BLOCK SIZE:	2200 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Block - Organization - Name
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RCD-STAT	1 AN	1
ACTIVITY-CD	4 AN	2-5
ORG-CD	5 AN	6-10
RCD-CD	1 AN	11
EMP-RPT-NAME	31 AN	12-42
SSN	9 AN	43-51
LV-CAT-CD	1 AN	52
AL-CARRY (2 Decimals)	10 N	53-62
AL-USED	10 N	63-72
AL-ACCR (2 Decimals)	9 N	73-81
AL-BAL (2 Decimals)	10 N	82-91
AL-MAX (2 Decimals)	10 N	92-101

1.2.79 LEAVE EXTRACT Y-T-D (DETAIL) - UPAD011 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
AL-USE-LOSE (2 Decimals)	9 N	102-110
AL-CRD-RED (2 Decimals)	9 N	111-119
SL-CARRY (2 Decimals)	10 N	120-129
SL-USED (2 Decimals)	10 N	130-139
SL-ACCR (2 Decimals)	9 N	140-148
SL-BAL (2 Decimals)	10 N	149-158
SL-CRD-RED (2 Decimals)	9 N	159-167
AWOP-CD	1 AN	168
AWOP-HRS (2 Decimals)	8 N	169-176
SCD-YR	2 AN	177-178
SCD-MO	2 AN	179-180
SCD-DA	2 AN	181-182
EOP-YR	2 AN	183-184
EOP-MO	2 AN	185-186
EOP-DA	2 AN	187-188
PAY-PLAN-CL	2 AN	189-190
(Blank Field)	10 AN	191-200

COMMENT: All Data Elements prefixed with LX.

1.2.80 SORTED UNION DUES EXTRACT - UPAD05S

FILE SUMMARY

FILE NAME:	Sorted Union Dues Extract
FILE INDEX NUMBER:	UPAD05S
PURPOSE:	To print union dues listing
RECORD SIZE:	80 Bytes/Characters Display
BLOCK SIZE:	1680 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Union code - Block - Name
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAB402.

1.2.81 SORTED COMPENSATORY TIME EXTRACT - UPAD15S

FILE SUMMARY

FILE NAME:	Sorted Compensatory Time Extract
FILE INDEX NUMBER:	UPAD15S
PURPOSE:	To print compensatory time - managerial report.
RECORD SIZE:	112 Bytes/Characters Display
BLOCK SIZE:	1120 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity - Organization - Block - Name
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAB403.

1.2.82 COMPENSATORY TIME SUMMARY - UPAD171

FILE SUMMARY

FILE NAME:	Compensatory Time Summary
FILE INDEX NUMBER:	UPAD171
PURPOSE:	To print compensatory time managerial data.
RECORD SIZE:	120 Bytes/Characters Display
BLOCK SIZE:	1200 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity and Organization Code
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIV-CD	4 AN	1-4
BLK-NR	2 AN	5-6
ORG-CD	5 AN	7-11
DIR	1 AN	(7)
DIV	1 AN	(8)
BR	1 AN	(9)
SECT	1 AN	(10)
UNIT	1 AN	(11)
RCD-CD	1 AN	12
EMP-RPT-NAME	31 AN	13-43
SSN	9 AN	44-52
SSN1	3 AN	(44-46)
SSN2	2 AN	(47-48)
SSN3	4 AN	(49-52)
EOP-DT	6 AN	53-58
CMP-DT1	4 AN	59-62
CMP-HR1 (2 Decimals)	6 N	63-68

1.2.82 COMPENSATORY TIME SUMMARY - UPAD171 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CMP-DT2	4 AN	69-73
CMP-HR2 (2 Decimals)	6 N	74-79
CMP-DT3	4 AN	80-83
CMP-HR3 (2 Decimals)	6 N	84-89
CMP-DT4	4 AN	90-93
CMP-HR4 (2 Decimals)	6 N	94-99
CMP-HR0 (2 Decimals)	6 N	100-105
CMP-AMT (2 Decimals)	7 N	106-111
AL-USE-LOSE (2 Decimals)	7 N	112-118
(Blank Field)	2 AN	119-120

COMMENT: All Data Elements prefixed with CS.

1.2.83 SORTED COMPENSATORY TIME SUMMARY - UPAD18S

FILE SUMMARY

FILE NAME:	Sorted Compensatory Time Summary
FILE INDEX NUMBER:	UPAD18S
PURPOSE:	To print compensatory time managerial data.
RECORD SIZE:	120 Bytes/Characters Display
BLOCK SIZE:	1200 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity - Organization - Record Code - Employee Name
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAD171.

1.2.84 SORTED HEALTH BENEFITS - UPAD25S

FILE SUMMARY

FILE NAME:	Sorted Health Benefits
FILE INDEX NUMBER:	UPAD25S
PURPOSE:	To print Health Benefit Reports.
RECORD SIZE:	96 Bytes/Characters Display
BLOCK SIZE:	960 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Block - Carrier Code - Name
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAA602.

1.2.85 CHECK ISSUE - UPAD351

FILE SUMMARY

FILE NAME:	Check Issue
FILE INDEX NUMBER:	UPAD351
PURPOSE:	To record biweekly checks issued for monthly register of checks issued.
RECORD SIZE:	40 Bytes/Characters Display
BLOCK SIZE:	1600 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	None
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DO-SYM-NR	6 AN	1-6
CK-NR	8 AN	7-14
VO-NR	6 AN	15-20
CK-AMT	9 N	21-29
CK-ISS-DT	6 AN	30-35
YR	2 AN	(30-31)
MO	2 AN	(32-33)
DA	2 AN	(34-35)
CK-ISS-TR-CD	2 AN	36-37
(Blank Field)	2 AN	38-40

COMMENT: All Data Elements prefixed with CI.

1.2.86 COMPOSITE CHECK NUMBER - UPAD353

FILE SUMMARY

FILE NAME:	Composite Check Number
FILE INDEX NUMBER:	UPAD353
PURPOSE:	To print Check and Voucher Numbers on Composite and Allotment Listings.
RECORD SIZE:	48 Bytes/Characters Display
BLOCK SIZE:	1920 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Check Number - Check Type - Financial Organization
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
FIN-ORG-BR-ID	13 AN	1-13
ORG-ID	9 AN	(1-9)
BR-ID	4 AN	(10-13)
CK-NR	8 AN	14-21
CK-AMT (2 Decimals)	8 N	22-29
VOUCHER-NR	6 AN	30-35
CK-ISS-DT	6 AN	36-41
(Blank Field)	7 AN	42-48

COMMENT: All Data Elements prefixed with CN.

1.2.87 MERGED CHECK ISSUE - UPAD491

FILE SUMMARY

FILE NAME:	Merged Check Issue
FILE INDEX NUMBER:	UPAD491
PURPOSE:	To record all biweekly checks issued into one file.
RECORD SIZE:	40 Bytes/Characters Display
BLOCK SIZE:	1600 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	None
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAD351.

1.2.88 SORTED CHECK ISSUE - UPAD50S

FILE SUMMARY

FILE NAME:	Sorted Check Issue
FILE INDEX NUMBER:	UPAD50S
PURPOSE:	To record sorted checks issue for register of checks issued.
RECORD SIZE:	40 Bytes/Characters Display
BLOCK SIZE:	1600 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	D.O. Symbol Number - Check Number
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAD351.

1.2.89 SORTED YGW TRANSACTIONS - UPAD55S

FILE SUMMARY

FILE NAME:	Sorted YGW Transactions
FILE INDEX NUMBER:	UPAD55S
PURPOSE:	To record Sorted YGW Transactions for Check Transaction Register and Validation.
RECORD SIZE:	80 Bytes/Characters Display
BLOCK SIZE:	1680 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	D.O. Symbol Number - Check Number
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAA021.

1.2.90 OTHER CHECK DATA - UPAD601

FILE SUMMARY

FILE NAME:	Other Check Data
FILE INDEX NUMBER:	UPAD601
PURPOSE:	To record Other Check Data for updating Check Issue File.
RECORD SIZE:	48 Bytes/Characters Display
BLOCK SIZE:	3360 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	D.O. Symbol Number - Check Number
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DO-SYM-NR	6 AN	1-6
CK-NR	8 AN	7-14
VO-NR	6 AN	15-20
CK-AMT (2 Decimals)	9 N	21-29
CK-ISS-DT	6 AN	30-35
YR	2 AN	(30-31)
MO	2 AN	(32-33)
DA	2 AN	(34-35)
ISS-LEV	1 AN	36
ISS-ACT	1 AN	37
REP-CK-NR	8 AN	38-45
LIST-CD	1 AN	46
(Blank Field)	2 AN	47-48

COMMENT: All Data Elements prefixed with CD.

1.2.91 CHECK LISTING - UPAD651

FILE SUMMARY

FILE NAME:	Check Listing
FILE INDEX NUMBER:	UPAD651
PURPOSE:	To record checks issue for listing process.
RECORD SIZE:	48 Bytes/Characters Display
BLOCK SIZE:	3360 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	D.O. Symbol Number - Check Number
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAD601.

1.2.92 CHECK REGISTER - UPAD652

FILE SUMMARY

FILE NAME:	Check Register
FILE INDEX NUMBER:	UPAD652
PURPOSE:	To record all checks issued for Register of Checks Issued.
RECORD SIZE:	48 Bytes/Characters Display
BLOCK SIZE:	3360 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	None
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DO-SYM-NR	6 AN	1-6
CK-NR	8 AN	7-14
VO-NR	6 AN	15-20
CK-AMT (2 Decimals)	9 N	21-29
CK-ISS-DT	6 AN	30-35
YR	2 AN	(30-31)
MO	2 AN	(32-33)
DA	2 AN	(34-35)
ISS-LEV	1 AN	36
ISS-ACT	1 AN	37
(Blank Field)	11 AN	38-48

COMMENT: All Data Elements prefixed with CH.

1.2.93 SORTED CHECK LISTING - UPAD66S

FILE SUMMARY

FILE NAME:	Sorted Check Listing
FILE INDEX NUMBER:	UPAD66S
PURPOSE:	To record sorted checks issue for listing process.
RECORD SIZE:	48 Bytes/Characters Display
BLOCK SIZE:	3360 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	D.O. Symbol Number - List Code - Check Number
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAD601.

1.2.94 SORTED CHECK REGISTER - UPAD68S

FILE SUMMARY

FILE NAME:	Sorted Check Register
FILE INDEX NUMBER:	UPAD68S
PURPOSE:	To record all sorted checks issued for Register of Checks Issued.
RECORD SIZE:	48 Bytes/Characters Display
BLOCK SIZE:	3360 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	D.O. Symbol Number - Check Number
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAD652.

1.2.95 SORTED LEAVE EXTRACT Y-T-D (Detail) - UPAD70S

FILE SUMMARY

FILE NAME:	Sorted Leave Extract Y-T-D (Detail)
FILE INDEX NUMBER:	UPAD70S
PURPOSE:	To print Directorate/Office Leave Report.
RECORD SIZE:	200 Bytes/Characters Display
BLOCK SIZE:	2200 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity - Organization
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAD011.

1.2.96 LEAVE EXTRACT Y-T-D (SUMMARY) - UPAD711

FILE SUMMARY

FILE NAME:	Leave Extract Y-T-D (Summary)
FILE INDEX NUMBER:	UPAD711
PURPOSE:	To print Directorate/Office Leave Report.
RECORD SIZE:	200 Bytes/Characters Display
BLOCK SIZE:	2200 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity - Organization
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	1 AN	1
ACTIV-CD	4 AN	2-5
ORG-CD	5 AN	6-10
DIR	1 AN	(6)
DIV	1 AN	(7)
BR	1 AN	(8)
SECT	1 AN	(9)
UNIT	1 AN	(10)
RCD-CD2	1 AN	11
ORG-SORT-KEY	5 AN	12-16
(Blank Field)	2 AN	17-18
ORG-TITLE	24 AN	19-42
(Blank Field)	10 AN	43-52
AL-LV-YTD	67 AN	53-119
AL-CARRY (2 Decimals)	10 N	(53-62)
AL-USED (2 Decimals)	10 N	(63-72)

1.2.96 LEAVE EXTRACT Y-T-D (SUMMARY) - UPAD711 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
AL-ACCR (2 Decimals)	9 N	(73-81)
AL-BAL (2 Decimals)	10 N	(82-91)
AL-MAX (2 Decimals)	10 N	(92-101)
AL-USE-LOSE (2 Decimals)	9 N	(102-110)
AL-CRD-RED (2 Decimals)	9 N	(111-119)
SL-LV-YTD	48 AN	120-167
SL-CARRY (2 Decimals)	10 N	(120-129)
SL-USED (2 Decimals)	10 N	(130-139)
SL-ACCR (2 Decimals)	9 N	(140-148)
SL-BAL (2 Decimals)	10 N	(149-158)
SL-CRD-RED (2 Decimals)	9 N	(159-167)
(Blank Field)	1 AN	168
AWOP-HRS (2 Decimals)	8 N	169-176
(Blank Field)	4 N	177-180
(Blank Field)	2 AN	181-182
EOP-OT	6 AN	183-188
YR	2 AN	(183-184)
MO	2 AN	(185-186)
DA	2 AN	(187-188)
(Blank Field)	12 AN	189-200

COMMENT: All Data Elements prefixed with LX.

READEX FICHE

1.2.97 SORTED LEAVE EXTRACT (SUMMARY) - UPAD72S

FILE SUMMARY

FILE NAME:	Sorted Leave Extract (Summary)
FILE INDEX NUMBER:	UPAD72S
PURPOSE:	To print Directorate/Office Leave Report.
RECORD SIZE:	200 Bytes/Characters Display
BLOCK SIZE:	2200 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity - Organization - Name
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAD711.

1.2.98 SORTED FEOLI EXTRACT FILE - UPAD80S

FILE SUMMARY

FILE NAME:	Sorted FEOLI Extract File
FILE INDEX NUMBER:	UPAD80S
PURPOSE:	To print FEOLI Control Register.
RECORD SIZE:	56 Bytes/Characters Display
BLOCK SIZE:	3360 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Block Number
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAB408.

1.2.99 SORTED BIWEEKLY INDIVIDUAL LEAVE RECORDS - UPAE01S

FILE SUMMARY

FILE NAME:	Sorted Biweekly Individual Leave Records
FILE INDEX NUMBER:	UPAD01S
PURPOSE:	To print Individual Leave Records.
RECORD SIZE:	300 Bytes/Characters Display
BLOCK SIZE:	2100 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Block - Name - Record Identification - Pay Period Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAF302.

1.2.100 SORTED LEAVE TRANSFER - UPAE02S

FILE SUMMARY

FILE NAME:	Sorted Leave Transfer
FILE INDEX NUMBER:	UPAE02S
PURPOSE:	To print record of leave data transferred.
RECORD SIZE:	300 Bytes/Characters Display
BLOCK SIZE:	2100 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Block - Name - Record Identification - Pay Period Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAF301.

1.2.101 SORTED QUARTERLY INDIVIDUAL LEAVE RECORDS - UPAE05S

FILE SUMMARY

FILE NAME:	Sorted Quarterly Individual Leave Records
FILE INDEX NUMBER:	UPAE05S
PURPOSE:	To print Individual Leave Records.
RECORD SIZE:	300 Bytes/Characters Display
BLOCK SIZE:	2100 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Block - Number - Record Identification - Pay Period Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAF302.

1.2.102 SORTED YEAREND INDIVIDUAL LEAVE RECORDS - UPAE07S

FILE SUMMARY

FILE NAME:	Sorted Yearend Individual Leave Records
FILE INDEX NUMBER:	UPAD07S
PURPOSE:	To print Individual Leave Records.
RECORD SIZE:	300 Bytes/Characters Display
BLOCK SIZE:	2100 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Name - Record Identification - Pay Period Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAF302.

1.2.103 BOND EXTRACT RECORDS - UPAE101

FILE SUMMARY

FILE NAME:	Bond Extract Records
FILE INDEX NUMBER:	UPAE101
PURPOSE:	To print Bond Participation Report.
RECORD SIZE:	90 Bytes/Characters Display
BLOCK SIZE:	2250 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	None
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
BQ-ACTIV	4 AN	1-4
BQ-ORG-CL	5 AN	5-9
BQ-EMP-RPT-NAME	31 AN	10-40
BQ-SSN	9 AN	41-49
BQ-PAY-PLAN-CD	2 AN	50-51
BQ-WORK-SCHED	1 AN	52
BQ-STAT-POS-CL	1 AN	53
(Blank Field)	1 AN	54
BQ-B1-DEN	1 AN	55
(Blank Field)	1 AN	56
BQ-B2-DEN	1 AN	57
(Blank Field)	1 AN	58
BQ-B3-DEN	1 AN	59
(Blank Field)	1 AN	60

1.2.103 BOND EXTRACT RECORDS - UPAE101 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
BQ-B4-DEN	1 AN	61
(Blank Field)	1 AN	62
BQ-B5-DEN	1 AN	63
(Blank Field)	1 AN	64
BQ-B-DED-N	5 AN	65-69
(Blank Field)	1 AN	70
BQ-B-DEN-D	6 AN	71-76
BQ-EOP-DT	6 AN	77-82
(Blank Field)	7 AN	83-89
BQ-RCD-STAT	1 AN	90

1.2.104 SORTED LOG EXTRACT - UPAE25S

FILE SUMMARY

FILE NAME:	Sorted Log Extract
FILE INDEX NUMBER:	UPAE25S
PURPOSE:	Sorts the Master Employee Log Extract File formerly in SSAN sequence into Employee Name sequence. The file is then used to create in program UPAE30 three reports; the Master Employee Register Name Report, the Locator List Name Report and the Locator List Activity Report.
RECORD SIZE:	64 Bytes/Characters Display
BLOCK SIZE:	1664 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Employee Name Ascending
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAE323.

1.2.105 LOG EXTRACT - UPAE323

FILE SUMMARY

FILE NAME:	Log Extract
FILE INDEX NUMBER:	UPAE323
PURPOSE:	The file is sorted in the program UPAE25 and used as input to the program UPAE30 which creates the Locator List Name Report, the Locator List Activity Report and the Master Employee Register Name Report.
RECORD SIZE:	64 Bytes/Characters Display
BLOCK SIZE:	1664 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Account Number
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SX-SSN	9 AN	1-9
SX-EMP-RPT-NAME	31 AN	10-40
SX-ACTIV	4 AN	41-44
SX-ORG-CL	6 AN	45-50
SX-BLK-NR	2 AN	51-52
SX-RED-STAT	1 AN	53
L/P STAT	1 AN	54
(Blank Field)	5 AN	55-59
ORG-SORT-CD	1 AN	60
OX-SORT-ACTIV	4 AN	61-64

1.2.106 SORTED BIWEEKLY INDIVIDUAL PAY RECORDS - UPAE35S

FILE SUMMARY

FILE NAME:	Sorted Biweekly Individual Pay Records
FILE INDEX NUMBER:	UPAE35S
PURPOSE:	To print Individual Pay Records.
RECORD SIZE:	420 Bytes/Characters Display
BLOCK SIZE:	2520 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Block - Name - Adjustment Flag - Record Identification - Pay Period Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAF571.

1.2.107 SORTED BOND EXTRACT - UPAE45S

FILE SUMMARY

FILE NAME: Sorted Bond Extract

FILE INDEX NUMBER: UPAE45S

PURPOSE: To print Bond Participation Report.

RECORD SIZE: 90 Bytes/Characters Display

BLOCK SIZE: 2250 Bytes/Characters Fixed Block Display

ACCESS METHOD: Sequential

SEQUENCE: Activity - Organization - Name

SUPPLEMENTAL DESCRIPTION: Record layout is same format as UPAE101.

1.2.108 SORTED PAY HISTORY - UPAE47S

FILE SUMMARY

FILE NAME:	Sorted Pay History
FILE INDEX NUMBER:	UPAE47S
PURPOSE:	To sort Pay History for printing.
RECORD SIZE:	720 Bytes/Characters Display
BLOCK SIZE:	2880 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Name - SSN - Active Flag - Record ID - Pay Period Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAF57M.

1.2.109 UPDATED PAY HISTORY - UPAE481

FILE SUMMARY

FILE NAME:	Updated Pay History
FILE INDEX NUMBER:	UPAE481
PURPOSE:	To update Pay History for following quarter.
RECORD SIZE:	720 Bytes/Characters Display
BLOCK SIZE:	2880 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Name - SSN - Active Flag - Record ID - Pay Period Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAF57M.

1.2.110 UPDATED FISCAL YEAR-TO-DATE MASTER - UPAE65M

FILE SUMMARY

FILE NAME:	Updated Fiscal Year-To-Date Master
FILE INDEX NUMBER:	UPAE65M
PURPOSE:	To print Federal Outlays Report.
RECORD SIZE:	80 Bytes/Characters Display
BLOCK SIZE:	3200 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	DoD Component Code - State - County - City
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
PAYRL-AREA	2 AN	1-2
DoD-CMPNT-CD	1 AN	3
GEOG-LOC-CD	9 AN	4-12
ST-CD	2 AN	(4-5)
CITY-CD	4 AN	(6-9)
CNTY-CD	3 AN	(10-12)
ST-NAME	10 AN	13-22
CITY-NAME	20 AN	23-42
(Blank Field)	2 AN	43-44
SSN	9 N	45-53
RCD-TY	1 AN	54
DH-ACTL	1 N	55
WGS-FSCL-YTD (2 Decimals)	7 N	56-62
FSCL-YR	2 N	63-64

1.2.110 UPDATED FISCAL YEAR-TO-DATE MASTER - UPAE65M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	16 AN	65-80

COMMENT: All Data Elements prefixed by FY.

1.2.111 SORTED SUMMARY RECORDS - UPAE80S

FILE SUMMARY

FILE NAME:	Sorted Summary Records
FILE INDEX NUMBER:	UPAE80S
PURPOSE:	To print Deduction Summaries.
RECORD SIZE:	80 Bytes/Characters Display
BLOCK SIZE:	1280 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Record Identification - Block - Deduction Period - Deduction Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAB404.

1.2.112 SORTED DEDUCTION EXTRACT - UPAE90S

FILE SUMMARY

FILE NAME.	Sorted Deduction Extract
FILE INDEX NUMBER:	UPAE90S
PURPOSE:	To sort deduction extract.
RECORD SIZE:	80 Bytes/Characters Display
BLOCK SIZE:	1280 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Deduction Code - Employee Name
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAB404.

1.2.113 SORTED IC MISCELLANEOUS TRANSACTIONS - UPAF03S

FILE SUMMARY

FILE NAME:	Sorted IC Miscellaneous Transactions
FILE INDEX NUMBER:	UPAF03S
PURPOSE:	To print Pay and Leave History.
RECORD SIZE:	160 Bytes/Characters Display
BLOCK SIZE:	2240 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	SSN - DIC
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAA027.

1.2.114 SORTED LEAVE ADJUSTMENT EXPANDED TRANSACTIONS - UPAF04S

FILE SUMMARY

FILE NAME:	Sorted Leave Adjustment Expanded Transactions
FILE INDEX NUMBER:	UPAF04S
PURPOSE:	To sort Leave Adjustments Transactions onto one file.
RECORD SIZE:	280 Bytes/Characters Display
BLOCK SIZE:	2240 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number - DIC
SUPPLEMENTAL DESCRIPTION:	GL record layout is same format as UPAA243. GT record layout is same format as UPAA35R.

1.2.115 SORTED VALID YGA TRANSACTIONS - UPAF06S

FILE SUMMARY

FILE NAME:	Sorted Valid YGA Transactions
FILE INDEX NUMBER:	UPAF06S
PURPOSE:	Sort valid YGA transactions into SSN sequence.
RECORD SIZE:	280 Bytes/Characters Display
BLOCK SIZE:	2240 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAA133.

1.2.116 LEAVE HISTORY MASTER - UPAF10M

FILE SUMMARY

FILE NAME:	Leave History Master
FILE INDEX NUMBER:	UPAF10M
PURPOSE:	To record the data needed to feed the reporting subsystem.
RECORD SIZE:	450 Bytes/Characters Display
BLOCK SIZE:	3600 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number - Record Identification - Pay Period Code
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

Leave History Record 1

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SSN 1	9 AN	1-9
PP CD	1 AN	10
RCD ID 1	1 AN	11
PAY BLOCK	2 AN	12-13
ACTIVITY CODE	2 AN	14-15
ORG-CD	5 AN	16-20
EMPLOYEE REPORT NAME	20 AN	21-40
(Blank Field)	11 AN	41-51
PAY CAT	2 AN	52-53
SP EMP CD	2 AN	54-55
TYPE EMP	1 AN	56
PAY CLASS	1 AN	57

1.2.116 LEAVE HISTORY MASTER - UPAF10M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
PERS-RANK-TITLE	4 AN	58-61
EOD	6 AN	62-67
YR	2 AN	(62-63)
MO	2 AN	(64-65)
DA	2 AN	(66-67)
90-DAY-WAIT DATE	6 AN	68-73
SCD	6 AN	74-79
LV-CAT-CD	1 AN	80
ACTION CODE	5 AN	81-85
PERSONNEL ACTION DESCRIPTION	25 AN	86-110
ACTION DATE	6 AN	111-116
LV-CAT-CHANGE DATE	6 AN	117-122
LAST-GR-CHANGE DATE	6 AN	123-128
BASE HOURLY RATE (2 Decimals)	4 N	129-132
(Blank Field)	43 AN	133-175
AWOP-LAST GR-STEP (2 Decimals)	6 N	176-181
AWOP-Y1 (2 Decimals)	6 N	182-187
TOT-SERV	6 N	188-193
YRS	2 N	(188-189)
MOS	2 N	(190-191)
DAS	2 N	(192-193)
AL-CARRY (2 Decimals)	6 N	194-199
SL-CARRY (2 Decimals)	6 N	200-205
CT-CARRY (2 Decimals)	6 N	206-211

1.2.116 LEAVE HISTORY MASTER - UPAF10M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
AL-MAX	4 N	212-215
LV-YR	2 N	216-217
ACCR-EOP-DT	6 N	218-223
YR	2 N	(218-219)
MO	2 N	(220-221)
DA	2 N	(222-223)
LEGAL ADDRESS	48 AN	224-271
STREET	24 AN	(224-247)
CITY	17 AN	(248-264)
STATE	2 AN	(265-266)
ZIP	5 AN	(267-271)
(Blank Field)	58 AN	272-329
ADJ-CD	1 AN	330
QTR-FLAG	1 AN	331
BEG-YR	1 AN	332
QTR-CD	1 AN	333
FLAG 1	1 AN	334
RCD-STAT	1 AN	335
(Blank Field)	115 AN	336-450

1.2.116 LEAVE HISTORY MASTER - UPAF10M (CONT'D)

Leave History Record 2

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SSN 2	9 AN	1-9
PP-CD	1 AN	10
RCD-ID 2	1 AN	11
PAY BLOCK	2 AN	12-13
ACTIVITY CODE	2 AN	14-15
ORG-CD	5 AN	16-20
EMPLOYEE-REPORT-NAME	20 AN	21-40
(Blank Field)	11 AN	41-51
LV-IND-CD	1 AN	52
REF-CD	1 AN	53
LV-PAY STAT CD	1 AN	54
EOP-DATE	6 AN	55-60
YR	2 AN	(55-56)
MO	2 AN	(57-58)
DA	2 AN	(59-60)
CURRENT LEAVE HOURS	87 N	61-147
AL-ACCR	2 N	(61-62)
AL-USED (2 Decimals)	5 N	(63-67)
AL-CRD-RED	2 N	(68-69)
SL-ACCR	2 N	(70-71)
SL-USED (2 Decimals)	5 N	(72-76)
SL-CRD-RED	2 N	(77-78)
(Blank Field)	4 AN	(79-82)
COMP WK (2 Decimals)	4 N	(83-86)
COMP USED (2 Decimals)	4 N	(87-90)

1.2.116 LEAVE HISTORY MASTER - UPAF10M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
COMP WAV (2 Decimals)	4 N	(91-94)
COMP-PD-OT (2 Decimals)	4 N	(95-98)
PT-HR-WK (2 Decimals)	4 N	(99-102)
LWOP (2 Decimals)	5 N	(103-107)
AWOL (2 Decimals)	5 N	(108-112)
SUSP (2 Decimals)	5 N	(113-117)
DISAB (2 Decimals)	5 N	(118-122)
ADM (2 Decimals)	5 N	(123-127)
JURY (2 Decimals)	5 N	(128-132)
HOLIDAY (2 Decimals)	5 N	(133-137)
OTHER-M (2 Decimals)	5 N	(138-142)
MIL (2 Decimals)	5 N	(143-147)
LSL-HR (2 Decimals)	5 N	148-152
ANNUAL LEAVE YEAR TO DATE	59 N	153-211
AL-CARRY (2 Decimals)	6 N	(153-158)
AL-ACCR	3 N	(159-161)
AL-USED (2 Decimals)	6 N	(162-167)
AL-BAL (2 Decimals)	6 N	(168-173)
AL-USE/LOSE (2 Decimals)	5 N	(174-178)
AL-CRD-RED	3 N	(179-181)
AL-PT-HR-WK-BAL (2 Decimals)	4 N	(182-185)
SL-CARRY	4 N	(186-189)
SL-ACCR	3 N	(190-192)
SL-USED (2 Decimals)	6 N	(193-198)

1.2.116 LEAVE HISTORY MASTER - UPAF10M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SL-BAL (2 Decimals)	6 N	(199-204)
SL-CRD-RED	3 N	(205-207)
SL-PT-HR-WK-BAL (2 Decimals)	4 N	(208-211)
OTHER LEAVE YEAR TO DATE		212-267
AWOP-WK-BAL (2 Decimals)	5 N	(212-216)
AWOL-SUSP (2 Decimals)	6 N	(217-222)
AWOL-SUSP-LAST-GR (2 Decimals)	6 N	(223-228)
LWOP (2 Decimals)	6 N	(229-234)
LWOP-LAST-GR (2 Decimals)	6 N	(235-240)
MIL	3 N	(241-243)
ADV-AL-HR	3 N	(244-246)
ADV-AL-TERM-DT	6 AN	(247-252)
DISAB-HR (2 Decimals)	6 N	(253-258)
ADV-SL	3 N	(259-261)
ADV-SL-TERM-DT	6 AN	(262-267)
AWOL-CD	1 AN	268
AWOP-C (2 Decimals)	5 N	269-273
AWOP-Y (2 Decimals)	6 N	274-279
AL-FORF	3 N	280-282
COMP LEAVE YEAR TO DATE	30 N	283-312
COMP-WK (2 Decimals)	6 N	(283-288)
COMP-USE (2 Decimals)	6 N	(289-294)
COMP-WAV (2 Decimals)	6 N	(295-300)
COMP-PD-OT (2 Decimals)	6 N	(301-306)
COMP-BAL (2 Decimals)	6 N	(307-312)

1.2.116 LEAVE HISTORY MASTER - UPAF10M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
LSL	4 N	313-316
OTH-CD1	1 AN	317
OTH-HR1 (2 Decimals)	5 N	318-322
OTH-CD2	1 AN	323
OTH-HR2 (2 Decimals)	5 N	324-328
(Blank Field)	1 AN	329
ADJ-CD	1 AN	330
QTR-FLAG	1 AN	331
LV-US-CD	1 AN	332
QTR-CD	1 AN	333
FLAG-2	1 AN	334
RCD STAT	1 AN	335
LEAVE YEAR END	6 AN	336-341
(Blank Field)	78 AN	342-420
PD-DISAB (2 Decimals)	5 N	420-424
(Blank Field)	26 AN	425-450

1.2.117 SOCIAL SECURITY NUMBER CHANGE - UPAF102

FILE SUMMARY

FILE NAME:	Social Security Number Change
FILE INDEX NUMBER:	UPAF102
PURPOSE:	To record the data needed to feed the reporting subsystem.
RECORD SIZE:	450 Bytes/Characters Display
BLOCK SIZE:	3600 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAF10M.

1.2.118 SORTED SOCIAL SECURITY NUMBER CHANGE - UPAF15S

FILE SUMMARY

FILE NAME:	Sorted Social Security Number Change
FILE INDEX NUMBER:	UPAF15S
PURPOSE:	To record the data needed to feed the reporting subsystem.
RECORD SIZE:	450 Bytes/Characters Display
BLOCK SIZE:	3600 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAF10M.

1.2.119 LEAVE TRANSFER EXTRACT - UPAF301

FILE SUMMARY

FILE NAME: Leave Transfer Extract

FILE INDEX NUMBER: UPAF301

PURPOSE: To print record of leave data transferred.

RECORD SIZE: 300 Bytes/Characters Display

BLOCK SIZE: 2100 Bytes/Characters Fixed Block Display

ACCESS METHOD: Sequential

SEQUENCE: Block - Name - Record Identification - Pay Period Code

SUPPLEMENTAL DESCRIPTION: None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SSN	9 AN	1-9
PAY BLK	2 AN	10-11
ACTIV-CD	2 AN	12-13
PERS-RANK-TITLE	4 AN	14-17
EMPLOYEE REPORT NAME	20 AN	18-37
(Blank Field)	11 AN	38-48
NATURE OF SEPARATION	25 AN	49-73
DATE SEP	6 AN	74-99
YR	2 AN	(74-75)
MO	2 AN	(76-77)
DA	2 AN	(78-79)
TOTAL SERVICE	6 AN	80-85
YRS	2 AN	(80-81)
MOS	2 AN	(82-83)
DAS	2 AN	(84-85)
AL-CARRY (2 Decimals)	6 N	86-91

1.2.119 LEAVE TRANSFER EXTRACT - UPAF301 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SL CARRY (2 Decimals)	6 N	92-97
AL-ACCR-Y	3 N	98-100
SL-ACCR-Y	4 N	101-104
AL-CRD-RED	3 N	105-107
SL-CRD-RED	3 N	108-110
AL-USED-Y (2 Decimals)	6 N	111-116
SL-USED-Y (2 Decimals)	6 N	117-122
AL-BAL (2 Decimals)	6 N	123-128
SL-BAL (2 Decimals)	6 N	129-134
LSL-HRS (2 Decimals)	6 N	135-140
BASE HOURLY RATE (2 Decimals)	4 N	141-144
AWOP-Y (2 Decimals)	6 N	145-150
AWOP SINCE LAST GR/ST (2 Decimals)	6 N	151-156
LAST GR/ST	6 N	157-162
YR	2 N	(157-158)
MO	2 N	(159-160)
DA	2 N	(161-162)
(Blank Field)	12 AN	163-174
ACCR EOP DT	6 N	175-180
YR	2 N	(175-176)
MO	2 N	(177-178)
DA	2 N	(179-180)

1.2.119 LEAVE TRANSFER EXTRACT - UPAF301 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	4 AN	181-184
TYPE EMP	1 AN	185
(Blank Field)	84 AN	186-269
MIL LV	3 N	270-272
(Blank Field)	28 AN	273-300

COMMENT: Data Elements prefixed with LT.

1.2.120 INDIVIDUAL LEAVE SEPARATION ADJUSTMENT - UPAF302

FILE SUMMARY

FILE NAME:	Individual Leave Separation Adjustment
FILE INDEX NUMBER:	UPAF302
PURPOSE:	To print Individual Leave Record.
RECORD SIZE:	300 Bytes/Characters Display
BLOCK SIZE:	2100 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Block - Name - Record Identification - Pay Period Code
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

Individual Leave (Header)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SSN	9 AN	1-9
PP-CD	1 AN	10
RCD-ID	1 AN	11
PAY-BLK	2 AN	12-13
ACTIV-CD	2 AN	14-15
ORG-CD	5 AN	16-20
EMPLOYEE REPORT NAME	20 AN	21-40
(Blank Field)	11 AN	41-51
PAY-CAT	2 AN	52-53
SP-EMP-CD	2 AN	54-55
TYPE-EMP	1 AN	56
PAY-CLASS	1 AN	57

1.2.120 INDIVIDUAL LEAVE SEPARATION ADJUSTMENT - UPAF302 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
LV-CAT-CD	1 AN	58
EOD	6 N	59-64
YR	2 N	65-66
MO	2 N	67-68
DA	2 N	69-70
SCD	6 AN	71-76
LV-CAT-CHANGE DATE	6 AN	77-82
AL-CARRY (2 Decimals)	6 N	83-88
SL-CARRY (2 Decimals)	6 N	89-94
CT-CARRY (2 Decimals)	6 N	95-100
LV-YR	2 N	101-102
AL-MAX	4 N	103-106
LEGAL ADDRESS	48	107-154
STREET	24 AN	(107-130)
CITY	17 AN	(131-147)
STATE	2 AN	(148-149)
ZIP	5 AN	(150-154)
(Blank Field)	23 AN	155-177
QTR-CD	1 AN	178
(Blank Field)	122 AN	179-300

COMMENTS: Data Elements prefixed with IL.

1.2.120 INDIVIDUAL LEAVE SEPARATION ADJUSTMENT - UPAF302 (CONT'D)

Individual Leave (Detail)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SSN	9 AN	1-9
PP-CD	1 AN	10
RCD-ID	1 AN	11
PAY-BLK	2 AN	12-13
ACTIV-CD	2 AN	14-15
ORG-CD	5 AN	16-20
EMPLOYEE REPORT NAME	20 AN	21-40
(Blank Field)	11 AN	41-51
EOP	4 N	52-55
MO	2 N	(52-53)
DA	2 N	(54-55)
LV-IND-CD	1 AN	56
REF-CD	1 AN	57
AL-ACCR-Y	3 N	58-60
AL-USED-C (2 Decimals)	5 N	61-65
AL-USED-Y (2 Decimals)	6 N	66-71
AL-BAL (2 Decimals)	6 N	72-77
SL-ACCR-Y	3 N	78-80
SL-USED-C (2 Decimals)	5 N	81-85
SL-USED-Y (2 Decimals)	6 N	86-91
SL-BAL (2 Decimals)	6 N	92-97

1.2.120 INDIVIDUAL LEAVE SEPARATION ADJUSTMENT - UPAF302 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
AWOP-CD	1 AN	98
AWOP-C (2 Decimals)	5 N	99-103
AWOP-Y (2 Decimals)	6 N	104-109
COMP-WK-C (2 Decimals)	4 N	110-113
COMP-USED-C (2 Decimals)	4 N	114-117
COMP-WAV-C (2 Decimals)	4 N	118-121
COMP-PD-OT-C (2 Decimals)	4 N	122-125
PT-HR-WK-C (2 Decimals)	4 N	126-129
COMP-WKD-Y (2 Decimals)	6 N	130-135
COMP-USED-Y (2 Decimals)	6 N	136-141
COMP-WAV-Y (2 Decimals)	6 N	142-147
COMP-PD-OT-Y (2 Decimals)	6 N	148-153
MIL-DAYS	2 N	154-155
AL-FORFEIT	3 N	156-158
OTH-CD-1	1 AN	159
OTHER-HOURS-1 (2 Decimals)	5 N	160-164
OTH-CD-2	1 AN	165

1.2.120 INDIVIDUAL LEAVE SEPARATION ADJUSTMENT - UPAF302 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OTHER-HOURS-2 (2 Decimals)	5 N	166-170
COMP-BAL (2 Decimals)	6 N	171-176
LSL (2 Decimals)	6 N	177-182
OTR-CD	1 AN	183
(Blank Field)	117 AN	184-300

COMMENT: Data Elements prefixed with IL.

1.2.121 INDIVIDUAL LEAVE FILE - UPAF304

FILE SUMMARY

FILE NAME:	Individual Leave File
FILE INDEX NUMBER:	UPAF304
PURPOSE:	To print Individual Leave Records.
RECORD SIZE:	300 Bytes/Characters Display
BLOCK SIZE:	2100 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Block - Name - Record Identification - Pay Period Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAF302.

1.2.122 SORTED INPUT TO PAY HISTORY - UPAF34S

FILE SUMMARY

FILE NAME:	Sorted Input to Pay History
FILE INDEX NUMBER:	UPAF34S
PURPOSE:	To sort all current Pay Period Permanent Changes onto one file.
RECORD SIZE:	240 Bytes/Characters Display
BLOCK SIZE:	2400 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number - Special Code - Transaction Date
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPEC502.

1.2.123 SORTED DATA BANK CHANGE RECORDS - UPAF42S

FILE SUMMARY

FILE NAME:	Sorted Data Bank Change Records
FILE INDEX NUMBER:	UPAF42S
PURPOSE:	To record sorted data.
RECORD SIZE:	4250 Bytes/Characters Display
BLOCK SIZE:	4250 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAA84M.

1.2.124 SORTED SOCIAL SECURITY CHANGE - UPAF45S

FILE SUMMARY

FILE NAME:	Sorted Social Security Change
FILE INDEX NUMBER:	UPAF45S
PURPOSE:	To record the sorted data needed to update the Pay History.
RECORD SIZE:	720 Bytes/Characters Display
BLOCK SIZE:	2880 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAF57M.

1.2.125 PAY HISTORY - UPAF57M

FILE SUMMARY

FILE NAME:	Pay History
FILE INDEX NUMBER:	UPAF57M
PURPOSE:	To record the data needed to feed the reporting subsystem.
RECORD SIZE:	720 Bytes/Characters Display
BLOCK SIZE:	2880 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

Pay History Record 1

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SSN	9 AN	1-9
RCD ID 1	1 AN	10
PP CD	1 AN	11
FLAG 1	1 AN	12
PAY CAT	2 AN	13-14
SP EMP CD	2 AN	15-16
TYPE EMP	1 AN	17
APPT STAT	1 AN	18
GR	2 AN	19-20
ST	2 AN	21-22
DOB	6 AN	23-28
YR	2 AN	(23-24)
MO	2 AN	(25-26)
DA	2 AN	(27-28)

1.2.125 PAY HISTORY - UPAF57M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
TNE-DT	6 AN	29-34
TNE-HRS	4 N	35-38
ACT-CD	5 AN	39-43
ACT-DT	6 AN	44-49
PAY-CLASS	1 AN	50
GEO-LOC-CD	9 AN	51-59
WB AREA CD	2 AN	60-61
PA-AMT	5 N	62-66
BASE-RT (2 Decimals)	4 N	67-70
R/F CODE	1 AN	71
M/S CODE	1 AN	72
FTX-EXM	2 N	73-74
FTX-ADDL AMT	3 N	75-77
FTX-ADDL EXM	3 N	78-80
HB CODE	3 AN	81-83
GLI CD	1 AN	84
ST-TAX CD	2 AN	85-86
(Blank Field)	6 AN	87-92
(Blank Field)	5 AN	93-97
UNION CD	5 AN	98-102
CHAR CD	1 AN	103
PERSONNEL ACTION DESCRIPTION	53 AN	104-156
EFF DATE	6 AN	157-162

1.2.125 PAY HISTORY - UPAF57M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
PAY-BLK	2 AN	163-164
ACTIVITY CODE	2 AN	165-166
RESERVED	2 AN	167-168
ORG-CD	5 AN	169-173
EMPLOYEE REPORT NAME	31 AN	174-204
PAY YEAR	4 AN	205-208
STAT PREC EMP	2 AN	209-210
LEGAL ADDRESS		211-258
STREET	24 AN	(211-234)
CITY	17 AN	(235-251)
STATE	2 AN	(252-253)
ZIP	5 AN	(254-258)
START PP CD	1 AN	259
END PP CD	1 AN	260
EOD	6 AN	261-266
(Blank Field)	421 AN	267-687
PAY QTR	1 AN	688
ACT SORT FLAG	1 AN	689
EMP-REPORT-NAME-SORT	31 AN	690-720

1.2.125 PAY HISTORY - UPAF57M (CONT'D)

Pay History Record 2

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SSN 2	9 AN	1-9
RCD ID 2	1 AN	10
PP CD	1 AN	11
FLAG 2	1 AN	12
EMPLOYEE REPORT NAME	31 AN	13-43
PAY QTR	1 AN	44
BASE PAY (2 Decimals)	7 N	45-51
OVERTIME PAY (2 Decimals)	7 N	52-58
NIGHT DIFFERENTIAL PAY (2 Decimals)	7 N	59-65
SUNDAY PAY (2 Decimals)	7 N	66-72
OTHER PAY (2 Decimals)	7 N	73-79
GROSS PAY (2 Decimals)	7 N	80-86
RETIREMENT DED (2 Decimals)	7 N	87-93
FICA DED (2 Decimals)	7 N	94-100
FED TAX DED (2 Decimals)	7 N	101-107
HEALTH BEN DED (2 Decimals)	7 N	108-114

1.2.125 PAY HISTORY - UPAF57M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
UNION DUES (2 Decimals)	7 N	115-121
GLI & OLI (2 Decimals)	7 N	122-128
CHARITY DED (2 Decimals)	7 N	129-135
BOND DED (2 Decimals)	7 N	136-142
OTHER DED (2 Decimals)	7 N	143-149
STATE TAX DED (2 Decimals)	7 N	150-156
CITY TAX DED (2 Decimals)	7 N	157-163
COLA (2 Decimals)	7 N	164-170
NET PAY (2 Decimals)	7 N	171-177
BOND BALANCE (2 Decimals)	7 N	178-184
RCD STAT	1 AN	185
EARNED INCOME CREDIT (2 Decimals)	6 N	186-191
ANNUITY AMOUNT (2 Decimals)	7 N	192-198
(Blank Field)	490 AN	199-688
ACT SORT FLAG	1 AN	689
EMP-REPORT-NAME-SORT	31 AN	690-720

1.2.125 PAY HISTORY - UPAF57M (CONT'D)

Pay History Record 3

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SSN 3	9 AN	1-9
RCD ID 3	1 AN	10
PP CD	1 AN	11
FLAG 3	1 AN	12
EOP DT	6 AN	13-18
YR	2 AN	(13-14)
MO	2 AN	(15-16)
DA	2 AN	(17-18)
SHIFT	1 AN	19
BASE-HRS (2 Decimals)	5 N	20-24
OT HRS (2 Decimals)	4 N	25-28
ND-HRS (2 Decimals)	5 N	29-33
HOL-HRS (2 Decimals)	4 N	34-37
SUN-HRS (2 Decimals)	4 N	38-41
HAZ-HRS (2 Decimals)	4 N	42-45
OTH1-CD1	1 AN	46
OTH1-HR1 (2 Decimals)	5 N	47-51
OTH2-CD2	1 AN	52
OTH2-HR2 (2 Decimals)	5 N	53-57
OTH3-CD3	1 AN	58

1.2.125 PAY HISTORY - UPAF57M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OTH3-HR3 (2 Decimals)	5 N	59-63
BASE-PAY (2 Decimals)	7 N	64-70
OT-PAY (2 Decimals)	6 N	71-76
ND-PAY (2 Decimals)	5 N	77-81
HOL-PAY (2 Decimals)	6 N	82-87
SUN-PAY (2 Decimals)	5 N	88-92
HAZ-PAY (2 Decimals)	5 N	93-97
STANDBY PAY (2 Decimals)	5 N	98-102
FOREIGN-PAY (2 Decimals)	6 N	103-108
OTH-PAY-CD1	1 AN	109
OTH-PAY1 (2 Decimals)	7 N	110-116
OTH-PAY-CD2	1 AN	117
OTH-PAY2 (2 Decimals)	7 N	118-124
OTH-PAY-CD3	1 AN	125
OTH-PAY3 (2 Decimals)	7 N	126-132
GROSS-PAY (2 Decimals)	7 N	133-139
RET-DED (2 Decimals)	6 N	140-145

1.2.125 PAY HISTORY - UPAF57M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
FICA-DED (2 Decimals)	5 N	146-150
FED-TAX (2 Decimals)	6 N	151-156
HB-DED (2 Decimals)	5 N	157-161
HB-AGENCY CONTR (2 Decimals)	5 N	162-166
GLI (2 Decimals)	5 N	167-171
OLI (2 Decimals)	5 N	172-176
OTH-DED-CD1	1 AN	177
OTH-DED1 (2 Decimals)	6 N	178-183
OTH-DED-CD2	1 AN	184
OTH-DED2 (2 Decimals)	6 N	185-190
ALLOT 1 (2 Decimals)	6 N	191-196
ALLOT 2 (2 Decimals)	6 N	197-202
ST TAX CD1	2 AN	203-204
ST-DED1 (2 Decimals)	5 N	205-209
ST TAX CD2	2 AN	210-211
ST-DED2 (2 Decimals)	5 N	212-216

1.2.125 PAY HISTORY - UPAF57M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ST/CITY CD1	6 AN	217-222
CITY-DED1 (2 Decimals)	5 N	223-227
ST/CITY CD2	6 AN	228-233
CITY-DED2 (2 Decimals)	5 N	234-238
(Blank Field)	20 AN	239-258
BOND-DED (2 Decimals)	6 N	259-264
(Blank Field)	5 N	265-269
UN-DUES (2 Decimals)	5 N	270-274
CHARITY (2 Decimals)	5 N	275-279
COLA (2 Decimals)	6 N	280-285
NET-PAY (2 Decimals)	7 N	286-292
CSH-AWD1-AMT (2 Decimals)	7 N	293-299
CSH-AWD1-GRS (2 Decimals)	7 N	300-306
CSH-AWD1-FICA (2 Decimals)	5 N	307-311
CSH-AWD1-FED-TX (2 Decimals)	6 N	312-317
CSH AWD1 ST TAX CD1	2 AN	318-319
CSH-AWD1-ST-TX-DED1 (2 Decimals)	5 N	320-324
CSH AWD1 ST TAX CD2	2 AN	325-326

1.2.125 PAY HISTORY - UPAF57M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CSH-AWD1-ST-TX-DED2 (2 Decimals)	5 N	327-331
CSH-AWD1-CI-TX-CD1	6 AN	332-337
CSH-AWD1-CI-TX-DED1 (2 Decimals)	5 N	338-342
CSH-AWD1-CI-TX-CD2	6 AN	343-348
CSH-AWD1-CI-TX-DED2 (2 Decimals)	5 N	349-353
CSH-AWD1-CN-TX-CD1	5 AN	354-358
AWD-CN-TAX DED1 (2 Decimals)	5 N	359-363
AWD1-CN-TX-CD2	5 AN	364-368
AWD1-CN-TAX-DED2 (2 Decimals)	5 N	369-373
CSH-AWD1-NET (2 Decimals)	7 N	374-380
CSH-AWD2-AMT (2 Decimals)	7 N	381-387
CSH-AWD2-GRS (2 Decimals)	7 N	388-394
CSH-AWD2-FICA (2 Decimals)	5 N	395-399
CASH-AWD2-FED-TX (2 Decimals)	6 N	400-405
CSH AWD2 ST TAX CD1	2 AN	406-407
CSH-AWD2-ST-TX-DED1 (2 Decimals)	5 N	408-412
CSH-AWD2-ST-TAX-CD2	2 AN	413-414
CSH-AWD2-ST-TAX-DED2 (2 Decimals)	5 N	415-419

1.2.125 PAY HISTORY - UPAF57M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
AWD2-CI-TX-CD1	6 AN	420-425
AWD2-CI-TAX-DED1 (2 Decimals)	5 N	426-430
AWD2-CI-TX-CD2	6 AN	431-436
AWD2-CI-TX-DED2 (2 Decimals)	5 N	437-441
AWD2-CN-TAX-CD2	5 AN	442-446
AWD2-CN-TAX-DED1 (2 Decimals)	5 N	447-451
AWD2-CN-TAX-CD2	5 AN	452-456
AWD2-CN-TAX-DED2 (2 Decimals)	5 N	457-461
CSH-AWD2-NET (2 Decimals)	7 N	462-468
NO-ISS1	1 AN	469
B-DEN1	1 AN	470
(Blank Field)	1 AN	471
NO-ISS2	1 AN	472
B-DEN2	1 AN	473
(Blank Field)	1 AN	474
NO-ISS3	1 AN	475
B-DEN3	1 AN	476
(Blank Field)	1 AN	477
NO-ISS4	1 AN	478
B-DEN4	1 AN	479

1.2.125 PAY HISTORY - UPAF57M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	1 AN	480
NO-ISS5	1 AN	481
B-DEN5	1 AN	482
(Blank Field)	1 AN	483
CURRENT PAY PERIOD HOURS SHIFT 1	31 N	484-514
BASE-HR1 (2 Decimals)	5 N	(484-488)
OT-HR1 (2 Decimals)	4 N	(489-492)
ND-HR1 (2 Decimals)	4 N	(493-496)
HOL-HR1 (2 Decimals)	4 N	(497-500)
SUN-HR1 (2 Decimals)	4 N	(501-504)
HAZ-HR1 (2 Decimals)	4 N	(505-508)
LSL-HR1 (2 Decimals)	6 N	(509-514)
CURRENT PAY PERIOD HOURS SHIFT 2	27 N	515-541
BASE-HR2 (2 Decimals)	5 N	(515-519)
OT-HR2 (2 Decimals)	4 N	(520-523)
HOL-HR2 (2 Decimals)	4 N	(524-527)
SUN-HR2 (2 Decimals)	4 N	(528-531)
HAZ-HR2 (2 Decimals)	4 N	(532-535)
LSL-HR2 (2 Decimals)	6 N	(536-541)
CURRENT PAY PERIOD HOURS SHIFT 3	27 N	542-568
BASE-HR3 (2 Decimals)	5 N	(542-546)
OT-HR3 (2 Decimals)	4 N	(547-550)
HOL-HR3 (2 Decimals)	4 N	(551-554)

1.2.125 PAY HISTORY - UPAF57M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SUN-HR3 (2 Decimals)	4 N	(555-558)
HAZ-HR3 (2 Decimals)	4 N	(559-562)
LSL-HR3 (2 Decimals)	6 N	(563-568)
(Blank Field)	7 AN	569-575
LSL-HR-TOT (2 Decimals)	6 N	576-581
RCD-STAT	1 AN	582
BOND-BAL (2 Decimals)	6 N	583-588
(Blank Field)	5 AN	589-593
RETROACTIVE PAY FIELDS	46 AN	594-639
GR	2 AN	(594-595)
ST	2 AN	(596-597)
PAY CAT	2 AN	(598-599)
BASE RATE 1 (2 Decimals)	4 N	(600-603)
BASE RATE 2 (3 Decimals)	5 N	(604-608)
BASE RATE 3 (3 Decimals)	5 N	(609-613)
R/F CODE	1 AN	(614)
FTX EXM	2 N	(615-616)
FTX ADDL	2 N	(617-618)
M/S CODE	1 AN	(619)
TYPE EMP	1 AN	(620)
LV/PAY ST	1 AN	(621)
ENVIR HR1 (2 Decimals)	4 N	(622-625)
ENVIR PCT1 (2 Decimals)	2 N	(626-627)
ENVIR HR2 (2 Decimals)	4 N	(628-631)
ENVIR PCT2 (2 Decimals)	2 N	(632-633)
ENVIR HR3 (2 Decimals)	4 N	(634-637)
ENVIR PCT3 (2 Decimals)	2 N	(638-639)

1.2.125 PAY HISTORY - UPAF57M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
LSL FLAG	1 AN	640
EIC (CURRENT) (2 Decimals)	5 N	641-645
(Blank Field)	6 AN	646-651
CSH AWD CD1	1 AN	652
CSH WAS CD2	1 AN	653
ANNUITY CD	1 AN	654
ANNUITY AMOUNT (2 Decimals)	6 N	655-660
(Blank Field)	27 AN	661-687
FLSA CD	1 AN	688
ACT SORT FLAG	1 AN	689
EMP-REPORT-NAME-SORT	31 AN	690-720

1.2.126 INDIVIDUAL PAY RECORD - UPAF571

FILE SUMMARY

FILE NAME:	Individual Pay Record
FILE INDEX NUMBER:	UPAF571
PURPOSE:	To print the Individual Pay Record.
RECORD SIZE:	420 Bytes/Characters Display
BLOCK SIZE:	2520 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number - Record ID - Pay Period Code
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

Individual Pay Record 1

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SSN1	9 AN	1-9
RCD ID1	1 AN	10
PP CD1	1 AN	11
PAY BLOCK	2 AN	12-13
ACTIV CD	2 AN	14-15
(Blank Field)	2 AN	16-17
ORG-CODE	5 AN	18-22
EMPLOYEE REPORT NAME	27 AN	23-49
PRINT-FLAG	2 N	50-51
DOB	6 AN	52-57
YR	2 AN	(52-53)
MO	2 AN	(54-55)
DA	2 AN	(56-57)

1.2.126 INDIVIDUAL PAY RECORD - UPAF571 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
PERSONNEL ACTION DESCRIPTION	53 AN	58-110
EFF DATE	6 AN	111-116
YR	2 AN	(111-112)
MO	2 AN	(113-114)
DA	2 AN	(115-116)
PAY CAT	2 AN	117-118
SP EMP CD Y	2 AN	119-120
APPT-STAT	1 AN	121
TYPE-EMP (WORK-SCHED)	1 AN	122
GR	2 AN	123-124
ST	2 AN	125-126
R/F CODE	1 AN	127
M/S CODE	1 AN	128
FTX EXM	2 N	129-130
FTX ADDL EXM	3 N	131-133
FTX ADDNL AMT	3 N	134-136
GLI CODE	1 AN	137
PA-AMT	5 N	138-142
BASE-RT (2 Decimals)	4 N	143-146
STAT PREC EMPL	2 AN	147-148
GEOG-LOC-CD	9 AN	149-157
PAY-YR	4 AN	158-161
EFF-SORT DATE	6 AN	162-167
PAY QTR	1 AN	168

1.2.126 INDIVIDUAL PAY RECORD - UPAF571 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RCD STAT	1 AN	169
LEGAL-ADDRESS	48 AN	170-217
STREET	24 AN	(170-193)
CITY	17 AN	(194-210)
STATE	2 AN	(211-212)
ZIP	5 AN	(213-217)
(Blank Field)	139 AN	218-356
PAY-QTR	1 AN	357
(Blank Field)	1 AN	358
ACT-SRT-FL	1 AN	359
(Blank Field)	61 AN	360-420

1.2.126 INDIVIDUAL PAY RECORD - UPAF571 (CONT'D)

Individual Pay Record 2

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SSN 2	9 AN	1-9
RCD ID	1 AN	10
PP CD	1 AN	11
PAY BLOCK	2 AN	12-13
ACTIV CODE	2 AN	14-15
(Blank Field)	2 AN	16-17
ORG CODE	5 AN	18-22
EMPLOYEE REPORT NAME	27 AN	23-49
PRINT FLAG	2 N	50-51
BASE PAY (2 Decimals)	7 N	52-58
OVERTIME PAY (2 Decimals)	7 N	59-65
NIGHT DIFFERENTIAL PAY (2 Decimals)	7 N	66-72
SUNDAY PAY (2 Decimals)	7 N	73-79
OTHER PAY (2 Decimals)	7 N	80-86
GROSS PAY (2 Decimals)	7 N	87-93
RETIREMENT DED (2 Decimals)	7 N	94-100
FICA DED (2 Decimals)	7 N	101-107
FED TAX DED (2 Decimals)	7 N	108-114

1.2.126 INDIVIDUAL PAY RECORD - UPAF571 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
HEALTH BEN DED (2 Decimals)	7 N	115-121
UNION DUES (2 Decimals)	7 N	122-128
GLI & OLI (2 Decimals)	7 N	129-135
CHARITY DED (2 Decimals)	7 N	136-142
BOND DED (2 Decimals)	7 N	143-149
OTHER DED (2 Decimals)	7 N	150-156
STATE TAX DED (2 Decimals)	7 N	157-163
CITY TAX DED (2 Decimals)	7 N	164-170
COLA (2 Decimals)	7 N	171-177
NET PAY (2 Decimals)	7 N	178-184
BOND BALANCE (2 Decimals)	7 N	185-191
RCD STAT	1 AN	192
EARNED INCOME CREDIT (YTD) (2 Decimals)	6 N	193-198
ANNUITY AMOUNT (2 Decimals)	7 N	199-205
(Blank Field)	153 AN	206-358
ACT-SORT-FL	1 AN	359
(Blank Field)	61 AN	360-420

1.2.126 INDIVIDUAL PAY RECORD - UPAF571 (CONT'D)

Individual Pay Record 3

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SSN	9 AN	1-9
RCD ID 3	1 AN	10
PP CD	1 AN	11
PAY BLOCK	2 AN	12-13
ACTIV CODE	2 AN	14-15
(Blank Field)	2 AN	16-17
ORG CODE	5 AN	18-22
EMPLOYEE REPORT NAME	27 AN	23-49
PRINT-FLAG	2 N	50-51
EOP DATE	4 AN	52-55
MO	2 AN	(52-53)
DA	2 AN	(54-55)
SHIFT	1 AN	56
BASE HOURS (2 Decimals)	5 N	57-61
OT HOURS (2 Decimals)	4 N	62-65
ND HOURS (2 Decimals)	5 N	66-70
SUN-HOURS (2 Decimals)	4 N	71-74
OTH1-CD	1 AN	75
OTH-HRS1 (2 Decimals)	5 N	76-80
OTH2-CD	1 AN	81
OTH-HRS2 (2 Decimals)	5 N	82-86

1.2.126 INDIVIDUAL PAY RECORD - UPAF571 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
BASE-PAY (2 Decimals)	7 N	87-93
OT-PAY (2 Decimals)	6 N	94-99
ND-PAY (2 Decimals)	5 N	100-104
SUN-PAY (2 Decimals)	5 N	105-109
OTH-PAY-CD1	1 AN	110
OTH-PAY1 (2 Decimals)	7 N	111-117
OTH-PAY-CD2	1 AN	118
OTH-PAY2 (2 Decimals)	7 N	119-125
GROSS-PAY (2 Decimals)	7 N	126-132
RET-DED (2 Decimals)	6 N	133-138
FICA-DED (2 Decimals)	5 N	139-143
FED-TAX (2 Decimals)	6 N	144-149
HB-DED (2 Decimals)	5 N	150-154
GLI-DED (2 Decimals)	5 N	155-159
OTH-DED-CD1 (2 Decimals)	1 AN	160
OTH-DED (2 Decimals)	6 N	161-166
OTH-DED-CD2	1 AN	167

1.2.126 INDIVIDUAL PAY RECORD - UPAF571 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OTH-DED2 (2 Decimals)	6 N	168-173
ST-TAX-CD1	2 AN	174-175
STATE-TAX-DED1 (2 Decimals)	5 N	176-180
ST-TAX-CD2	2 AN	181-182
STATE TAX DED 2 (2 Decimals)	5 N	183-187
STATE/CITY CODE 1	6 AN	188-193
CITY DED1 (2 Decimals)	5 N	194-198
STATE/CITY CODE 2	6 AN	199-204
CITY DED2 (2 Decimals)	5 N	205-209
BOND-DED (2 Decimals)	6 N	210-215
UNION DUES (2 Decimals)	5 N	216-220
CHARITY DED (2 Decimals)	5 N	221-225
COLA (2 Decimals)	6 N	226-231
NET PAY (2 Decimals)	7 N	232-238
CSH-AWD1-AMT (2 Decimals)	7 N	239-245
CSH-AWD1-FED-TAX (2 Decimals)	6 N	246-251
CSH-AWD1 FICA (2 Decimals)	5 N	252-256

1.2.126 INDIVIDUAL PAY RECORD - UPAF571 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CSH-AWD1 ST-TAX (2 Decimals)	5 N	257-261
CSH-AWD1 STATE/CITY CODE 1	6 AN	262-267
CSH-AWD1-CI-TAX DED1 (2 Decimals)	5 N	268-272
CSH-AWD1 STATE/CITY CODE 2	6 AN	273-278
CSH-AWD CI TAX DED2 (2 Decimals)	5 N	279-283
CSH-AWD1-NET (2 Decimals)	7 N	284-290
CSH-AWD2-AMT (2 Decimals)	7 N	291-297
CSH-AWD2-FED TAX (2 Decimals)	6 N	298-303
CSH-AWD2 FICA (2 Decimals)	5 N	304-308
CSH-AWD2 ST-TAX (2 Decimals)	5 N	309-313
CSH-AWD2 STATE/CITY CODE 2	6 AN	314-319
CSH-AWD2 CI-TAX DED2 (2 Decimals)	5 N	320-324
CSH-AWD2 STATE/CITY CODE 2	6 AN	325-330
CSH-AWD2 CI-TAX DED2 (2 Decimals)	5 N	331-335
CSH-AWD2-NET (2 Decimals)	7 N	336-342
NR-ISS1	1 N	343
B-DEN1	1 AN	344
NR-ISS2	1 N	345

1.2.126 INDIVIDUAL PAY RECORD - UPAF571 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
B-DEN2	1 AN	346
NR-ISS3	1 N	347
B-DEN3	1 AN	348
NR-ISS4	1 N	349
B-DEN4	1 AN	350
NR-ISS5	1 N	351
B-DEN5	1 AN	352
BOND BALANCE (2 Decimals)	6 N	353-358
ACT-SORT-FL	1 AN	359
LSL-FLAG	1 AN	360
FLSA CD	1 AN	361
EIC CURRENT (2 Decimals)	5 N	362-366
CSH-AWD-CD1	1 AN	367
CSH-AWD-CD2	1 AN	368
ANNUITY CD	1 AN	369
ANNUITY AMOUNT (2 Decimals)	6 N	370-375
(Blank Field)	45 AN	376-420

1.2.127 SOCIAL SECURITY CHANGE - UPAF572

FILE SUMMARY

FILE NAME:	Social Security Change
FILE INDEX NUMBER:	UPAF572
PURPOSE:	To record the data needed to update the Pay History.
RECORD SIZE:	720 Bytes/Characters Display
BLOCK SIZE:	2880 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAF57M.

1.2.128 DATA BANK CHANGE RECORDS - UPAF574

FILE SUMMARY

FILE NAME:	Data Bank Change Records
FILE INDEX NUMBER:	UPAF574
PURPOSE:	To record changed data.
RECORD SIZE:	4250 Bytes/Characters Display
BLOCK SIZE:	4250 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAA84M.

1.2.129 PERSONNEL INDICATOR FILE - UPAF575

FILE SUMMARY

FILE NAME:	Personnel Indicator File
FILE INDEX NUMBER:	UPAF575
PURPOSE:	To indicate there has been an SSN change on the Data Bank for the current pay period.
RECORD SIZE:	430 Bytes/Characters Display
BLOCK SIZE:	3440 Bytes/Characters Fixed Block
ACCESS METHOD:	Change Indicator Code
SEQUENCE:	None
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	15 AN	1-15
SSN CHANGE INDICATOR	6 AN	16-21
Blank Field	409 AN	22-430

1.2.130 DATA BANK EXTRACT - UPAG101

FILE SUMMARY

FILE NAME:	Data Bank Extract
FILE INDEX NUMBER:	UPAG101
PURPOSE:	To record data needed to print W-2 Form, listing and distribution of Federal Payrolls.
RECORD SIZE:	400 Bytes/Characters Display
BLOCK SIZE:	4000 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	None
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
BLOCK NR	2 AN	1-2
ACTIV CD	4 AN	3-6
RCD STAT	1 AN	7
EMPLOYEE REPORT NAME	31 AN	8-38
EMPLOYEE LEGAL NAME	31 AN	39-69
ENTRANCE ON DUTY DATE	6 AN	70-75
SSN	9 AN	76-84
ORG-CD	5 AN	85-89
SER NO	3 AN	90-92
EMPLOYEE STREET ADDRESS	24 AN	93-116
EMPLOYEE CITY, STATE AND ZIP CODE	24 AN	117-140
P/P CD	1 AN	141
M-S CD	1 AN	142

1.2.130 DATA BANK EXTRACT - UPAG101 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
GEOGRAPHIC LOCATION CODE	9 AN	143-151
GROSS PAY YTD (2 Decimals)	7 N	152-158
FICA GROSS PAY 1ST QTR (2 Decimals)	7 N	159-165
FICA GROSS PAY 2ND QTR (2 Decimals)	7 N	166-172
FICA GROSS PAY 3RD QTR (2 Decimals)	7 N	173-179
FICA GROSS PAY 4TH QTR (2 Decimals)	7 N	180-186
FICA GROSS PAY YTD (2 Decimals)	7 N	187-193
FICA DED YTD (2 Decimals)	6 N	194-199
FED TAX DED YTD (2 Decimals)	7 N	200-206
COLA YTD (2 Decimals)	6 N	207-212
NON-TAXABLE GROSS PAY YTD (2 Decimals)	7 N	213-219
DEATH PAYMENTS YTD (2 Decimals)	7 N	220-226
ST TAXES	60 AN	227-286
ST TAX CD 1	2 AN	(227-228)
ST TAX GRS 1 YTD (2 Decimals)	7 N	(229-235)
STATE TAX DED 1 YTD (2 Decimals)	6 N	(236-241)
ST TAX CD 2	2 AN	(242-243)
STATE TAX GROSS 2 YTD (2 Decimals)	7 N	(244-250)
STATE TAX DED 2 YTD (2 Decimals)	6 N	(251-256)

1.2.130 DATA BANK EXTRACT - UPAG101 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ST TAX CD 3	2 AN	(257-258)
STATE TAX GROSS 3 YTD (2 Decimals)	7 N	(259-265)
STATE TAX DED 3 YTD (2 Decimals)	6 N	(266-271)
ST TAX CD 4	2 AN	(272-273)
STATE TAX GROSS 4 YTD (2 Decimals)	7 N	(274-280)
STATE TAX DED 4 YTD (2 Decimals)	6 N	(281-286)
CITY TAXES	57 AN	287-343
CITY TAX ST CD1	2 AN	(287-288)
CITY TAX CITY CD1	4 AN	(289-292)
CITY TAX GROSS 1 YTD (2 Decimals)	7 N	(293-299)
CITY TAX DED 1 YTD (2 Decimals)	6 N	(300-305)
CITY TAX ST CD2	2 AN	(306-307)
CITY TAX CITY CD2	4 AN	(308-311)
CITY TAX GROSS 2 YTD (2 Decimals)	7 N	(312-318)
CITY TAX DED 2 YTD (2 Decimals)	6 N	(319-324)
CITY TAX ST CD3	2 AN	(325-326)
CITY TAX CITY CD3	4 AN	(327-330)
CITY TAX GROSS 3 YTD (2 Decimals)	7 N	(331-337)
CITY TAX DED 3 YTD (2 Decimals)	6 N	(338-343)
PAY YEAR	4 AN	344-347
PAYROLL OFFICE ABBR	5 AN	348-352
RET-SYS	1 AN	353
EIC-YTD (2 Decimals)	6 N	354-359
(Blank Field)	41 AN	360-400

COMMENT: All Data Elements prefixed with W2X.

1.2.131 SOCIAL SECURITY ADMINISTRATION FILE CHANGE - UPAG401

FILE SUMMARY

FILE NAME:	Social Security Administration File Change
FILE INDEX NUMBER:	UPAG401
PURPOSE:	To submit earnings and tax information to IRS.
RECORD SIZE:	275 Bytes/Characters Display
BLOCK SIZE:	3850 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	None
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

"E" Record Format

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RCD ID	1 AN	1
PAY YEAR	4 AN	2-5
FEDERAL EMPLOYER IDENTIFICATION NUMBER	9 N	6-14
RESERVED	9 AN	15-23
EMPLOYER NAME	50 AN	24-73
EMPLOYER STREET ADDRESS	40 AN	74-113
EMPLOYER CITY	25 AN	114-138
EMPLOYER STATE	10 AN	139-148
RESERVED	2 AN	149-150
RESERVED	3 AN	151-153
EMPLOYER ZIP CODE	5 AN	154-158
NAME CD	1 AN	159

1.2.131 SOCIAL SECURITY ADMINISTRATION FILE CHANGE - UPAG401 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
TYPE EMPLY	1 AN	160
BLOCKING FACTOR	2 AN	161-162
RESERVED	113 AN	163-275

1.2.131 SOCIAL SECURITY ADMINISTRATION FILE CHANGE - UPAG401 (CONT'D)

"W" Record Format

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RCD ID	1 AN	1
EMPLOYEE SSN	9 AN	2-10
EMPLOYEE NAME	27 AN	11-37
EMPLOYEE STREET ADDRESS	40 AN	38-77
EMPLOYEE CITY	25 AN	78-102
EMPLOYEE STATE	10 AN	103-112
RESERVED	5 AN	113-117
EMPLOYEE ZIP CODE	5 AN	118-122
RESERVED	1 AN	123
FICA GROSS WAGES YTD (2 Decimals)	7 N	124-130
RESERVED	1 AN	131
FICA TIPS YTD (2 Decimals)	7 N	132-138
RESERVED	1 AN	139
GROSS WAGES YTD (2 Decimals)	9 N	140-148
(Blank Field)	1 AN	149
FICA DED YTD (2 Decimals)	6 N	150-155
RESERVED	1 AN	156
FED TAX DED YTD (2 Decimals)	8 N	157-164
RESERVED	1 AN	165

1.2.131 SOCIAL SECURITY ADMINISTRATION FILE CHANGE - UPAG401 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
1ST QTR FICA COV IND	4 AN	166-169
2ND QTR FICA COV IND	4 AN	170-173
3RD QTR FICA COV IND	4 AN	174-177
4TH QTR FICA COV IND	4 AN	178-181
PENSION IND	1 AN	182
RESERVED	93 AN	183-275

1.2.131 SOCIAL SECURITY ADMINISTRATION FILE CHANGE - UPAG401 (CONT'D)

"I" Record Format

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RCD ID	1 AN	1
INTERMEDIATE TOTAL FICA WAGES (2 Decimals)	10 N	2-11
RESERVED	1 AN	12
INTERMEDIATE TOTAL FICA TIPS (2 Decimals)	10 N	13-22
RESERVED	1 AN	23
INTERMEDIATE TOTAL GROSS WAGES (2 Decimals)	10 N	24-33
RESERVED	1 AN	34
INTERMEDIATE TOTAL FICA DED (2 Decimals)	10 AN	35-44
RESERVED	1 AN	45
INT TOT FED TAX DED (2 Decimals)	10 N	46-55
RESERVED	220 AN	56-275

1.2.131 SOCIAL SECURITY ADMINISTRATION FILE CHANGE - UPAG401 (CONT'D)

"T" Record Format

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RCD ID	1 AN	1
NUMBER EMPLOYEES	7 N	2-8
RESERVED	1 AN	9
TOTAL FICA WAGES (2 Decimals)	12 N	10-21
RESERVED	1 AN	22
TOTAL FICA TIPS (2 Decimals)	12 N	23-34
RESERVED	1 AN	35
TOTAL GROSS WAGES (2 Decimals)	12 N	36-47
RESERVED	1 AN	48
TOT FICA DED (2 Decimals)	12 N	49-60
RESERVED	1 AN	61
TOTAL FED TAX DED (2 Decimals)	12 N	62-73
RESERVED	202 AN	74-275

1.2.131 SOCIAL SECURITY ADMINISTRATION FILE CHANGE - UPAG401 (CONT'D)

"F" Record Format

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RCD ID	1 AN	1
TOTAL NUMBER EMPLOYEES	7 N	2-8
RESERVED	267 AN	9-275

1.2.132 CONSOLIDATED CHANGES - UPAG501

FILE SUMMARY

FILE NAME:	Consolidated Changes
FILE INDEX NUMBER:	UPAG501
PURPOSE:	To record data needed to update Retirement File.
RECORD SIZE:	150 Bytes/Characters Display
BLOCK SIZE:	900 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	None
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

Personal Actions

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SORT CONTROL	17 AN	1-17
CHANGE-SSN	9 AN	(1-9)
CH CODE	1 AN	(10)
CHANGE-ACTIVITY-DT	6 AN	(11-16)
CH-PP-CD	1 AN	(17)
PC-PAY-CAT	2 AN	18-19
PC-TY-EMP	1 AN	20
PC-GR	2 AN	21-22
PC-STEP	2 AN	23-24
PC-PA-AMT	5 AN	25-29
PC-BASE-RT	4 AN	30-33
DOL	2 AN	(30-31)
CTS	2 AN	(32-33)

1.2.132 CONSOLIDATED CHANGES - UPAG501 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
PC-NAME	31 AN	34-64
PC-EOD	6 AN	65-70
PC-ACT-DT	6 AN	71-76
PC-ACT-CD	5 AN	77-81
PC-REV-SSN	9 AN	82-90
PC-RD-CD	1 AN	91
PC-PER-ACT	46 AN	92-137
PC-PAD-SEGS	1 AN	(92)
PAD-SEG A	15 AN	(93-107)
SEG A PRT 1	4 AN	(93-96)
SEG A PRT 2	11 AN	(97-107)
PAD-SEG B	15 AN	(108-122)
SEG B PRT 1	7 AN	(108-114)
SEG B PRT 2	8 AN	(115-122)
PAD-SEG C	15 AN	(123-137)
SEG C PRT 1	7 AN	(123-129)
SEG C PRT 2	8 AN	(130-137)
(Blank Field)	13 AN	(138-150)

1.2.132 CONSOLIDATED CHANGES - UPAG501 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SORT CONTROL	17 AN	1-17
CHANGE-SSN	9 AN	(1-9)
CH-CODE	1 AN	(10)
Change-Activity-CD	6 AN	(11-16)
CH-PP-CD	1 AN	(17)
TC-YEAR	4 AN	18-21
TC-ADJ	7 AN	22-28
ADJ-CD	1 AN	29
(Blank Field)	121 AN	30-150

1.2.133 SORTED CONSOLIDATED CHANGES - UPAG55S

FILE SUMMARY

FILE NAME:	Sorted Consolidated Changes
FILE INDEX NUMBER:	UPAG55S
PURPOSE:	To record Sorted Data needed to update Retirement File.
RECORD SIZE:	150 Bytes/Characters Display
BLOCK SIZE:	900 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number - Code - Activity Date
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAG501.

1.2.134 UPDATED RETIREMENT - UPAG60M

FILE SUMMARY

FILE NAME:	Updated Retirement
FILE INDEX NUMBER:	UPAG60M
PURPOSE:	To record data needed to print Retirement Records.
RECORD SIZE:	3512 Bytes/Characters Display
BLOCK SIZE:	7024 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SSN	9 AN	1-9
EMP REPORT NAME	31 AN	10-40
BAL CODE	1 AN	41
CONV BAL (2 Decimals)	7 N	42-48
CONV MO	2 N	49-50
CONV DAY	2 N	51-52
CONV YR	2 N	53-54
NR HIST (PERS ACTION)	2 N	55-56
NR FISC ENTRIES	2 N	57-58
NR NAMES	1 N	59
CONV BASE PAY	5 N	60-64

1.2.134 UPDATED RETIREMENT - UPAG60M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
R/F CODE	1 N	65
RESERVED	9	66-74
PERS ACTIONS (HISTORY)		75-149
EFF DATE	6 AN	(75-80)
MO	2 N	(75-76)
DAY	2 N	(77-78)
YR	2 N	(79-80)
PERSONNEL ACTION DESCRIPTION		(81-141)
NR SEGS	1 N	(81)
SEG 1	15 AN	(82-96)
SEG 2	15 AN	(97-111)
SEG 3	15 AN	(112-126)
SEG 4	15 AN	(127-141)
BASE PAY (2 Decimals)	7 N	(142-148)
STBY FLAG	1 AN	(149)
Repeat Positions 75-149 35 Times		150-2625
FISC ENTRIES	24 AN	2626-2649
CAL YR	4 N	(2626-2629)
MPL SHIFT FLG	1 AN	(2630)
YEAR RET DEDUCTION (2 Decimals)	6 N	(2631-2636)
LWOP RET	1 AN	(2637)
LWOP RET CR (1 Decimal)	5 N	(2638-2642)
WB EARNINGS (2 Decimals	7 N	(2643-2649)
Repeat Positions 2626-2649 30 Times	770 AN	2650-3419
FORMER NAMES	31 AN	3420-3450
FORMER NAMES	31 AN	3451-3481
FORMER NAMES	31 AN	3482-3512

1.2.135 TD FORM W-2 AND RETIREMENT PRINT RECORDS - UPAG601

FILE SUMMARY

FILE NAME:	TD Form W-2 and Retirement Print Records
FILE INDEX NUMBER:	UPAG601
PURPOSE:	To create print records for W-2 Forms and Retirement Records.
RECORD SIZE:	3700 Bytes/Characters Display
BLOCK SIZE:	3700 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	None
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

W-2 Form Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SORT CONTROL DATE	41 AN	1-41
PAY BLOCK	2 AN	(1-2)
RESERVED	1 AN	(3)
ACTIVITY	4 AN	(4-7)
ORGANIZATION	5 AN	(8-12)
EMPLOYEE SORT NAME	20 AN	(13-32)
CONTROL SSN	9 AN	(33-41)
EMP SSN	9 AN	42-50
EMPLOYEE NAME	31 AN	51-81
BAL CODE	1 AN	82
CONVERTED RETIREMENT BALANCE	7 N	83-89
CONVERSION OR EOD DATE	6 AN	90-95
NR HIST RECS (PAC'S POSTED)	2 N	96-97
NR FISC RECS	2 N	98-99
NR NAME RECS	1 N	100

1.2.135 TD FORM W-2 AND RETIREMENT PRINT RECORDS - UPAG601 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CONVERTED BASE PAY	5 N	101-105
RET SYS CODE	1 AN	106
TYPE PRINT	1 N	107
UNUSED SICK LEAVE BALANCE	4 N	108-111
RESERVED	3 AN	112-114
START DED FLG	1 AN	115
HISTORY RECORD (PERSONNEL ACTIONS)	75 AN	116-190
PAC EFF DATE	6 AN	(116-121)
MO	2 AN	(116-117)
DAY	2 AN	(118-119)
YR	2 AN	(120-121)
PAC NR SEG	1 N	(122)
PERSONNEL ACTION DESCRIPTION	60 AN	(123-182)
PERS ACT SEG 1	15 AN	(123-137)
PERS ACT SEG 2	15 AN	(138-152)
PERS ACT SEG 3	15 AN	(153-167)
PERS ACT SEG 4	15 AN	(168-182)
BASE PAY (2 Decimals)	7 N	(183-189)
STANDBY FLG	1 AN	(190)
Repeat Data Elements 116-190 34 Times	75 AN	191-2741
FISCAL RECORDS	24 AN	2742-2765
CALENDAR YEAR	4 AN	(2742-2745)
MPL SH FLG	1 AN	(2746)
CALENDAR YEAR RETIREMENT DEDUCTION (2 Decimals)	6 P	(2747-2752)
LWOP RT CD	1 AN	(2753)
LWOP RT CR (1 Decimals)	5 P	(2754-2758)
WAGE BOARD EARNINGS (2 Decimals)	7 P	(2759-2765)
Repeat Data Elements 2766-3461 29 Times	24 AN	2766-3461
FORMER NAMES	31 AN	3462-3492

1.2.135 TD FORM W-2 AND RETIREMENT PRINT RECORDS - UPAG601 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
FORMER NAMES	31 AN	3493-3523
FORMER NAMES	31 AN	3524-3554
AUTHORIZATION LEGENDS FOR SEPARATIONS, RETIREMENT AND APPLICATION FOR RETIREMENT	91 AN	3554-3645
SCD	6 AN	(3554-3559)
RESERVED	1 AN	(3560)
SVC COMP DATE	8 AN	(3561-3568)
MO	2 AN	(3561-3562)
(Blank Field)	1 AN	(3563)
DAY	2 AN	(3564-3565)
(Blank Field)	1 AN	(3566)
YR	2 AN	(3567-3568)
AUTHORIZED CERTIFYING, OFFICIAL DATE DEDUCTION AND SERVICE CERTIFIED CORRECT	76 AN	3569-3644
PAGE & DATE	9 AN	3645-3653
DATE of BIRTH	6 AN	3654-3659
MO	2 AN	(3654-3655)
DAY	2 AN	(3656-3657)
YR	2 AN	(3658-3659)
AGENCY INFORMATION	28 AN	3660-3687
AGENCY DLA	3 AN	(3660-3662)
PAYROLL OFFICE ABBREVIATION	5 AN	(3663-3667)
PAYROLL OFFICE CITY	10 AN	(3668-3677)
PO STATE	2 AN	(3678-3679)
PAYROLL OFFICE NUMBER	8 AN	(3680-3687)
DIS RTMT APPL FLG	1 AN	3688
RESERVED	12 AN	3689-3700

1.2.135 TD FORM W-2 AND RETIREMENT PRINT RECORD - UPAG601 (CONT'D)

Retirement Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SORT CONTROL DATA	41 AN	1-41
PAY BLOCK	2 AN	(1-2)
RESERVED	1 AN	(3)
ACTIVITY CODE	4 AN	(4-7)
ORGANIZATION	5 AN	(8-12)
EMPLOYEE SORT NAME	20 AN	(13-32)
CONTROL SSN	9 AN	(33-41)
RESERVED	80 AN	42-121
GROSS PAY (2 Decimals)	7 P	122-128
FEDERAL TAX DEDUCTION (2 Decimals)	7 P	129-135
GROSS PAY SUBJECT TO FICA (2 Decimals)	7 P	136-142
FICA DEDUCTION (2 Decimals)	6 P	143-148
STATE CD1	2 AN	149-150
STATE NAME	2 AN	151-152
STATE 1 TAXABLE GROSS (2 Decimals)	7 P	153-159
STATE 1 TAX DEDUCTION (2 Decimals)	6 P	160-165
STATE CD 2	2 AN	166-167
STATE NAME	2 AN	168-169
STATE 2 TAXABLE GROSS (2 Decimals)	7 P	170-176
STATE 2 TAX DED (2 Decimals)	6 P	177-182
STATE CD 3	2 AN	183-184
STATE NAME 3	2 AN	185-186

1.2.135 TD FORM W-2 AND RETIREMENT PRINT RECORD - UPAG601 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
STATE 3 TAXABLE GROSS (2 Decimals)	7 P	187-193
STATE 3 TAX DEDUCTION (2 Decimals)	6 P	194-199
STATE CD 4	2 AN	200-201
STATE NAME 4	2 AN	202-203
STATE 4 TAXABLE GROSS (2 Decimals)	7 P	204-210
STATE 4 TAX DEDUCTION (2 Decimals)	6 P	211-216
CITY 1 ST CD	2 AN	217-218
CITY 1 ST NAME	2 AN	219-220
CITY 1 CITY CODE	4 AN	221-224
CITY 1 CITY NAME	7 AN	225-231
CITY 1 TAXABLE GROSS (2 Decimals)	7 P	232-238
CITY 1 TAX DEDUCTIONS (2 Decimals)	6 P	239-244
CITY 2 ST CD	2 AN	245-246
CITY 2 ST NAME	2 AN	247-248
CITY 2 CITY CODE	4 AN	249-252
CITY 2 CITY NAME	7 AN	253-259
CITY 2 TAXABLE GROSS (2 Decimals)	7 P	260-266
CITY 2 TAX DEDUCTION (2 Decimals)	6 P	267-272

1.2.135 TD FORM W-2 AND RETIREMENT PRINT RECORD - UPAG601 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
FEDERAL EMPLOYEE IDENTIFICATION NUMBER	11 AN	273-283
ACTIVITY TITLE	41 AN	284-324
ACTIVITY STREET ADDRESS	24 AN	325-348
ACTIVITY CITY	17 AN	349-365
ACTIVITY STATE	2 AN	366-367
ACTIVITY ZIP CODE	5 AN	368-372
LEGAL ADDRESS - STREET	24 AN	373-396
LEGAL CITY	17 AN	397-413
LEGAL STATE	2 AN	414-415
LEGAL ZIP CODE	5 AN	416-420
MARITAL STAT	1 AN	421
RESERVED	3279 AN	422-3700

1.2.136 RETIREMENT RECORDS WITH CHANGED SSN - UPAG602

FILE SUMMARY

FILE NAME:	Retirement Records With Changed SSN
FILE INDEX NUMBER:	UPAG602
PURPOSE:	To update Retirement File.
RECORD SIZE:	3512 Bytes/Characters Display
BLOCK SIZE:	3512 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAG60M.

1.2.137 EMPLOYEE LOG EXTRACT - UPAG603

FILE SUMMARY

FILE NAME:	Employee Log Extract
FILE INDEX NUMBER:	UPAG603
PURPOSE:	Employee log extract.
RECORD SIZE:	60 Bytes/Characters Display
BLOCK SIZE:	60 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SSN	9 N	1-9
EMPLOYEE REPORT NAME	31 AN	10-40
ACTIVITY	4 AN	41-44
ORG	5 AN	45-49
RES	1 AN	50
PAY BLOCK	2 AN	51-52
RCD STAT	1 AN	53
L/P STAT	1 AN	54
RESERVED	6 AN	55-60

1.2.138 SORTED RETIREMENT RECORDS - UPAG62S

FILE SUMMARY

FILE NAME:	Sorted Retirement Records
FILE INDEX NUMBER:	UPAG62S
PURPOSE:	To furnish resequenced Master Records for merging into Master File.
RECORD SIZE:	3512 Bytes/Characters Display
BLOCK SIZE:	3512 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAG60M.

1.2.139 SORTED PRINT RECORDS - UPAG65S

FILE SUMMARY

FILE NAME:	Sorted Print Records
FILE INDEX NUMBER:	UPAG65S
PURPOSE:	To print W-2 Forms and Retirement Record.
RECORD SIZE:	3700 Bytes/Characters Display
BLOCK SIZE:	3700 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Report Number
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAG601.

1.2.140 LEAVE ACCUMULATOR - UPAH10M

FILE SUMMARY

FILE NAME:	Leave Accumulator
FILE INDEX NUMBER:	UPAH10M
PURPOSE:	To accumulate all leave hours and value thereof for RCS 0197-OPM-AN, Part C1.
RECORD SIZE:	150 Bytes/Characters Display
BLOCK SIZE:	1500 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	None
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
ANNUAL LEAVE	47 AN	3-49
ANNUAL LEAVE USED	9 N	(3-11)
ANNUAL LEAVE USED VALUE (2 Decimals)	11 P	(12-22)
ANNUAL LEAVE EARNED	9 N	(23-31)
ANNUAL LEAVE CARRIED	9 N	(32-40)
ANNUAL LEAVE FORFEITED	9 N	(41-49)
SICK LEAVE	20 AN	50-96
SICK LEAVE USED	9 N	(50-58)
SICK LEAVE USED VALUE (2 Decimals)	11 P	(59-69)
SICK LEAVE EARNED	9 N	(70-78)
SICK LEAVE CARRIED	9 N	(79-87)
SICK LEAVE CREDIT RETIREMENT	9 N	(88-96)
HOLIDAY LEAVE	20 AN	97-116
HOLIDAY LEAVE USED	9 N	(97-105)
HOLIDAY LEAVE USED VALUE (2 Decimals)	11 P	(106-116)

1.2.140 LEAVE ACCUMULATOR - UPAH10M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ADMINISTRATIVE LEAVE	20 AN	117-146
ADMIN LEAVE USED	9 N	(117-135)
ADMIN LEAVE USED VALUE (2 Decimals)	11 P	(136-146)
(Blank Field)	14 AN	(147-150)

1.2.141 SORTED DETAIL COUNTS - UPAH19S

FILE SUMMARY

FILE NAME:	Sorted Detail Counts
FILE INDEX NUMBER:	UPAH19S
PURPOSE:	Sort Detail Counts on Activity Code.
RECORD SIZE:	280 Bytes/Characters Display
BLOCK SIZE:	2240 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAB201.

1.2.142 PAY ACCUMULATOR - UPAH20M

FILE SUMMARY

FILE NAME: Pay Accumulator

FILE INDEX NUMBER: UPAH20M

PURPOSE: To accumulate pay and manhours by type of employee within activity for RCS 0197-OPM-AN, Part A1.

RECORD SIZE: 2100 Bytes/Characters Display

BLOCK SIZE: 2100 Bytes/Characters Fixed Block Display

ACCESS METHOD: Sequential

SEQUENCE: Activity Code

SUPPLEMENTAL DESCRIPTION: None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
100 BASIC	147 AN	3-149
100 GENERAL SCHEDULE (GS) HOURS YTD	10 N	(3-12)
100 GS COST (2 Decimals)	11 N	(13-23)
100 SCIENTIFIC PROFESSIONAL (SP) HOURS YTD	10 N	(24-33)
100 SP COST (2 Decimals)	11 N	(34-44)
100 SUMMER HIRE (SH) HOURS YTD	10 N	(45-54)
100 SH COST (2 Decimals)	11 N	(55-65)
100 WAGE EARNED (WE) HOURS YTD	10 N	(66-75)
100 WE COST (2 Decimals)	11 N	(76-86)
100 EXPERT CONSULTANT (EC) HOURS YTD	10 N	(87-96)
100 EC COST (2 Decimals)	11 N	(97-107)
100 ADMINISTRATIVELY DETERMINED (AD) HOURS YTD	10 N	(108-117)
100 AD COST (2 Decimals)	11 N	(118-128)
100 COMPONENT TOTAL (CT) HOURS YTD	10 N	(129-138)
100 CT COST (2 Decimals)	11 N	(139-149)

1.2.142 PAY ACCUMULATOR - UPAH20M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
101 FULL-TIME PERMANENT	147 AN	150-296
101 GS HOURS YTD	10 N	(150-159)
101 GS COST (2 Decimals)	11 N	(160-170)
101 SP HOURS YTD	10 N	(171-180)
101 SP COST (2 Decimals)	11 N	(181-191)
101 SH HOURS YTD	10 N	(192-201)
101 SH COST (2 Decimals)	11 N	(202-212)
101 WE HOURS YTD	10 N	(213-222)
101 WE COST (2 Decimals)	11 N	(223-233)
101 EC HOURS YTD	10 N	(234-243)
101 EC COST (2 Decimals)	11 N	(244-254)
101 AD HOURS YTD	10 N	(255-264)
101 AD COST (2 Decimals)	11 N	(265-275)
101 CT HOURS YTD	10 N	(276-285)
101 CT COST (2 Decimals)	11 N	(286-296)
102 FULL-TIME TEMPORARY	147 AN	297-443
102 GS HOURS YTD	10 N	(297-306)
102 GS COST (2 Decimals)	11 N	(307-317)
102 SP HOURS YTD	10 N	(318-327)
102 SP COST (2 Decimals)	11 N	(328-338)
102 SH HOURS YTD	10 N	(339-348)
102 SH COST (2 Decimals)	11 N	(349-359)
102 WE HOURS YTD	10 N	(360-369)
102 WE COST (2 Decimals)	11 N	(370-380)
102 EC HOURS YTD	10 N	(381-390)
102 EC HOURS YTD (2 Decimals)	11 N	(391-401)
102 AD HOURS YTD	10 N	(402-411)
102 AD COST (2 Decimals)	11 N	(412-422)
102 CT HOURS YTD	10 N	(423-432)
102 CT COST (2 Decimals)	11 N	(433-443)

1.2.142 PAY ACCUMULATOR - UPAH20M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
103 PART-TIME	147 AN	443-590
103 GS HOURS YTD	10 N	(443-453)
103 GS COST (2 Decimals)	11 N	(454-464)
103 SP HOURS YTD	10 N	(465-474)
103 SP COST (2 Decimals)	11 N	(475-485)
103 SH HOURS YTD	10 N	(486-495)
103 SH COST (2 Decimals)	11 N	(496-506)
103 WE HOURS YTD	10 N	(507-516)
103 WE COST (2 Decimals)	11 N	(517-527)
103 EC HOURS YTD	10 N	(528-537)
103 EC COST (2 Decimals)	11 N	(538-548)
103 AD HOURS YTD	10 N	(549-558)
103 AD COST (2 Decimals)	11 N	(559-569)
103 CT HOURS YTD	10 N	(570-579)
103 CT COST (2 Decimals)	11 N	(580-590)
200 PREMIUM	147 AN	591-737
200 GS HOURS YTD	10 N	(591-600)
200 GS COST (2 Decimals)	11 N	(601-611)
200 SP HOURS YTD	10 N	(612-621)
200 SP COST (2 Decimals)	11 N	(622-632)
200 SH HOURS YTD	10 N	(633-642)
200 SH COST (2 Decimals)	11 N	(643-653)
200 WE HOURS YTD	10 N	(654-663)
200 WE COST (2 Decimals)	11 N	(664-674)
200 EC HOURS YTD	10 N	(675-684)
200 EC COST (2 Decimals)	11 N	(685-695)
200 AD HOURS YTD	10 N	(696-705)
200 AD COST (2 Decimals)	11 N	(706-716)
200 CT HOURS YTD	10 N	(717-726)
200 CT COST (2 Decimals)	11 N	(727-737)

1.2.142 PAY ACCUMULATOR - UPAH20M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
201 OVERTIME	147 AN	738-884
201 GS HOURS YTD	10 N	(738-747)
201 GS COST (2 Decimals)	11 N	(748-758)
201 SP HOURS YTD	10 N	(759-768)
201 SP COST (2 Decimals)	11 N	(769-779)
201 SH HOURS YTD	10 N	(780-789)
201 SH COST (2 Decimals)	11 N	(790-800)
201 WE HOURS YTD	10 N	(801-810)
201 WE COST (2 Decimals)	11 N	(811-821)
201 EC HOURS YTD	10 N	(822-831)
201 EC COST (2 Decimals)	11 N	(832-842)
201 AD HOURS YTD	10 N	(843-852)
201 AD COST (2 Decimals)	11 N	(853-863)
201 CT HOURS YTD	10 N	(864-873)
201 CT COST (2 Decimals)	11 N	(874-884)
202 HOLIDAY	147 AN	885-1031
202 GS HOURS YTD	10 N	(885-894)
202 GS COST (2 Decimals)	11 N	(895-905)
202 SP HOURS YTD	10 N	(906-915)
202 SP COST (2 Decimals)	11 N	(916-926)
202 SH HOURS YTD	10 N	(927-936)
202 SH COST (2 Decimals)	11 N	(937-947)
202 WE HOURS YTD	10 N	(948-957)
202 WE COST (2 Decimals)	11 N	(958-968)
202 EC HOURS YTD	10 N	(969-978)
202 EC COST (2 Decimals)	11 N	(979-989)
202 AD HOURS YTD	10 N	(990-999)
202 AD COST (2 Decimals)	11 N	(1000-1010)
202 CT HOURS YTD	10 N	(1011-1020)
202 CT COST (2 Decimals)	11 N	(1021-1031)

1.2.142 PAY ACCUMULATOR - UPAH20M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
203 SUNDAY	77 AN	1031-1108
203 GS COST (2 Decimals)	11 N	(1031-1042)
203 SP COST (2 Decimals)	11 N	(1043-1053)
203 SH COST (2 Decimals)	11 N	(1054-1064)
203 WE COST (2 Decimals)	11 N	(1065-1075)
203 EC COST (2 Decimals)	11 N	(1076-1086)
203 AD COST (2 Decimals)	11 N	(1087-1097)
203 CT COST (2 Decimals)	11 N	(1098-1108)
204 NITE DIFFERENTIAL	77 AN	1109-1185
204 GS COST (2 Decimals)	11 N	(1109-1119)
204 SP COST (2 Decimals)	11 N	(1120-1130)
204 SH COST (2 Decimals)	11 N	(1131-1141)
204 WE COST (2 Decimals)	11 N	(1142-1152)
204 EC COST (2 Decimals)	11 N	(1153-1163)
204 AD COST (2 Decimals)	11 N	(1164-1174)
204 CT COST (2 Decimals)	11 N	(1175-1185)
205 HAZARD DUTY	77 AN	1186-1262
205 GS COST (2 Decimals)	11 N	(1186-1196)
205 SP COST (2 Decimals)	11 N	(1197-1207)
205 SH COST (2 Decimals)	11 N	(1208-1218)
205 WE COST (2 Decimals)	11 N	(1219-1229)
205 EC COST (2 Decimals)	11 N	(1230-1240)
205 AD COST (2 Decimals)	11 N	(1241-1251)
205 CT COST (2 Decimals)	11 N	(1252-1262)

1.2.142 PAY ACCUMULATOR - UPAH20M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
206 OVERSEAS DIFFERENTIAL	77 AN	1263-1339
206 GS COST (2 Decimals)	11 N	(1263-1273)
206 SP COST (2 Decimals)	11 N	(1274-1284)
206 SH COST (2 Decimals)	11 N	(1285-1295)
206 WE COST (2 Decimals)	11 N	(1296-1306)
206 EC COST (2 Decimals)	11 N	(1307-1317)
206 AD COST (2 Decimals)	11 N	(1318-1328)
206 CT COST (2 Decimals)	11 N	(1329-1339)
207 OTHER	77 AN	1340-1416
207 GS COST (2 Decimals)	11 N	(1340-1350)
207 SP COST (2 Decimals)	11 N	(1351-1361)
207 SH COST (2 Decimals)	11 N	(1362-1373)
207 WE COST (2 Decimals)	11 N	(1374-1384)
207 EC COST (2 Decimals)	11 N	(1385-1394)
207 AD COST (2 Decimals)	11 N	(1395-1405)
207 CT COST	11 N	(1406-1416)
(Blank Field)	684 AN	

COMMENTS: All Data Elements are prefixed with AT.

1.2.143 SORTED PAY ACCUMULATOR - UPAH28S

FILE SUMMARY

FILE NAME:	Sorted Pay Accumulator
FILE INDEX NUMBER:	UPAH28S
PURPOSE:	Sort pay accumulator data in activity sequence for RCS 0197-OPM-AN Part A1.
RECORD SIZE:	2100 Bytes/Characters Display
BLOCK SIZE:	2100 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAH20M.

1.2.144 SORTED LEAVE ACCUMULATOR - UPAH301

FILE SUMMARY

FILE NAME:	Sorted Leave Accumulator
FILE INDEX NUMBER:	UPAH301
PURPOSE:	To furnish the RCS 0197-OPM-AN, Part A1 with accumulated pay and manhours merged with cost end-of-month data.
RECORD SIZE:	2100 Bytes/Characters Display
BLOCK SIZE:	2100 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAH20M.

1.2.145 SORTED LEAVE ACCUMULATOR - UPAH49S

FILE SUMMARY

FILE NAME:	Sorted Leave Accumulator
FILE INDEX NUMBER:	UPAH49S
PURPOSE:	To feed the RCS 0197-OPM-AN, Part C1 with leave data sorted by Activity Code.
RECORD SIZE:	150 Bytes/Characters Display
BLOCK SIZE:	1500 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAH10M.

VOLUME I APCAPS ADP SPECIFICATIONS

PART 2 DATA FORMATS

CHAPTER 4 COST/PERFORMANCE SYSTEM FILES

CHAPTER TABLE OF CONTENTS

SECT	DESCRIPTION	PAGE
1	GENERAL	
1.1	Cost/Performance Cross-Reference	I-2-4-1
1.2	Cost/Performance Files Summary	I-2-4-7
1.2.1	DCASR Transmitted APCAPS Input - UPCA000	I-2-4-7
1.2.2	Backup - UPCA001	I-2-4-9
1.2.3	Unlabeled Tape - UPCA002	I-2-4-10
1.2.4	Rotating APCAPS Input - UPCA003	I-2-4-11
1.2.5	Personnel Miscellaneous - UPCA014	I-2-4-12
1.2.6	Sorted History Cancel/Correction - UPCA03S	I-2-4-13
1.2.7	Cancellation Correction History Expanded - UPCA041	I-2-4-14
1.2.8	Pay, Cost, MAR and Personnel Data - UPCA051	I-2-4-16
1.2.9	Cost Transaction Errors - UPCA052	I-2-4-17
1.2.10	Pay, Personnel and Valid Cost, MAR - UPCA053	I-2-4-18
1.2.11	Sorted Payroll and Cost Data - UPCA10S	I-2-4-46
1.2.12	Master Account Record - UPCA12M	I-2-4-47
1.2.13	Payroll, Personnel and Cost Data - UPCA121	I-2-4-60
1.2.14	Cost Registers and Errors - UPCA122	I-2-4-61
1.2.15	Automatic MAR Inquiries - UPCA123	I-2-4-62
1.2.16	Job Order/Project Order Number Master - UPCA15M	I-2-4-63
1.2.17	Pay and Personnel Data - UPCA15Q	I-2-4-64
1.2.18	Cost Data and Cost Transaction Register - UPCA15R	I-2-4-67
1.2.19	MAR Transaction Register, Errors, Initial Workload Cards - UPCA153	I-2-4-68
1.2.20	Sorted Transaction Register, Errors, Workload Cards - UPCA17S	I-2-4-69
1.2.21	Sorted Cost Data - UPCA20S	I-2-4-70
1.2.22	Summary Change Deletion Actions - UPCA25Q	I-2-4-71
1.2.23	Cost Transaction Register and Errors - UPCA251	I-2-4-72
1.2.24	Valid Cost Data - UPCA252	I-2-4-73
1.2.25	Labor Exception Headers - UPCA281	I-2-4-90
1.2.26	Manpower Extract - UPCA282	I-2-4-91
1.2.27	Nonstandard Employees - UPCA283	I-2-4-94
1.2.28	Sorted Valid Cost Data - UPCA30S	I-2-4-95
1.2.29	Sorted Manpower Extract - UPCA31S	I-2-4-96
1.2.30	Non-LER Detail History - UPCA33M	I-2-4-97

SECT	DESCRIPTION	PAGE
1.2.31	Non-LER Errors - UPCA331	I-2-4-107
1.2.32	Valid Non-LER and Labor Exception Data - UPCA332	I-2-4-119
1.2.33	Detail Labor History - UPCA35M	I-2-4-121
1.2.34	Daily Data - UPCA351	I-2-4-124
1.2.35	Weekly, Split, Biweekly and Monthly Data - UPCA352	I-2-4-127
1.2.36	Replenish Labor Exception - UPCA353	I-2-4-148
1.2.37	Sorted Daily Weekly Data - UPCA40S	I-2-4-151
1.2.38	Job Order/Project Order Number Data - UPCA411	I-2-4-152
1.2.39	Inquiries/Transfer LAPERS Data - UPCA412	I-2-4-153
1.2.40	Expanded Temporary LAPER History - UPCA413	I-2-4-161
1.2.41	Sorted Inquiries/Transfer LAPERS Data - UPCA42S	I-2-4-170
1.2.42	LAPER History Master - UPCA45M	I-2-4-171
1.2.43	Daily/Weekly Work Center Data - UPCA452	I-2-4-178
1.2.44	Daily/Weekly Hours Summation - UPCA453	I-2-4-183
1.2.45	Daily/Weekly LAPER Data - UPCA461	I-2-4-185
1.2.46	Daily/Weekly Percent Record - UPCA462	I-2-4-186
1.2.47	Weekly Summary/Organization Work File - UPCA474	I-2-4-187
1.2.48	Weekly LPE Function/Organization Work File - UPCA492	I-2-4-190
1.2.49	Weekly LPE Division Function/Organization Work File - UPCA493	I-2-4-196
1.2.50	Sorted LPE Function/Organization Work File - UPCA50S	I-2-4-199
1.2.51	Weekly LPE Division Function/Organization Work File - UPCA512	I-2-4-200
1.2.52	Sorted Weekly LPE Division/Functional Work File - UPCA52S	I-2-4-204
1.2.53	Sorted Weekly Division/Functional/Organization Work File - UPCA53S	I-2-4-205
1.2.54	Job Order/Project Order Master - UPCA55M	I-2-4-206
1.2.55	Daily or Weekly Job Order/Project Order Report Transaction - UPCA551	I-2-4-211
1.2.56	Job Order/Project Order Monthly Report Transaction - UPCA552	I-2-4-220
1.2.57	Sorted Daily or Weekly Job Order/Project Order Transaction - UPCA60S	I-2-4-221
1.2.58	Sorted Sub-Cost Code Data - UPCA90S	I-2-4-222
1.2.59	Sorted Manpower Extract - UPCB10S	I-2-4-223
1.2.60	Sorted Labor Exception Headers - UPCB20S	I-2-4-224
1.2.61	Sorted Nonstandard Exmployees - UPCB30S	I-2-4-225
1.2.62	Sorted Split or Biweekly or Monthly Data - UPCC02S	I-2-4-226
1.2.63	Sorted Cost Extract - UPCC03S	I-2-4-227
1.2.64	Biweekly/EOM Detail History - UPCC041	I-2-4-228
1.2.65	Control Data - UPCC042	I-2-4-233
1.2.66	Summary History Inquiries - UPCC043	I-2-4-242
1.2.67	DSSIAL Base Period Transactions - UPCC044	I-2-4-246
1.2.68	Reconciled Biweekly Data - UPCC051	I-2-4-250
1.2.69	Unprocessed Employees - UPCC052	I-2-4-263

SECT	DESCRIPTION	PAGE
1.2.70	Sorted Unprocessed Employees - UPCC06S	I-2-4-265
1.2.71	Sorted Reconciled Biweekly Data - UPCC10S	I-2-4-266
1.2.72	Adjusted Biweekly Data - UPCC151	I-2-4-267
1.2.73	Sorted Adjusted Biweekly Data - UPCC20S	I-2-4-268
1.2.74	Corrected Biweeekly Data - UPCC251	I-2-4-269
1.2.75	SF 113G History - UPCC33M	I-2-4-277
1.2.76	End-of-Month Data - UPCC351	I-2-4-282
1.2.77	Sorted End-of-Month Data - UPCC40S	I-2-4-292
1.2.78	Corrected End-of-Month Data - UPCC421	I-2-4-293
1.2.79	Sorted Corrected End-of-Month Data - UPCC43S	I-2-4-294
1.2.80	Cost Corrected History - UPCC501	I-2-4-295
1.2.81	Summary Changed History - UPCC502	I-2-4-296
1.2.82	Non-Labor Cost History Master - UPCC52M	I-2-4-297
1.2.83	Sorted Summary Changes History - UPCC55S	I-2-4-300
1.2.84	Summary History Master - UPCC60M	I-2-4-301
1.2.85	Current Month History Extract - UPCC601	I-2-4-317
1.2.86	Inquiry Data - UPCC602	I-2-4-318
1.2.87	End-of-Month Data Extract - UPCC604	I-2-4-319
1.2.88	Previous Quarter FYTD Base and Overtime/Holiday Pay - UPCC605	I-2-4-320
1.2.89	Sorted LAPER History Master - UPCC81S	I-2-4-321
1.2.90	DSSIAL Base Period Master - UPCC82M	I-2-4-322
1.2.91	Extracted Proposed Base Period Data - UPCC831	I-2-4-325
1.2.92	Sorted Extracted Proposed Base Period Data - UPCC84S	I-2-4-328
1.2.93	Sorted Summary History - UPCD05S	I-2-4-329
1.2.94	Sorted Non-Labor Cost History - UPCD07S	I-2-4-330
1.2.95	Calculated Factors - CD10 - UPCD103	I-2-4-331
1.2.96	Sorted Current Month History Extract - UPCE05S	I-2-4-332
1.2.97	Monthly Work Center Data - UPCE251	I-2-4-333
1.2.98	Work Load Feeder Work File - UPCE252	I-2-4-338
1.2.99	Monthly Hours Summation - UPCE253	I-2-4-342
1.2.100	Monthly LAPER Data - UPCE261	I-2-4-344
1.2.101	Monthly Percent Record - UPCE262	I-2-4-345
1.2.102	Monthly Summary/Organization Work File - UPCE274	I-2-4-346
1.2.103	Monthly-II LAPER Work File - UPCE275	I-2-4-347
1.2.104	DSA Cost Code Master - UPCE30M	I-2-4-350
1.2.105	Calculated Factors - CE30 - UPCE303	I-2-4-353
1.2.106	Sorted Manpower Extract - UPCE40S	I-2-4-354
1.2.107	Project Authorized Spaces Count - UPCD454	I-2-4-355
1.2.108	Sorted Workload Feeder Work File - UPCE60S	I-2-4-356
1.2.109	Monthly LPE Function/Organization Work File - UPCE712	I-2-4-357
1.2.110	Monthly LPE Division Function/Organization Work File - UPCE713	I-2-4-358
1.2.111	Sorted Monthly LPE Function/Organization Work File - UPCE72S	I-2-4-359
1.2.112	Monthly LPE Division Function/Organization Work File - UPCE732	I-2-4-360

SECT	DESCRIPTION	PAGE
1.2.113	Sorted Monthly LPE Division/Function Work File - UPCE74S	I-2-4-361
1.2.114	Sorted LPE Division/Function/Organization Work File - UPCE75S	I-2-4-362
1.2.115	Floating Quarter Data - UPCE811	I-2-4-363
1.2.116	DSSIAL Extract - UPCE812	I-2-4-366
1.2.117	Sorted Floating Quarter Data - UPCE82S	I-2-4-368
1.2.118	Sorted Summary/Organization Work File - UPCE84S	I-2-4-369
1.2.119	Sorted Summary Workload Extract - UPCE86S	I-2-4-370
1.2.120	DSSIAL Work Data - UPCE871	I-2-4-371
1.2.121	DSSIAL Control Headers - UPCE872	I-2-4-373
1.2.122	Sorted Monthly Job Order/Project Order Transaction - UPCE90S	I-2-4-375

VOLUME I APCAPS ADP SPECIFICATIONS

PART 2 DATA FORMATS

CHAPTER 4 COST/PERFORMANCE SYSTEM FILES

SECTION 1 GENERAL

1.1 COST/PERFORMANCE CROSS-REFERENCE

FILE ID NUMBER	TITLE	RECORD LENGTH	BLOCK SIZE
UPCA000	DCASR Transmitted APCAPS Input	80	800
UPCA001	Backup	80	800
UPCA002	Unlabeled Tape	80	800
UPCA003	Rotating APCAPS Input	80	800
UPCA014	Personnel Miscellaneous	80	1680
UPCA03S	Sorted History Cancel/Correction	80	1680
UPCA041	Cancellation Correction History Expanded	275	2750
UPCA051	Pay, Cost, MAR and Personnel Data	80	1680
UPCA052	Cost Transaction Errors	128	3456
UPCA053	Pay, Personnel and Valid Cost, MAR	128	3456
UPCA10S	Sorted Payroll and Cost Data	128	3456
UPCA12M	Master Account Record	96	3456
UPCA121	Payroll, Personnel and Cost Data	128	3456
UPCA122	Cost Registers and Errors	128	3456
UPCA123	Automatic MAR Inquiries	18	180
UPCA15M	Job Order/Project Order Number Master	24	3504
UPCA15Q	Pay and Personnel Data	128	3456
UPCA15R	Cost Data and Cost Transaction Register	128	3456

FILE ID NUMBER	TITLE	RECORD LENGTH	BLOCK SIZE
UPCA153	MAR Transaction Register, Errors Initial Workload Cards	128	3456
UPCA17S	Sorted Transaction Register, Errors Workload Cards	128	3456
UPCA20S	Sorted Cost Data	128	3456
UPCA25Q	Summary Change Deletion Actions	80	1680
UPCA251	Cost Transaction Register and Errors	128	3456
UPCA252	Valid Cost Data	128	3456
UPCA281	Labor Exception Headers	80	3520
UPCA282	Manpower Extract	216	3456
UPCA283	Non-Standard Employees	80	3520
UPCA30S	Sorted Valid Cost Data	128	3456
UPCA31S	Sorted Manpower Extract	216	3456
UPCA33M	Non-LER Detail History	128	3456
UPCA331	Non-LER Errors	128	3456
UPCA332	Valid Non-LER and Labor Exception Data	128	3456
UPCA35M	Detail Labor History	128	3456
UPCA351	Daily Data	128	3456
UPCA352	Weekly, Split, Biweekly and Monthly Data	168	3360
UPCA353	Replenish Labor Exception	128	3456
UPCA40S	Sorted Daily Weekly Data	128	3456
UPCA411	Job Order/Project Order Number Data	128	3456
UPCA412	Inquiries/Transfer LAPERS Data	224	3360
UPCA413	Expanded Temporary LAPER History	224	3360
UPCA42S	Sorted Inquiries/Transfer LAPERS Data	224	3360
UPCA45M	LAPER History Master	208	3328

FILE ID NUMBER	TITLE	RECORD LENGTH	BLOCK SIZE
UPCA452	Daily/Weekly Work Center Data	176	3520
UPCA453	Daily/Weekly Hours Summation	136	3400
UPCA461	Daily/Weekly LAPER Data	176	3520
UPCA462	Daily/Weekly Percent Record	64	3520
UPCA474	Weekly Summary/Organization Work File	104	3432
UPCA492	Weekly LPE Functional/Organization Work File	104	3432
UPCA493	Weekly LPE Division Functional/Organization Work	104	3432
UPCA50S	Sorted LPE Functional/Organization Work File	104	3432
UPCA512	Weekly LPE Division Functional/Organization Work File	104	3432
UPCA52S	Sorted Weekly LPE Division/Functional Work File	104	3432
UPCA53S	Sorted Weekly Division/Functional/Organization Work File	104	3432
UPCA55M	Job Order/Project Order Master	272	3264
UPCA551	Daily or Weekly JO/PO Report Transaction	368	3312
UPCA552	Job Order/Project Order Monthly Report Transaction	368	3312
UPCA60S	Sorted Daily or Weekly JO/PO Transaction	368	3312
UPCA90S	Sorted Sub Cost Code Data	168	3360
UPCB10S	Sorted Manpower Extract	216	3456
UPCB20S	Sorted Labor Exception Headers	80	3520
UPCB30S	Sorted Nonstandard Employees	80	3520
UPCC02S	Sorted Split or Biweekly or Monthly Data	168	3360
UPCC03S	Sorted Cost Extract	192	3456
UPCC041	Biweekly/EOM Detail History	128	3456
UPCC042	Control Data	128	3456
UPCC043	Summary History Inquiries	128	3456

FILE ID NUMBER	TITLE	RECORD LENGTH	BLOCK SIZE
UPCC044	DSSIAL Base Period Transactions	128	3456
UPCC051	Reconciled Biweekly Data	800	3200
UPCC052	Unprocessed Employees	80	3520
UPCC06S	Sorted Unprocessed Employees	80	3520
UPCC10S	Sorted Reconciled Biweekly Data	800	3200
UPCC151	Adjusted Biweekly Data	800	3200
UPCC20S	Sorted Adjusted Biweekly Data	800	3200
UPCC251	Corrected Biweekly Data	408	3264
UPCC33M	SF 113G History	192	3456
UPCC351	End-of-Month Data	800	3200
UPCC40S	Sorted End-of-Month Data	800	3200
UPCC421	Corrected End-of-Month Data	672	3360
UPCC43S	Sorted Corrected End-of-Month Data	672	3360
UPCC501	Cost Corrected History	672	3360
UPCC502	Summary Changed History	672	3360
UPCC52M	Non-Labor Cost History Master	160	2240
UPCC55S	Sorted Summary Changes History	672	3360
UPCC60M	Summary History Master	672	3360
UPCC601	Current Month History Extract	672	3360
UPCC602	Inquiry Data	672	3360
UPCC604	End-of-Month Data Extract	800	3200
UPCC605	Previous Quarter FYTD Base and Overtime Holiday Pay	0032	3520
UPCC81S	Sorted LAPER History Master	208	3328
UPCC82M	DSSIAL Base Period Master	72	3456

FILE ID NUMBER	TITLE	RECORD LENGTH	BLOCK SIZE
UPCC831	Extracted Proposed Base Period Data	80	3520
UPCC84S	Sorted Extracted Proposed Base Period Data	80	3520
UPCD05S	Sorted Summary History	672	3360
UPCD07S	Sorted Non-Labor Cost History	160	2240
UPCD103	Calculated Factors - CD10	24	3504
UPCE05S	Sorted Current Month History Extract	672	3360
UPCE251	Monthly Work Center Data	128	3456
UPCE252	Work Load Feeder Work File	104	3432
UPCE253	Monthly Hours Summation	72	3456
UPCE261	Monthly LAPER Data	128	3456
UPCE262	Monthly Percent Record	64	3520
UPCE274	Monthly Summary/Organization Work File	104	3432
UPCE275	Monthly-II LAPER Work File	104	3432
UPCE30M	DLA Cost Code Master	88	1672
UPCE303	Calculated Factors - CE30	24	3504
UPCE40S	Sorted Manpower Extract	216	3456
UPCD454	Project Authorized Spaces Count	24	960
UPCE60S	Sorted Workload Feeder Work File	104	3432
UPCE712	Monthly LPE Functional/Organization Work File	104	3432
UPCE713	Monthly LPE Division Functional/Organization Work File	104	3432
UPCE72S	Sorted Monthly LPE Functional/Organization Work File	104	3432
UPCE732	Monthly LPE Division Functional/Organization Work File	104	3432

FILE ID NUMBER	TITLE	RECORD LENGTH	BLOCK SIZE
UPCE74S	Sorted Monthly LPE Division/Functional Work File	104	3432
UPCE75S	Sorted LPE Division/Functional/Organization Work File	104	3432
UPCE811	Floating Quarter Data	64	3456
UPCE812	DSSIAL Extract	104	3432
UPCE82S	Sorted Floating Quarter Data	64	3456
UPCE84S	Sorted Summary/Organization Work File	104	3432
UPCE86S	Sorted Summary Workload Extract	104	3432
UPCE871	DSSIAL Work Data	152	3496
UPCE872	DSSIAL Control Headers	152	3496
UPCE90S	Monthly Sorted JO/PO Transaction	368	3312

1.2 COST/PERFORMANCE FILES SUMMARY

1.2.1 DCASR TRANSMITTED APCAPS INPUT - UPCA000

FILE SUMMARY

FILE NAME:	DCASR Transmitted APCAPS Input
FILE INDEX NUMBER:	UPCA000
PURPOSE:	To consolidate all APCAPS data transmitted via AUTODIN.
RECORD SIZE:	80 Bytes/Character Display
BLOCK SIZE:	800 Bytes/Character Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Random
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

Record 1

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC "UPAUTODN"	8 A	1-8
(Blank Field)	2 AN	9-10
SCHEDULE CODE	1 AN	11
(Blank Field)	2 AN	12-13
APCAPS SCHEDULE	56 AN	14-69
AUTODIN MESSAGE CONTROL	11 AN	70-80
DIC	3 A	81-83
CARD IMAGE	77 AN	84-160

1.2.1 DCASR TRANSMITTED APCAPS INPUT - UPCA000 (CONT'D)

Record 2

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC	3 A	1-3
CARD IMAGE	77 AN	4-80

1.2.2 BACKUP - UPCA001

FILE SUMMARY

FILE NAME:	Backup
FILE INDEX NUMBER:	UPCA001
PURPOSE:	To be used if a rerun is desired on all data input. This file contains all the card image input to the APCAP System.
RECORD SIZE:	80 Bytes/Characters Display
BLOCK SIZE:	800 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Random
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80

1.2.3 UNLABELED TAPE - UPCA002

FILE SUMMARY

FILE NAME:	Unlabeled Tape
FILE INDEX NUMBER:	UPCA002
PURPOSE:	To provide unlabeled tape input to APCAP System.
RECORD SIZE:	80 Bytes/Characters Display
BLOCK SIZE:	800 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Random
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCA001.

1.2.4 ROTATING APCAPS INPUT - UPCA003

FILE SUMMARY

FILE NAME:	Rotating APCAPS Input
FILE INDEX NUMBER:	UPCA003
PURPOSE:	A holding data set for DCASR transmitted APCAPS input.
RECORD SIZE:	80 Bytes/Character Display
BLOCK SIZE:	800 Bytes/Character Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Random
SUPPLEMENTAL DESCRIPTION:	Record layout is same as UPCA000.

1.2.5 PERSONNEL MISCELLANEOUS - UPCA014

FILE SUMMARY

FILE NAME:	Personnel Miscellaneous
FILE INDEX NUMBER:	UPCA014
PURPOSE:	Carries personnel data to the Personnel Subsystem.
RECORD SIZE:	80 Bytes/Characters Display
BLOCK SIZE:	1680 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Random
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80

NOTE: JY_s with Cancel/Correction Code A, B, D or E in cc 74 and YKD, YKE, YKF and YKG. YKM, YKP and YKQ depending on schedule.

1.2.6 SORTED HISTORY CANCEL/CORRECTION - UPCA03S

FILE SUMMARY

FILE NAME:	Sorted History Cancel/Correction
FILE INDEX NUMBER:	UPCA03S
PURPOSE:	To sort the Cancel/Correction History (UPCA014) File before it is used as input to the validation program UPCA04.
RECORD SIZE:	80 Bytes/Characters Display
BLOCK SIZE:	1680 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Account Number - Personnel Action Code Date - Transaction Date - Personnel Action Code - Document Identifier Code
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80

NOTE: Sorted to SSN, PAC EFF DTE, TR DTE, PAC and DIC.

1.2.7 CANCELLATION CORRECTION HISTORY EXPANDED - UPCA041

FILE SUMMARY

FILE NAME:	Cancellation Correction History Expanded
FILE INDEX NUMBER:	UPCA041
PURPOSE:	A formatted Cancel/Correction History File to be used in programs within the Personnel Subsystem.
RECORD SIZE:	275 Bytes/Characters Display
BLOCK SIZE:	2750 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Account Number - Personnel Action Code Date - Transaction Date - Personnel Action Code - Document Identifier Code
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	2 AN	1-2
ACTIV	2 AN	3-4
ORG	5 AN	5-9
(Blank Field)	1 AN	10
SSAN	9 AN	11-19
PAC	5 AN	20-24
PAC-EFF-DT	6 AN	25-30
YY	2 AN	(25-26)
MM	2 AN	(27-28)
DD	2 AN	(29-30)
CANCEL/CORR	1 AN	31

1.2.7 CANCELLATION CORRECTION HISTORY EXPANDED - UPCA041 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
TRANS-DT	6 AN	32-37
YY	2 AN	(32-33)
MM	2 AN	(34-35)
DD	2 AN	(36-37)
REV-SSAN	9 AN	38-46
DOB	6 AN	47-52
YY	2 AN	(47-48)
MM	2 AN	(49-50)
DD	2 AN	(51-52)
NAME	27 AN	53-79
(Blank Field)	19 AN	80-98
STEP	2 N	99-100
PERSONNEL ACTION DESCRIPTION	45 AN	101-145
BASIC PAY (2 Decimals)	7 N	146-152
HRLY-RT (2 Decimals)	4 N	153-156
RET-SYS	1 AN	157
(Blank Field)	29 AN	158-186
WK SCHED	1 AN	187
(Blank Field)	8 AN	188-196
SPEC-PROG-ID	2 AN	197-198
(Blank Field)	77 AN	199-275

1.2.8 PAY, COST, MAR AND PERSONNEL DATA - UPCA051

FILE SUMMARY

FILE NAME:	Pay, Cost, MAR and Personnel Data
FILE INDEX NUMBER:	UPCA051
PURPOSE:	This file contains all Cost Card input and Payroll Card input to be validated to the Master Account Record File.
RECORD SIZE:	80 Bytes/Characters Display
BLOCK SIZE:	1680 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Random
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCA001.

1.2.9 COST TRANSACTION ERRORS - UPCA052

FILE SUMMARY

FILE NAME:	Cost Transaction Errors
FILE INDEX NUMBER:	UPCA052
PURPOSE:	Carries Cost Validation Errors.
RECORD SIZE:	128 Bytes/Characters Display
BLOCK SIZE:	3456 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Random
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCA153.

1.2.10 PAY, PERSONNEL AND VALID COST, MAR - UPCA053

FILE SUMMARY

FILE NAME:	Pay, Personnel and Valid Cost, MAR
FILE INDEX NUMBER:	UPCA053
PURPOSE:	This file contains both Payroll and Cost Data Transaction.
RECORD SIZE:	128 Bytes/Characters Display
BLOCK SIZE:	3456 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Random
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

YEA

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YEA	3 A	1-3
CARD IMAGE	77 AN	4-80
SORT KEY	43 AN	81-114
ACT CODE	2 A	(81-82)
(Blank Field)	3 AN	(83-85)
ORG CODE	5 A	(86-90)
SUB COST CODE	9 AN	(91-99)
DLA COST CODE	5 AN	(91-95)
ZERO	1 AN	(96)
ZEROS	3 AN	(97-99)
ZEROS	4 AN	(100-103)
(Blank Field)	6 AN	(104-109)
Zeros	4 AN	(110-113)
"B" ST KEY	1 AN	(114)
(Blank Field)	14 AN	115-128

1.2.10 PAY, PERSONNEL AND VALID COST, MAR - UPCA053 (CONT'D)

YEC, YKP, YKQ, YKM

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YEC, YKP, YKQ, YKM	3 A	1-3
CARD IMAGE	77 AN	4-80
SORT KEY	43 AN	81-114
ACT CD	2 A	(81-82)
(Blank Field)	3 AN	(83-85)
(Blank Field)	5 A	(86-90)
SUB COST CODE	9 AN	(91-99)
Zeros	5 AN	(91-95)
Zero	1 AN	(96)
Zeros	3 AN	(97-99)
Zeros	4 AN	(100-103)
(Blank Field)	6 AN	(104-109)
Zeros	4 AN	(110-113)
"B" ST KEY	1 A	(114)
(Blank Field)	14 AN	115-128

1.2.10 PAY, PERSONNEL AND VALID COST, MAR - UPCA053 (CONT'D)

YEP, YFA, YJG, YKA

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YEP, YFA, YJG, YKA	3 AN	1-3
CARD IMAGE	77 AN	4-80
SORT KEY	43 AN	81-114
ACT CD	2 A	(81-82)
(Blank Field)	3 AN	(83-85)
ORG CODE	5 A	(86-90)
SUB COST CODE	9 AN	(91-99)
DLA COST CODE	5 AN	(91-95)
LAB TYPE	1 AN	(96)
FCTL ID	3 AN	(97-99)
ZEROS	4 AN	(100-103)
(Blank Field)	6 AN	(104-109)
ZEROS	4 AN	(110-113)
"B" ST KY	1 AN	(114)
(Blank Field)	14 AN	115-128

1.2.10 PAY, PERSONNEL AND VALID COST, MAR - UPCA053 (CONT'D)

YEQ, YF_, YJ_, YG_

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YEQ, YF_, YJ_, YG_	3 A	1-3
CARD IMAGE	77 AN	4-80
SORT KEY	34 AN	81-114
(Blank Field)	2 A	(81-82)
(Blank Field)	3 AN	(83-85)
(Blank Field)	5 A	(86-90)
Zeros	13 AN	(91-103)
(Blank Field)	6 AN	(104-109)
Zeros	4 AN	(110-113)
"B" ST KEY	1 A	(114)
(Blank Field)	14 AN	115-128

COMMENT: Except YFA, YKA, YJA, YJG, YKP, YKQ, YFZ.

1.2.10 PAY, PERSONNEL AND VALID COST, MAR - UPCA053 (CONT'D)

YHA

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YHA	3 AN	1-3
CARD IMAGE	77 AN	4-80
SORT KEY	34 AN	81-114
ACTIVITY CODE	2 A	(81-82)
(Blank Field)	3 AN	(83-85)
ORG CODE	5 A	(86-90)
SUBSIDIARY COST CODE	9 N	(91-99)
(Blank Field)	10 AN	(100-109)
JULIAN DATE	4 N	(110-113)
ST KEY "A"	1 AN	(114)
ST GEN CD "X"	1 AN	115
(Blank Field)	13 AN	116-128

1.2.10 PAY, PERSONNEL AND VALID COST, MAR - UPCA053 (CONT'D)

YHB

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YHB	3 AN	1-3
CARD IMAGE	77 AN	4-80
SORT KEY	34 AN	81-114
KEY 1 "1"	1 N	(81)
ACTIVITY CODE	2 A	(82-83)
KEY 2 "1"	1 N	(84)
(Blank Field)	5 AN	(85-89)
KEY 3 "0"	1 N	(90)
ZEROS	9 N	(91-99)
KEY 4 "0"	1 N	(100)
ZEROS	4 N	(101-104)
DIC	3 AN	(105-107)
JULIAN DATE	4 N	(108-111)
MAINT CD	1 A	(112)
(Blank Field)	2 AN	(113-114)
(Blank Field)	14 AN	115-128

1.2.10 PAY, PERSONNEL AND VALID COST, MAR - UPCA053 (CONT'D)

YHC, KEY 3 "1"

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YHC	3 AN	1-3
CARD IMAGE	77 AN	4-80
SORT KEY	34 AN	81-114
KEY 1 "1"	1 N	(81)
ACTIVITY CODE	2 A	(82-83)
KEY 2 "4"	1 N	(84)
DLA COST CODE	5 N	(85-89)
KEY 3 "1"	1 N	(90)
ZEROS	9 N	(91-99)
KEY 4 "0"	1 N	(100)
ZEROS	4 N	(101-104)
DIC	3 AN	(105-107)
DATE	4 N	(108-111)
MAINT CD	1 A	(112)
(Blank Field)	2 AN	(113-114)
(Blank Field)	14 AN	115-128

1.2.10 PAY, PERSONNEL AND VALID COST, MAR - UPCA053 (CONT'D)

YHC, KEY 3 "2"

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YHC	3 AN	1-3
CARD IMAGE	77 AN	4-80
SORT KEY	34 AN	81-114
KEY 1 "1"	1 N	(81)
ACTIVITY CODE	2 A	(82-83)
KEY 2 "4"	1 N	(84)
DLA COST CODE	5 N	(85-89)
KEY 3 "2"	1 N	(90)
ZEROS	9 N	(91-99)
KEY 4 "0"	1 N	(100)
ZEROS	4 N	(101-104)
DIC	3 AN	(105-107)
DATE	4 N	(108-111)
MAINT CD	1 A	(112)
(Blank Field)	2 AN	(113-114)
(Blank Field)	14 AN	115-128

1.2.10 PAY, PERSONNEL AND VALID COST, MAR - UPCA053 (CONT'D)

YHD, KEY 3 "0"

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YHD	3 AN	1-3
CARD IMAGE	77 AN	4-80
SORT KEY	34 AN	81-114
KEY 1 "1"	1 N	(81)
ACTIVITY CODE	2 A	(82-83)
KEY 2 "6"	1 N	(84)
ORG CODE	5 A	(85-89)
KEY 3 "0"	1 N	(90)
ZEROS	9 N	(91-99)
KEY 4 "0"	1 N	(100)
ZEROS	4 N	(101-104)
DIC	3 AN	(105-107)
JULIAN DATE	4 N	(108-111)
MAINT CD	1 A	(112)
(Blank Field)	2 AN	(113-114)
(Blank Field)	14 AN	115-128

1.2.10 PAY, PERSONNEL AND VALID COST, MAR - UPCA053 (CONT'D)

YHD, KEY 4 "0"

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YHD	3 AN	1-3
CARD IMAGE	77 AN	4-80
SORT KEY	34 AN	81-114
KEY 1 "1"	1 N	(81)
ACTIVITY CODE	2 A	(82-83)
KEY 2 "6"	1 N	(84)
ORG CODE	5 A	(85-89)
KEY 3 "1"	1 N	(90)
SUBSIDIARY COST CODE	9 N	(91-99)
KEY 4 "0"	1 N	(100)
ZEROS	4 N	(101-104)
DIC	3 AN	(105-107)
JULIAN DATE	4 N	(108-111)
MAINT CD	1 A	(112)
(Blank Field)	2 AN	(113-114)
(Blank Field)	14 AN	115-128

1.2.10 PAY, PERSONNEL AND VALID COST, MAR - UPCA053 (CONT'D)

YHD, KEY 4 "1"

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YHD	3 AN	1-3
CARD IMAGE	77 AN	4-80
SORT KEY	34 AN	81-114
KEY 1 "1"	1 N	(81)
ACTIVITY CODE	2 A	(82-83)
KEY 2 "6"	1 N	(84)
ORG CODE	5 A	(85-89)
KEY 3 "1"	1 N	(90)
SUBSIDIARY COST CODE	9 N	(91-99)
KEY 4 "1"	1 N	(100)
PERF STD NO	4 N	(101-104)
DIC	3 AN	(105-107)
JULIAN DATE	4 N	(108-111)
MAINT CD	1 A	(112)
(Blank Field)	2 AN	(113-114)
(Blank Field)	14 AN	115-128

1.2.10 PAY, PERSONNEL AND VALID COST, MAR - UPCA053 (CONT'D)

YHE

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YHE	3 AN	1-3
CARD IMAGE	77 AN	4-80
SORT KEY	34 AN	81-114
ACTIVITY CODE	2 A	(81-82)
(Blank Field)	21 AN	(83-103)
JOB ORDER NO	6 AN	(104-109)
JULIAN DATE	4 N	(110-113)
ST KEY "D"	1 AN	(114)
(Blank Field)	14 AN	115-128

1.2.10 PAY, PERSONNEL AND VALID COST, MAR - UPCA053 (CONT'D)

YHF

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YHF	3 AN	1-3
CARD IMAGE	77 AN	4-80
SORT KEY	34 AN	81-114
ACTIVITY CODE	2 A	(81-82)
(Blank Field)	3 AN	(83-85)
ORG CODE ASSIGN'D OR OTA	5 A	(86-90)
BLANK OR SUB COST CODE OTA	9 N	(91-99)
(Blank Field)	4 AN	(100-103)
JOB ORDER NO	6 AN	(104-109)
JULIAN DATE	4 N	(110-113)
ST KEY "F"	1 A	(114)
B OR L	1 A	115
TIE KEY OR BLANK	6 N	116-121
VALID CD Y	1 N	122
(Blank Field)	6 AN	123-128

1.2.10 PAY, PERSONNEL AND VALID COST, MAR - UPCA053 (CONT'D)

YHG

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YHG	3 AN	1-3
CARD IMAGE	77 AN	4-80
SORT KEY	34 AN	81-114
ACTIVITY CODE	2 A	(81-82)
(Blank Field)	3 AN	(83-85)
ORG CODE	5 A	(86-90)
SUB COST CODE	9 AN	(91-99)
DLA COST CODE	5 AN	(91-95)
LAB TYP	1 AN	(96)
FCTL ID	3 AN	(97-99)
(Blank Field)	10 AN	(100-109)
JULIAN DATE	4 N	(110-113)
KEY "E"	1 AN	(114)
(Blank Field)	14 AN	115-128

1.2.10 PAY, PERSONNEL AND VALID COST, MAR - UPCA053 (CONT'D)

YHH

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YHH	3 AN	1-3
CARD IMAGE	77 AN	4-80
SORT KEY	34 AN	81-114
ACTIVITY CODE	2 A	(81-82)
(Blank Field)	3 AN	(83-85)
ORG CODE	5 A	(86-90)
SUB COST CODE	9 AN	(91-99)
DLA COST CODE	5 AN	(91-95)
LAB TYP	1 AN	(96)
FCTL ID	3 AN	(97-99)
(Blank Field)	4 AN	(100-103)
JOB ORDER NO	6 AN	(104-109)
JULIAN DATE	4 N	(110-113)
KEY "G"	1 A	(114)
(Blank Field)	14 AN	115-128

1.2.10 PAY, PERSONNEL AND VALID COST, MAR - UPCA053 (CONT'D)

YHJ

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YHJ	3 AN	1-3
CARD IMAGE	77 AN	4-80
SORT KEY	34 AN	81-114
ACTIVITY CODE	2 A	(81-82)
(Blank Field)	3 AN	(83-85)
ORG CODE	5 A	(86-90)
SUB COST CODE	9 AN	(91-99)
DLA COST CODE	5 AN	(91-95)
LAB TYP	1 AN	(96)
FCTL ID	3 AN	(97-99)
(Blank Field)	10 AN	(100-109)
JULIAN DATE	4 N	(110-113)
KEY "H"	1 AN	(114)
(Blank Field)	14 AN	115-128

1.2.10 PAY, PERSONNEL AND VALID COST, MAR - UPCA053 (CONT'D)

YHK

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YHK	3 AN	1-3
CARD IMAGE	77 AN	4-80
SORT KEY	34 AN	81-114
ACTIVITY CODE	2 A	(81-82)
(Blank Field)	3 AN	(83-85)
ORG CODE (FROM OR TO)	5 A	(86-90)
SUB COST CODE (FROM OR TO)	9 AN	(91-99)
DLA COST CODE	5 AN	(91-95)
LAB TYP	1 AN	(96)
FCTL ID	3 AN	(97-99)
(Blank Field)	10 AN	(100-109)
JULIAN DATE	4 N	(110-113)
KEY "J"	1 AN	(114)
F/T	1 A	115
TIE KEY	6 N	116-121
VALID CD Y	1 N	122
(Blank Field)	5 AN	123-127
MAR FLAG	1 A	128

1.2.10 PAY, PERSONNEL AND VALID COST, MAR - UPCA053 (CONT'D)

YHL

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YHL	3 AN	1-3
CARD IMAGE	77 AN	4-80
SORT KEY	34 AN	81-114
(Blank Field)	29 AN	(81-109)
JULIAN DATE	4 N	(110-113)
ST KEY "C"	1 AN	(114)
(Blank Field)	14 AN	115-128

1.2.10 PAY, PERSONNEL AND VALID COST, MAR - UPCA053 (CONT'D)

YHM

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YHM	3 AN	1-3
CARD IMAGE	77 AN	4-80
SORT KEY	34 AN	81-114
ACTIVITY CODE	2 A	(81-82)
(Blank Field)	31 AN	(83-113)
ST KEY "K"	1 AN	(114)
(Blank Field)	14 AN	115-128

1.2.10 PAY, PERSONNEL AND VALID COST, MAR - UPCA053 (CONT'D)

YHQ

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YHQ	3 AN	1-3
CARD IMAGE	77 AN	4-80
SORT KEY	34 AN	81-114
ACTIVITY CODE	2 A	(81-82)
(Blank Field)	8 AN	(83-90)
DLA COST CODE	5 N	(91-95)
ZEROS	8 N	(96-103)
(Blank Field)	6 AN	(104-109)
JULIAN DATE	4 N	(110-113)
KEY "Q"	1 AN	(114)
(Blank Field)	14 AN	115-128

1.2.10 PAY, PERSONNEL AND VALID COST, MAR - UPCA053 (CONT'D)

YHR

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YHR	3 AN	1-3
CARD IMAGE	77 AN	4-80
SORT KEY	34 AN	81-114
ACTIVITY CODE	2 A	(81-82)
(Blank Field)	8 AN	(83-90)
DLA COST CODE	5 N	(91-95)
ZEROS	8 N	(96-103)
(Blank Field)	6 AN	(104-109)
JULIAN DATE	4 N	(110-113)
(Blank Field)	1 AN	(114)
(Blank Field)	14 AN	115-128

1.2.10 PAY, PERSONNEL AND VALID COST, MAR - UPCA053 (CONT'D)

YHX

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YHX	3 A	1-3
CARD IMAGE	77 AN	4-80
SORT KEY	34 AN	81-114
"1" KEY 1	1 AN	(81)
ACT CD	2 AN	(82-83)
"1" KEY 2	1 AN	(84)
(Blank Field)	5 AN	(85-89)
"1" KEY 3	1 AN	(90)
ZEROS	9 AN	(91-99)
"0" KEY 4	1 AN	(100)
ZEROS	4 AN	(101-104)
DIC	3 AN	(105-107)
JULIAN DATE	4 AN	(108-111)
(Blank Field)	1 AN	(112)
(Blank Field)	2 AN	(113-114)
(Blank Field)	14 AN	115-128

1.2.10 PAY, PERSONNEL AND VALID COST, MAR - UPCA053 (CONT'D)

YHY, 01 Card 1

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YHY	3 A	1-3
CARD IMAGE	77 AN	4-80
SORT KEY	34 AN	81-114
"0" KEY 1	1 AN	(81)
(Blank Field)	2 AN	(82-83)
"0" KEY 2	1 AN	(84)
(Blank Field)	5 AN	(85-89)
"0" KEY 3	1 AN	(90)
ZEROS	9 AN	(91-99)
"0" KEY 4	1 AN	(100)
ZEROS	4 AN	(101-104)
DIC	3 AN	(105-107)
(Blank Field)	4 AN	(108-111)
(Blank Field)	1 AN	(112)
(Blank Field)	2 AN	(113-114)
(Blank Field)	14 AN	115-128

COMMENT: 01 Card 1.

1.2.10 PAY, PERSONNEL AND VALID COST, MAR - UPCA053 (CONT'D)

YHY, 01 Card 2

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YHY	3 A	1-3
CARD IMAGE	77 AN	4-80
SORT KEY	34 AN	81-114
"0" KEY 1	1 AN	(81)
(Blank Field)	2 AN	(82-83)
"1" KEY 2	1 AN	(84)
(Blank Field)	5 AN	(85-89)
"0" KEY 3	1 AN	(90)
ZEROS	9 AN	(91-99)
"0" KEY 4	1 AN	(100)
ZEROS	4 AN	(101-104)
DIC	3 AN	(105-107)
(Blank Field)	4 AN	(108-111)
(Blank Field)	1 AN	(112)
(Blank Field)	2 AN	(113-114)
(Blank Field)	14 AN	115-128

COMMENT: 01 Card 2.

1.2.10 PAY, PERSONNEL AND VALID COST, MAR - UPCA053 (CONT'D)

YHY, 01 Card 3

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YHY	3 A	1-3
CARD IMAGE	77 AN	4-80
SORT KEY	34 AN	81-114
"0" KEY 1	1 N	(81)
(Blank Field)	2 AN	(82-83)
"2" KEY 2	1 N	(84)
(Blank Field)	5 AN	(85-89)
"0" KEY 3	1 N	(90)
ZEROS	9 AN	(91-99)
"0" KEY 4	1 N	(100)
ZEROS	4 N	(101-104)
DIC	3 AN	(105-107)
(Blank Field)	4 AN	(108-111)
(Blank Field)	1 AN	(112)
(Blank Field)	2 AN	(113-114)
(Blank Field)	14 AN	115-128

1.2.10 PAY, PERSONNEL AND VALID COST, MAR - UPCA053 (CONT'D)

YHZ, 02 Card 1

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YHZ	3 A	1-3
CARD IMAGE	77 AN	4-80
SORT KEY	34 AN	81-114
"1" KEY 1	1 AN	(81)
ACT CODE	2 AN	(82-83)
"2" KEY 2	1 AN	(84)
(Blank Field)	5 AN	(85-89)
"0" KEY 3	1 AN	(90)
ZEROS	9 AN	(91-99)
"0" KEY 4	1 AN	(100)
ZEROS	4 AN	(101-104)
DIC	3 AN	(105-107)
(Blank Field)	4 AN	(108-111)
(Blank Field)	1 AN	(112)
(Blank Field)	2 AN	(113-114)
(Blank Field)	14 AN	115-128

COMMENT: 02 Card 1

1.2.10 PAY, PERSONNEL AND VALID COST, MAR - UPCA053 (CONT'D)

YHZ, 02 Card 2

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YHZ	3 A	1-3
CARD IMAGE	77 AN	4-80
SORT KEY	34 AN	81-114
"1" KEY 1	1 AN	(81)
ACT CODE	2 AN	(82-83)
"3" KEY 2	1 AN	(84)
(Blank Field)	5 AN	(85-89)
"0" KEY 3	1 AN	(90)
ZEROS	9 AN	(91-99)
"0" KEY 4	1 AN	(100)
ZEROS	4 AN	(101-104)
DIC	3 AN	(105-107)
(Blank Field)	4 AN	(108-111)
~~(Blank Field)~~	1 AN	(112)
(Blank Field)	2 AN	(113-114)
(Blank Field)	14 AN	115-128

COMMENT: 02 Card 2

1.2.10 PAY, PERSONNEL AND VALID COST, MAR - UPCA053 (CONT'D)

YJA

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YJA	3 A	1-3
CARD IMAGE	77 AN	4-80
SORT KEY	34 AN	81-114
ACT CD	2 A	(81-82)
(Blank Field)	3 AN	(83-85)
ORG CODE	5 A	(86-90)
SUB COST CODE	9 AN	(91-99)
ZEROS	5 AN	(91-95)
ZERO	1 AN	(96)
ZEROS	3 AN	(97-99)
ZERO	4 AN	(100-104)
(Blank Field)	6 AN	(105-109)
ZEROS	4 AN	(110-113)
"B" ST KEY	1 A	(114)
(Blank Field)	14 AN	115-128

1.2.11 SORTED PAYROLL AND COST DATA - UPCA10S

FILE SUMMARY

FILE NAME:	Sorted Payroll and Cost Data
FILE INDEX NUMBER:	UPCA10S
PURPOSE:	To provide Cost and Payroll data in the proper sequence for file maintenance and validation.
RECORD SIZE:	128 Bytes/Characters Display
BLOCK SIZE:	3456 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Organization Code - Subsidiary Cost Code - Performance Standard Number - Job Order Number - Julian Date - Sort Key Master Account Record update documents contain unique Sort Keys.
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCA053.

1.2.12 MASTER ACCOUNT RECORD - UPCA12M

FILE SUMMARY

FILE NAME:	Master Account Record
FILE INDEX NUMBER:	UPCA12M
PURPOSE:	This file provides the system with titles (organization, unit of measure, Subsidiary Cost Code, etc.), acceleration rates, etc. for processing.
RECORD SIZE:	96 Bytes/Characters Display
BLOCK SIZE:	3456 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Organization Code - Subsidiary Cost Code - Performance Standard Number

SUPPLEMENTAL DESCRIPTION:

There are eleven unique records making up this file, i.e.,

a. Two Payroll Office Records with internal keys of 02 and 03. These records contain the Pay Office Title, Address, Activity Identification Number, Activity Abbreviation and Service Code. These two records are mandatory.

b. Report Frequency Selector with an internal key of 11. This record contains report indicators to trigger cost output products desired; activity abbreviation, appropriation subhead, and serial number. This is the first record of each activity.

c. Two Activity Records with internal keys of 12 and 13. These records contain the Activity Title and Address and Service Code.

d. A Personnel Record with an internal key of 15. This record contains data elements such as agency title and location of personnel folder.

e. A DLA Cost Code Record with an internal key of 21. This record lists a five digit DLA Cost Code, DLA Cost Code Title and other data.

f. A Summary Standard Record with an internal key of 23. This record contains a DLA Cost Code, a Work Unit Title, a Summary Standard and a Deviation Control Percentage.

1.2.12 MASTER ACCOUNT RECORD - UPCA12M (CONT'D)

g. An Organization Level Record with an internal key of 30, 32, 34, 36 or 38. This record is, essentially, a summary-type record outlining an Organizational Level Code, a Master Title, whether Daily Labor Production Effectivness Reports are required; and the overhead-percentage factor, if any are applicable at the directorate/division level.

h. A Subsidiary Cost Code Level Record with an internal key of 40. This record carries Subsidiary Cost Code title and other data.

i. A performance Standard Record, with an internal key of 42. This record carries certain standard information pertinent to a Performance Standard Number associated with a particular Subsidiary Cost Code (see subparagraph h above).

FILE RECORD LAYOUT

Record 1

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	19 AN	1-19
ISSUE AGENT NUMBER	11 AN	20-30
ACTIVITY TITLE	41 AN	31-71
ACTIVITY IDENTIFICATION NUMBER	11 AN	72-82
ACTIVITY ABBR	5 A	83-87
(Blank Field)	7 AN	88-94
MAR KEY 02	2 N	95-96

1.2.12 MASTER ACCOUNT RECORD - UPCA12M (CONT'D)

Record 2

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	10 AN	1-10
M-DO-AREA-CD	3 N	11-13
DISBURSING OFFICE TELEPHONE NUMBER	7 N	14-20
PAYROLL OFFICE AREA CODE	3 N	21-23
PAYROLL OFFICE TELEPHONE NUMBER	7 N	24-30
PAYROLL OFFICE STREET	24 AN	31-53
PAYROLL OFFICE CITY	17 AN	54-71
P.O. STATE	2 AN	72-73
PAYROLL OFFICE ZIP CODE	5 N	74-78
PAYROLL OFFICE NUMBER	10 AN	79-88
ARMY AGENCY	2 N	(79-80)
PAYROLL ACCOUNTS SERVICED	2 N	(81-82)
D.O. SYMBOL NUMBER	6 N	(83-88)
SERVICE CODE	1 A	89
(Blank Field)	5 AN	90-94
MAR KEY 03	2 N	95-96

1.2.12 MASTER ACCOUNT RECORD - UPCA12M (CONT'D)

Report Frequency Selector

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 A	1-2
(Blank Field)	3 AN	3-5
SERIAL NUMBER	3 N	6-8
(Blank Field)	24 AN	9-32
REPORT FREQUENCY SELECTORS	45 AN	33-50
ADV MIL PERS EXP	1 AN	(33)
PR COST CERT	1 AN	(34)
PROG DATA DIMES	1 AN	(35)
WL-FEEDER	1 AN	(36)
RCS 1174	1 AN	(37)
RCS-48-PRINT	1 AN	(38)
RCS-48-PUNCH	1 AN	(39)
SF113G-RPT	1 AN	(40)
QTR-DT-MGRL	1 AN	(41)
RESERVED	9 AN	(42-50)
(Blank Field)	27 AN	51-77
DEPT AGENCY	3 A	78-80
ACTIVITY ABBREV	5 A	81-85
SUBHEAD	4 N	86-89
ACTION DATE	4 N	90-93
MAINT CODE	1 A	94
MAR KEY 11	2 N	95-96

1.2.12 MASTER ACCOUNT RECORD - UPCA12M (CONT'D)

Activity Address 1

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACT CD	2 A	1-2
(Blank Field)	28 AN	3-30
ACTIVITY TITLE	41 AN	31-71
(Blank Field)	23 AN	72-94
MAR KEY 12	2 N	95-96

1.2.12 MASTER ACCOUNT RECORD - UPCA12M (CONT'D)

Activity Address 2

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACT CD	2 A	1-2
(Blank Field)	28 AN	3-30
ACTIVITY STREET	24 AN	31-54
ACTIVITY CITY	17 AN	55-71
ACTIVITY STATE	2 A	72-73
ACTIVITY ZIP CODE	5 N	74-78
(Blank Field)	8 AN	79-86
SERVICE CD	1 A	87
(Blank Field)	7 AN	88-94
MAR KEY 13	2 N	95-96

1.2.12 MASTER ACCOUNT RECORD - UPCA12M (CONT'D)

Personnel

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 A	1-2
(Blank Field)	26 AN	3-28
MAR AGENCY/DEPT TITLE	32 AN	29-60
(Blank Field)	1 AN	61
MAR SUBMITTING OFFICE	4 N	62-65
(Blank Field)	2 AN	66-67
MAR 201 ACT	2 A	68-69
RESERVED	2 AN	70-71
MAR 360 ACT	2 A	72-73
MAR AGENCY CODE	4 AN	74-77
(Blank Field)	12 AN	78-89
MAR ACTION DATE	4 N	90-93
MAINT CODE	1 A	94
MAR KEY 15	2 N	95-96

1.2.12 MASTER ACCOUNT RECORD - UPCA12M (CONT'D)

DLA Cost Code

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACT CD	2 A	1-2
(Blank Field)	3 AN	3-5
DLA COST CODE	5 N	6-10
(Blank Field)	18 AN	11-28
DLA COST CODE TITLE	24 AN	29-52
(Blank Field)	37 AN	53-89
ACTION DATE	4 N	90-93
MAINT CODE	1 A	94
MAR KEY 21	2 N	95-96

1.2.12 MASTER ACCOUNT RECORD - UPCA12M (CONT'D)

Summary Standard

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 A	1-2
RESERVED	2 AN	3-4
(Blank Field)	1 AN	5
DLA COST CODE	5 N	6-10
(Blank Field)	18 AN	11-28
WORK UNIT TITLE	24 AN	29-52
(Blank Field)	16 AN	53-68
SUMMARY STANDARD (4 Decimals)	7 N	69-75
(Blank Field)	5 AN	76-80
DEVIATION CONTROL (2 Decimals)	2 N	81-82
(Blank Field)	7 AN	83-89
ACTION DATE YYMM	4 N	90-93
MAINT CODE	1 A	94
MAR KEY	2 N	95-96

1.2.12 MASTER ACCOUNT RECORD - UPCA12M (CONT'D)

Organization Level

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 A	1-2
(Blank Field)	3 AN	3-5
ORG CODE	5 A	6-10
PAY BLOCK	2 N	11-12
(Blank Field)	16 AN	13-28
ORGANIZATIONAL TITLE	24 AN	29-52
DEVIATION CONTROL (2 Decimals)	2 N	53-54
(Blank Field)	7 AN	55-61
WORKLOAD CARDS*	2 N	62-63
OVERHEAD PERCENT (3 Decimals)	3 N	64-66
OFFICE SYMBOL	6 A	67-72
DW CODE*	1 A	73
REPORT INDICATORS	15 AN	74-88
SCC LIST	1 AN	(74)
DET MH COST	1 AN	(75)
LPE WC	3 AN	(76-78)
DAILY	1 AN	(76)
WEEKLY	1 AN	(77)
MONTHLY	1 AN	(78)
SUM ORG	2 AN	(79-80)
WEEKLY	1 AN	(79)
MONTHLY	1 AN	(80)
FUNC ORG	2 AN	(81-82)
WKLY	1 AN	(81)
MNTHLY	1 AN	(82)
DIV SUM	2 AN	(83-84)
FUNC ORG	2 AN R	(83-84)
WKLY	1 AN	(83)
MTHLY	1 AN	(84)

1.2.12 MASTER ACCOUNT RECORD - UPCA12M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RESERVED	1 AN	(85)
RESERVED	1 AN	(86)
RESERVED	1 AN	(87)
RESERVED	1 AN	(88)
NEW-FLAG	1 AN	89
ACTION DATE	4 N	90-93
MAINT CODE	1 A	94
MAR KEY 30 to 38	2 N	95-96

COMMENTS: *MAR Key 30 only. (Spaces for MAR Keys 32-38.)

30 = Directorate
32 = Division
34 = Branch
36 = Section
38 = Unit

1.2.12 MASTER ACCOUNT RECORD - UPCA12M (CONT'D)

Subsidiary Cost Code

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACT CD	2 A	1-2
(Blank Field)	3 AN	3-5
ORG CODE	5 A	6-10
SUB COST CODE	9 N	11-19
(Blank Field)	9 AN	20-28
SUB COST CODE TITLE	24 AN	29-52
SUMMARY STANDARD KEY	5 N	53-57
(Blank Field)	31 AN	58-88
NEW-FLAG	1 AN	89
ACT DATE	4 AN	90-93
MAINT CODE	1 A	94
MAR KEY 40	2 N	95-96

1.2.12 MASTER ACCOUNT RECORD - UPCA12M (CONT'D)

Performance Standard

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 A	1-2
(Blank Field)	3 AN	3-5
ORG CODE	5 A	6-10
SUB COST CODE	9 N	11-19
PERF STD NO	4 N	20-23
WORK COUNT ID	5 AN	24-28
UNIT OF MEASURE TITLE	24 AN	29-52
PERF STD (4 Decimals)	7 N	53-59
PERF TYPE	1 N	60
WL-FLAG	1 AN	61
MIS-WU-ID	1 AN	62
(Blank Field)	26 AN	63-88
NEW FLAG	1 AN	89
ACTION DATE	4 N	90-93
MAINT CODE	1 A	94
MAR KEY 42	2 N	95-96

1.2.13 PAYROLL, PERSONNEL AND COST DATA - UPCA121

FILE SUMMARY

FILE NAME:	Payroll, Personnel and Cost Data
FILE INDEX NUMBER:	UPCA121
PURPOSE:	Contains Payroll, Personnel and Cost documents to be validated against the Master Account Record. Also contains documents to update the Job Order/Project Order Number Master File.
RECORD SIZE:	128 Bytes/Characters Display
BLOCK SIZE:	3456 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Organization Code - Subsidiary Cost Code - Performance Standard Number - Job Order Number - Julian Date - Sort Key
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCA053.

1.2.14 COST REGISTERS AND ERRORS - UPCA122

FILE SUMMARY

FILE NAME: Cost Registers and Errors

FILE INDEX NUMBER: UPCA122

PURPOSE: Carries Transaction Register, Validation Errors, Workload Card Records, MAR changes and MAR errors.

RECORD SIZE: 128 Bytes/Characters Display

BLOCK SIZE: 3456 Bytes/Characters Fixed Block Display

ACCESS METHOD: Sequential

SEQUENCE: Random

SUPPLEMENTAL DESCRIPTION: Record layout is same format as UPCA153.

1.2.15 AUTOMATIC MAR INQUIRIES - UPCA123

FILE SUMMARY

FILE NAME:	Automatic MAR Inquiries
FILE INDEX NUMBER:	UPCA123
PURPOSE:	To create a partial MAR Reference List of those organizations which have been updated in the MAR update process.
RECORD SIZE:	18 Bytes/Characters Display
BLOCK SIZE:	180 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity - Organization
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACT CD	2 A	1-2
ORG CODE	5 A	3-7
(Blank Field)	11 AN	8-18

1.2.16 JOB ORDER/PROJECT ORDER NUMBER MASTER FILE - UPCA15M

FILE SUMMARY

FILE NAME:	Job Order/Project Order Number Master File
FILE INDEX NUMBER:	UPCA15M
PURPOSE:	To provide a list of valid Job Order/Project Order Numbers.
RECORD SIZE:	24 Bytes/Characters Display
BLOCK SIZE:	3504 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Job Order/Project Order Number - Maintenance Code
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 A	1-2
RESERVED	2 AN	3-4
JOB ORDER/PROJECT ORDER NUMBER	6 AN	5-10
MAINT CD	1 AN	11
RPT FREQ SELECTORS	3 AN	12-14
JO-PO-D	1 AN	(12)
JO-PO-W	1 AN	(13)
JO-PO-M	1 AN	(14)
(Blank Field)	10 AN	15-24

1.2.17 PAY AND PERSONNEL DATA - UPCA15Q

FILE SUMMARY

FILE NAME:	Pay and Personnel Data
FILE INDEX NUMBER:	UPCA15Q
PURPOSE:	Contains Manpower, Personnel and Payroll data.
RECORD SIZE:	128 Bytes/Characters Display
BLOCK SIZE:	3456 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Random
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

(From UPCA01)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC	3 A	1-3
CARD IMAGE	77 AN	4-80
(Blank Field)	48 AN	81-128

COMMENTS: DICs YE_, YF_, YG_, YJ_, YK_. From UPCA01.

1.2.17 PAY AND PERSONNEL DATA - UPCA15Q (CONT'D)

(From UPCA15)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC	3 A	1-3
CARD IMAGE	71 AN	4-74
TRANSACTION DATE*	6 AN	75-80
YY	2 AN	(75-76)
MM	2 AN	(77-78)
DD	2 AN	(79-80)
SORT KEY	20 AN	81-100
PAC	5 N	(81-85)
SSN	9 N	(86-94)
PAC EFFECTIVE DATE	6 N	(95-100)
(Blank Field)	2 AN	101-102
BLK NR	2 AN	103-104
SERIAL NR	3 AN	105-107
ACT-ORG-CC-ERR	7 AN	108-114
COL FR	2 AN	(108-109)
COL TO	2 AN	(110-111)
ERR CODE	3 AN	(112-114)
SSN-ERR	7 AN	115-121
COL FR	2 AN	(115-116)
COL TO	2 AN	(117-118)
ERR CODE	3 AN	(119-121)
PAC-REM-ERR	7 AN	122-128
COL FR	2 AN	(122-123)
COL TO	2 AN	(124-125)
ERR CODE	3 AN	(126-128)

COMMENTS: DICs YEA, C, P, YKA, P, Q, M, YFA, YJ_. From UPCA15.

*Transaction date is the most minor key of sort key.

1.2.17 PAY AND PERSONNEL DATA - UPCA15Q (CONT'D)

(From UPAA54)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC	3 AN	1-3
CARD IMAGE	77 AN	4-80
SORT KEY	12 AN	81-92
PAC REMARK CODE	3 N	(81-83)
SSN	9 N	(84-92)
(Blank Field)	10 AN	93-102
BLK NR	2 AN	103-104
SERIAL NR	3 AN	105-107
ACT-ORG-CC-ERR	7 AN	108-114
COL FR	2 AN	(108-109)
COL TO	2 AN	(110-111)
ERR CODE	3 AN	(112-114)
SSN-ERR	7 AN	115-121
COL FR	2 AN	(115-116)
COL TO	2 AN	(117-118)
ERR CODE	3 AN	(119-121)
PAC-REM-ERR	7 AN	122-128
COL FR	2 AN	(122-123)
COL TO	2 AN	(124-125)
ERROR CODE	3 AN	(126-128)

COMMENTS: DICs YEA, C, P, YKA, P, Q, M, YFA, YJ_. From UPAA54.

1.2.18 COST DATA AND COST TRANSACTION REGISTER - UPCA15R

FILE SUMMARY

FILE NAME:	Cost Data and Cost Transaction Register
FILE INDEX NUMBER:	UPCA15R
PURPOSE:	Provides all input to the Cost/Performance Subsystem.
RECORD SIZE:	128 Bytes/Characters Display
BLOCK SIZE:	3456 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Organization Code - Subsidiary Cost Code - Performance Standard Number - Job Order Number - Julian Date - Sort Key
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCA053 and UPCA153.

1.2.19 MAR TRANSACTION REGISTER, ERRORS, INITIAL WORKLOAD CARDS - UPCA153

FILE SUMMARY

FILE NAME:	MAR Transaction Register, Errors, Initial Workload Cards
FILE INDEX NUMBER:	UPCA153
PURPOSE:	Carries Transaction Register, Validation Errors, the initial Workload Card Records, MAR changes and MAR errors.
RECORD SIZE:	128 Bytes/Characters Display
BLOCK SIZE:	3456 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Sort Code - Activity Code - DIC and Organization Code
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
COLM FROM	2 N	81-82
COLM TO	2 N	83-84
ERROR CODE	3 N	85-87
(Blank Field)	30 AN	88-117
SORT CODE	1 N	118
ACTIVITY CODE	2 A	119-120
DIC	3 AN	121-123
ORG CODE	5 A	124-128

1.2.20 SORTED TRANSACTION REGISTER, ERRORS, WORKLOAD CARDS - UPCA17S

FILE SUMMARY

FILE NAME:	Sorted Transaction Register, Errors, Workload Cards
FILE INDEX NUMBER:	UPCA17S
PURPOSE:	Carries Transaction Register, Validation Errors, Workload Card Records, MAR changes and MAR errors.
RECORD SIZE:	128 Bytes/Characters Display
BLOCK SIZE:	3456 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Report Code - Activity Code - DIC - Organization or Cost Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCA153.

1.2.21 SORTED COST DATA - UPCA20S

FILE SUMMARY

FILE NAME:	Sorted Cost Data
FILE INDEX NUMBER:	UPCA20S
PURPOSE:	To provide cost data for input to UPCA25 Job Order/Project Order Number Validation in the Proper sequence.
RECORD SIZE:	128 Bytes/Characters Display
BLOCK SIZE:	3456 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Job Order/Project Order Number - Tie-Key
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCA153. Note that all fields used as sequence keys do not exist in all records on this file. These records will be sorted on these positions and, if blank, will fall ahead of records with valid data. Problem programs subsequent to sort take this into account.

1.2.22 SUMMARY CHANGE DELETION ACTIONS - UPCA25Q

FILE SUMMARY

FILE NAME:	Summary Change Deletion Actions
FILE INDEX NUMBER:	UPCA25Q
PURPOSE:	To provide for subsequent file maintenance (Deletion Action) against the MAR.
RECORD SIZE:	80 Bytes/Characters Display
BLOCK SIZE:	1680 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Random
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YHD	3 AN	1-3
(Blank Field)	3 AN	4-6
ACTIVITY CODE	2 A	7-8
(Blank Field)	3 AN	9-11
ORG CODE	5 AN	12-16
SUB COST CODE	9 AN	17-25
(Blank Field)	45 AN	26-70
MAINT CODE	1 AN	71
CARD NR	1 AN	72
(Blank Field)	4 AN	73-76
DATE	4 AN	77-80

1.2.23 COST TRANSACTION REGISTER AND ERRORS - UPCA251

FILE SUMMARY

FILE NAME:	Cost Transaction Register and Errors
FILE INDEX NUMBER:	UPCA251
PURPOSE:	Carries Job Order/Project Order Number and Summary Manhour Error Transactions to UPCA80 for subsequent error processing.
RECORD SIZE:	128 Bytes/Characters Display
BLOCK SIZE:	3456 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Random
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
COLUMN FROM	2 N	81-82
COLUMN TO	2 N	83-84
ERROR CODE	3 N	85-87
(Blank Field)	27 AN	88-117
REPORT CODE	1 N	118
ACTIVITY	2 A	119-120
DIC	3 AN	121-123
ORG CODE	5 A	124-128

1.2.24 VALID COST DATA - UPCA252

FILE SUMMARY

FILE NAME:	Valid Cost Data
FILE INDEX NUMBER:	UPCA252
PURPOSE:	To provide Cost data for subsequent input to Detail History File Maintenance.
RECORD SIZE:	128 Bytes/Characters Display
BLOCK SIZE:	3456 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - and Job Order/Project Order Number
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

C Key A

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	2 AN	1-2
C KEY A	1 AN	3
CYCLE CODE	2 AN	4-5
DAILY DATE	5 N	6-10
SPECIAL HOLIDAYS	10 AN	11-20
HOLIDAY 1	5 AN	(11-15)
HOLIDAY 2	5 AN	(16-20)
M2-MD-OUT	1 AN	21
(Blank Field)	27 AN	22-48
JULIAN DATE	4 AN	49-52
(Blank Field)	76 AN	53-128

1.2.24 VALID COST DATA - UPCA252 (CONT'D)

C Key B (Rerun Request)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
C-KEY-B	1 AN	3
(Blank Field)	1 AN	4
RERUN CODE	1 N	5
RERUN REQUEST DATES	12 AN	6-17
YYMM	4 N	(6-9)
YYMM	4 N	(10-13)
YYMM	4 N	(14-17)
(Blank Field)	62 AN	18-79
Rerun Punch	1 AN	80
(Blank Field)	36 AN	81-116
RERUN ACTIVITY ABBR	5 AN	117-121
RERUN SERIAL	3 AN	122-124
RERUN SUBHEAD	4 AN	125-128

1.2.24 VALID COST DATA - UPCA252 (CONT'D)

C Key C (RF Selector - Activity Level)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
C-KEY-C	1 AN	3
(Blank Field)	53 AN	4-56
REPORT FREQUENCY SELECTORS	9 AN	57-65
ADV-48	1 AN	(57)
PR-COST CERT	1 AN	(58)
DATA-FOR DIMES	1 AN	(59)
WL-FEEDER	1 AN	(60)
RCS-1174	1 AN	(61)
RCS-48-PR	1 AN	(62)
RCS-48-PN	1 AN	(63)
SF 113G	1 AN	(64)
OT MGRL	1 AN	(65)
(Blank Field)	16 AN	66-81
ACTIVITY ABBR	5 AN	82-86
SER NO	3 AN	87-89
SUB HEAD	4 AN	90-93
(Blank Field)	34 AN	94-127
DoD-CODE	1 AN	128

1.2.24 VALID COST DATA - UPCA252 (CONT'D)

C Key C (RF Selector - ORG Level)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
C-KEY-C	1 AN	3
(Blank Field)	16 AN	4-19
ORG CODE	5 AN	20-24
D/W CODE	1 AN	25
(Blank Field)	103 AN	26-128

1.2.24 VALID COST DATA - UPCA252 (CONT'D)

C Key D

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
C KEY "D"	1 A	3
(Blank Field)	25 AN	4-28
JOB ORDER NO	6 AN	29-34
(Blank Field)	14 AN	35-48
JULIAN DATE	4 N	49-52
(Blank Field)	76 AN	53-128

1.2.24 VALID COST DATA - UPCA252 (CONT'D)

C Key E

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
C KEY "E"	1 A	3
(Blank Field)	2 AN	4-5
ORG CODE	5 A	6-10
SUB COST CODE	9 AN	11-19
DLA COST CODE	5 AN	(11-15)
LAB TYPE	1 AN	(16)
FCTL ID	3 AN	(17-19)
(Blank Field)	29 AN	(20-48)
JULIAN DATE	4 N	(49-52)
TRANS IND	1 AN	53
(Blank Field)	75 AN	54-128

1.2.24 VALID COST DATA - UPCA252 (CONT'D)

C Key F (Workload Processed)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
C-KEY-F	1 AN	3
(Blank Field)	2 AN	4-5
ORG CODE	5 AN	6-10
SUB COST CODE	9 AN	11-19
PERF STD NO	4 AN	20-23
WORK COUNT ID	5 AN	24-28
(Blank Field)	20 AN	29-48
JULIAN DATE	4 AN	49-52
DATE-IND	1 AN	53
UNIT-OF-MEASURE TITLE	24 AN	54-77
WORKLOAD PROCESSED	6 N	78-83
ADJ-IND	1 AN	84
REPL-IND	1 AN	85
STANDARD HOURS-ADJ	8 N	86-93
TRANS-IND	1 AN	94
(Blank Field)	20 AN	95-114
WL-RIC	3 AN	115-117
(Blank Field)	11 AN	118-128

1.2.24 VALID COST DATA - UPCA252 (CONT'D)

C Key G

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
C KEY "G"	1 A	3
(Blank Field)	2 AN	4-5
ORG CODE	5 A	6-10
SUB COST CODE	9 AN	11-19
DLA COST CODE	5 AN	(11-15)
LAB TYPE	1 AN	(16)
FCTL ID	3 AN	(17-19)
(Blank Field)	9 AN	20-28
JOB ORDER NO	6 AN	29-34
(Blank Field)	14 AN	35-48
JULIAN DATE	4 N	49-52
YEAR/MONTH AFFECTED	4 N	53-56
ELEMENT CODE	2 N	57-58
AMOUNT OF HRS/DOLLARS	8 N	59-66
ELEMENT CODE	2 N	67-68
AMOUNT OF HRS/DOLLARS	8 N	69-76
ELEMENT CODE	2 N	77-78
AMOUNT OF HRS/DOLLARS	8 N	79-86
ELEMENT CODE	2 N	87-88
AMOUNT OF HRS/DOLLARS	8 N	89-96
MHCC RIC	3 AN	97-99
(Blank Field)	29 AN	100-128

1.2.24 VALID COST DATA - UPCA252 (CONT'D)

C Key H

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
C KEY "H"	1 AN	3
(Blank Field)	2 AN	4-5
ORG CODE (FROM)	5 A	6-10
SUB COST CODE (FROM)	9 AN	11-19
DLA COST CODE	5 AN	(11-15)
LAB TYPE	1 AN	(16)
FCTL ID	3 AN	(17-19)
(Blank Field)	9 AN	20-28
LOW VALUE	6 AN	29-34
ORG CODE (TO)	5 A	35-39
SUB COST CODE (TO)	9 AN	40-48
DLA COST CODE	5 AN	(40-44)
LAB TYPE	1 AN	(45)
FCTL ID	3 AN	(46-48)
JULIAN DATE	4 N	49-52
JOB ORDER IND	1 A	53
(Blank Field)	75 AN	54-128

1.2.24 VALID COST DATA - UPCA252 (CONT'D)

C Key J (NONEXP-OUT)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACT CODE	2 AN	1-2
C KEY J	1 AN	3
(Blank Field)	2 AN	4-5
ORG-CD OUT	5 AN	6-10
SCC-OUT	9 AN	11-19
(Blank Field)	29 AN	20-48
DATE	4 AN	49-52
(Blank Field)	14 AN	53-66
PCTG-WORKED (2 Decimals)	6 NS	67-72
(Blank Field)	56 AN	73-128

1.2.24 VALID COST DATA - UPCA252 (CONT'D)

C Key L (LBREXC-OUT)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
C KEY L	1 AN	3
(Blank Field)	2 AN	4-5
ORG-CD OUT	5 AN	6-10
SCC-OUT	9 AN	11-19
SSN-OUT	9 AN	20-28
JO-NR OUT	6 AN	29-34
ORG-CD ASSND-OUT	5 AN	35-39
SCC-ASSD-OUT	9 AN	40-48
DATE	4 AN	49-52
NAME	31 AN	53-83
HOURS WRKD CD	1 AN	84
REG-MINS-WRKD	4 PS	85-87
OT-MINS-WRKD	4 PS	88-90
COMP-MINS-WRKD	4 PS	91-93
HOL-MINS-WRKD	4 PS	94-96
ANNUAL LEAVE - MINS	4 PS	97-99
SICK LEAVE - MINS	4 PS	100-102
OTHER LEAVE CD	1 AN	103
OTHER LEAVE MINS	4 P	104-106
REPL IND	1 AN	107
B/L CODE	1 AN	108

1.2.24 VALID COST DATA - UPCA252 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	20 AN	109-128

1.2.24 VALID COST DATA - UPCA252 (CONT'D)

C Key N

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
C KEY N	1 AN	3
(Blank Field)	7 AN	4-10
DLA COST CODE	5 AN	11-15
(Blank Field)	37 AN	16-52
DATE YYMM	4 AN	53-56
OBJECT CLASS FIELDS	60 AN	57-116
OC CD 1	3 AN	(57-59)
OC AMT 1	7 AN	(60-66)
OC CD 2	3 AN	(67-69)
OC AMT 2	7 AN	(70-76)
OC CD 3	3 AN	(77-79)
OC AMT 3	7 AN	(80-86)
OC CD 4	3 AN	(87-89)
OC AMT 4	7 AN	(90-96)
OC CD 5	3 AN	(97-99)
OC AMT 5	7 AN	(100-106)
OC CD 6	3 AN	(107-109)
OC AMT 6	7 AN	(110-116)
NLBR-RIC	3 AN	117-119
(Blank Field)	9 AN	120-128

READEX FICHE

1.2.24 VALID COST DATA - UPCA252 (CONT'D)

C Key Q (DSSIAL)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
C KEY "Q"	1 AN	3
(Blank Field)	16 AN	4-19
DLA COST CODE	5 AN	20-24
BASE-IND	1 AN	25
(Blank Field)	23 AN	26-48
JULIAN DATE	4 AN	49-52
DSSIAL BASE MONTHS	48 AN	53-100
BASE MNTH 1 YYMM	4	(53-56)
BASE MNTH 2 YYMM	4	(57-60)
BASE MNTH 3 YYMM	4	(61-64)
BASE MNTH 4 YYMM	4	(65-68)
BASE MNTH 5 YYMM	4	(69-72)
BASE MNTH 6 YYMM	4	(73-76)
BASE MNTH 7 YYMM	4	(77-80)
BASE MNTH 8 YYMM	4	(81-84)
BASE MNTH 9 YYMM	4	(85-88)
BASE MNTH 10 YYMM	4	(89-92)
BASE MNTH 11 YYMM	4	(93-96)
BASE MNTH 12 YYMM	4	(97-100)
DSSIAL RIC	3 AN	101-103
(Blank Field)	25 AN	104-128

1.2.24 VALID COST DATA - UPCA252 (CONT'D)

T-Key (PSN Transfer)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
T-KEY	1 AN	3
(Blank Field)	2 AN	4-5
ORG-CD-FROM	5 AN	6-10
SCC-FROM	9 AN	11-19
PSN FROM	4 AN	20-23
BOBS-HI-VALUE	5 AN	24-28
RAYS LO-VALUE	6 AN	29-34
(Blank Field)	14 AN	35-48
PSN DATE	4 AN	49-52
ORG-CD TO	5 AN	53-57
SCC-TO	9 AN	58-66
PSN TO	4 AN	67-70
TRANS-IND	1 AN	71
(Blank Field)	57 AN	72-128

1.2.24 VALID COST DATA - UPCA252 (CONT'D)

Key M, RCD NR "1"

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTY CD	2 AN	1-2
KEY "M"	1 AN	3
RCD NR "1"	1 N	4
TRANS IND	1 AN	5
(Blank Field)	14 AN	6-19
DLA COST CODE	5 N	20-24
(Blank Field)	24 AN	25-48
CORR DATE	4 N	49-52
CEILING DATA	48 AN	53-100
FTP	8 NS	(53-60)
PTP	8 NS	(61-68)
PTT	8 NS	(69-76)
FTT	8 NS	(77-84)
INTRMT	8 NS	(85-92)
MSH	8 NS	(93-100)
(Blank Field)	24 AN	101-124
TRANS DATE	4 N	125-128

COMMENTS: TRANS-IND

A - EPL-STR
B - STR-HRS
C - OT-HRS

1.2.24 VALID COST DATA - UPCA252 (CONT'D)

Key M, Card NR "2"

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTY CD	2 AN	1-2
KEY "M"	1 AN	3
CARD NR "2"	1 N	4
TRANS IND	1 AN	5
(Blank Field)	14 AN	6-19
DLA COST CODE	5 N	20-24
(Blank Field)	24 AN	25-48
CORR DATE YYMM	4 N	49-52
NONCEILING DATA	48 AN	53-100
SIS	8 NS	(53-60)
SEY	8 NS	(61-68)
WTO	8 NS	(69-76)
FJF	8 NS	(77-84)
OTHER	8 NS	(85-92)
EXTRA FIELD	8 NS	(93-100)
(Blank Field)	24 AN	101-124
TRANS DATE	4 N	125-128

COMMENTS: TRANS-IND

G - EMPL STR
H - STR HRS
I - OT HRS

1.2.25 LABOR EXCEPTION HEADERS - UPCA281

FILE SUMMARY

FILE NAME:	Labor Exception Headers
FILE INDEX NUMBER:	UPCA281
PURPOSE:	To generate Labor Exception Headers for new employees and cost changes.
RECORD SIZE:	80 Bytes/Characters Display
BLOCK SIZE:	3520 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	SSN
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC	3 AN	1-3
RIC	3 AN	4-6
EMPLOYEE NAME	31 A	7-37
ACT CD	2 A	38-39
SOCIAL SECURITY NUMBER	9 N	40-48
ORG CODE	5 A	49-53
SUBSIDIARY COST CODE	9 AN	54-62
ASGD SHIFT	1 N	63
TOUR OF DUTY	1 N	64
LEX FLAG	1 AN	65
(Blank Field)	15 AN	66-80

1.2.26 MANPOWER EXTRACT - UPCA282

FILE SUMMARY

FILE NAME:	Manpower Extract
FILE INDEX NUMBER:	UPCA282
PURPOSE:	Carries Manpower Extract Transactions to sort for subsequent processing.
RECORD SIZE:	216 Bytes/Characters Display
BLOCK SIZE:	3456 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	SSN
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
SERIAL NUMBER	3 AN	3-5
ORG CODE	5 AN	6-10
SUBSIDIARY COST CODE	9 N	11-19
SOCIAL SECURITY NUMBER	9 N	20-28
EMPLOYEE NAME	31 AN	29-59
TOUR OF DUTY	1 AN	60
ASGD SHIFT	1 AN	61
HOURLY RATE (2 Decimals)	4 NS	62-65
OVERTIME RATE (3 Decimals)	5 NS	66-70
POSITION NUMBER	9 AN	71-79
CLASS SERIES	5 AN	80-84

1.2.26 MANPOWER EXTRACT - UPCA282 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
AUTHORIZED	9 AN	85-93
GRADE/RANK	3 AN	(85-87)
SRV CODE	1 AN	(88)
PAY PLAN	2 AN	(89-90)
STAT POS	1 AN	(91)
ORG KEY	2 AN	(92-93)
INCUMBENT	12 AN	94-105
GRADE/RANK	3 AN	(94-96)
STEP	2 N	(97-98)
SRV CODE	1 AN	(99)
PAY PLAN CD	2 AN	(100-101)
WORK SCH	1 AN	(102)
STAT POS	1 AN	(103)
TYPE APPT	1 AN	(104)
DTL FLAG	1 AN	(105)
ENTRANCE ON DUTY DATE YYMMDD	6 AN	106-111
NEW FLAG	1 AN	112
COST CHNG	1 AN	113
RCD STAT	1 AN	114
DATE OF DEPARTURE YYMMDD	6 AN	115-120
MP CEILING CD	1 AN	121
CEILING CD	1 AN	122
POSITION TITLE	35 AN	123-157
TENURE GROUP	1 AN	158
DETAIL CD	1 AN	159
DTL ACT CODE	2 AN	160-161
DETAIL ORG CODE	5 AN	162-166
DETAIL SUBSIDIARY COST CODE	9 N	167-175
MP ACT CODE	2 AN	176-177
MP ORG CODE	5 AN	178-182

1.2.26 MANPOWER EXTRACT - UPCA282 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
MP CLASS SERIES	5 AN	183-187
MP DLA COST CODE	5 N	188-192
SORT KEY	9 AN	193-201
FILL CD	1 AN	(193)
AUTH CD	1 AN	(194)
CAT CODE	1 AN	(195)
SORT CODE	2 AN	(196-197)
GRADE	2 AN	(198-199)
STEP	2 AN	(200-201)
INC DLA OR MP DATA COST CODE	5 N	202-206
ACT/ORG FLAG	1 AN	207
GEOG LOCATION CODE	9 AN	208-216

1.2.27 NONSTANDARD EMPLOYEES - UPCA283

FILE SUMMARY

FILE NAME:	Nonstandard Employees
FILE INDEX NUMBER:	UPCA283
PURPOSE:	Extract Data Bank Records with Tour of Duty Code of V.
RECORD SIZE:	80 Bytes/Characters Display
BLOCK SIZE:	3520 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	SSN
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
ASSIGNED ORG CODE	5 AN	3-7
ASSIGNED SUBSIDIARY COST CODE	9 AN	8-16
SOCIAL SECURITY NUMBER	9 AN	17-25
EMPLOYEE NAME	31 AN	26-56
ASSIGNED SHIFT	1 AN	57
(Blank Field)	23 AN	58-80

1.2.28 SORTED VALID COST DATA - UPCA30S

FILE SUMMARY

FILE NAME: Sorted Valid Cost Data

FILE INDEX NUMBER: UPCA30S

PURPOSE: Carries Valid Cost Data to UPCA33, Non-LER Detail History in proper sequence for processing.

RECORD SIZE: 128 Bytes/Characters Display

BLOCK SIZE: 3456 Bytes/Characters Fixed Block Display

ACCESS METHOD: Sequential

SEQUENCE: Activity Code - C Key - SSN - Julian Date

SUPPLEMENTAL DESCRIPTION: Record layout is same format as UPCA252. Note that all fields used as sequence keys do not exist in all records on this file. These records will be sorted on these positions and, if blank, will fall ahead of records with valid data. Problem programs subsequent to a sort take this into account.

1.2.29 SORTED MANPOWER EXTRACT - UPCA31S

FILE SUMMARY

FILE NAME:	Sorted Manpower Extract
FILE INDEX NUMBER:	UPCA31S
PURPOSE:	To provide manpower data input to Detail History File Maintenance in the proper sequence for processing.
RECORD SIZE:	216 Bytes/Characters Display
BLOCK SIZE:	3456 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - SSN
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCA282.

1.2.30 NON-LER DETAIL HISTORY - UPCA33M

FILE SUMMARY

FILE NAME:	Non-LER Detail History
FILE INDEX NUMBER:	UPCA33M
PURPOSE:	Carries recycle Non-LER Detail History Data.
RECORD SIZE:	128 Bytes/Characters Display
BLOCK SIZE:	3456 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - C Key - SSN - Julian Date
SUPPLEMENTAL DESCRIPTION:	Note that all fields used as sequence keys do not exist in all records on this file. These records will be sorted on these positions and, if blank, will fall ahead of records with valid data. Problem programs subsequent to sort take this into account. Record format for Cost Key B, D, E, N, T, Q and M same as UPCA252.

FILE RECORD LAYOUT

C Key F

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 A	1-2
C KEY F	1 A	3
(Blank Field)	2 AN	4-5
ORG CODE	5 A	6-10
SUB COST CODE	9 AN	11-19
PERF STD NR	4 N	20-23
WORK COUNT ID	5 AN	24-28
LOW VALUES	6 AN	29-34
(Blank Field)	14 AN	35-48

1.2.30 NON-LER DETAIL HISTORY - UPCA33M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
JULIAN DATE	4 N	49-52
DATE IND	1 A	53
UNIT OF MEASURE TITLE	24 AN	54-77
WORKLOAD PROCESSED	6 N	78-83
ADJ IND	1 N	84
REPL IND	1 A	85
STANDARD HOURS ADJ	8 N	86-93
TRANS IND	1 A	94
(Blank Field)	19 AN	95-113
WK FLAG	1 AN	114
RIC CODE	3 AN	115-117
(Blank Field)	10 AN	118-127
WL CODE	1 AN	128

1.2.30 NON-LER DETAIL HISTORY - UPCA33M (CONT'D)

C Key G

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
C KEY G	1 A	3
(Blank Field)	2 AN	4-5
ORG CODE	5 A	6-10
SUB COST CODE	9 AN	11-19
(Blank Field)	9 AN	20-28
JOB ORDER NR	6 AN	29-34
(Blank Field)	14 AN	35-48
JULIAN DATE	4 N	49-52
YEAR/MONTH AFFECTED	4 N	53-56
ELEMENT CODE	2 N	57-58
AMOUNT OF HRS/DOLLARS	8 N	59-66
ELEMENT CODE	2 N	67-68
AMOUNT OF HRS/DOLLARS	8 N	69-76
ELEMENT CODE	2 N	77-78
AMOUNT OF HRS/DOLLARS	8 N	79-86
ELEMENT CODE	2 N	87-88
AMOUNT OF HRS/DOLLARS	8 N	89-96
RIC CODE	3 AN	97-99
(Blank Field)	14 AN	100-113
DA FLAG	1 AN	114
WK FLAG	1 AN	115

1.2.30 NON-LER DETAIL HISTORY - UPCA33M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
MO FLAG	1 AN	116
(Blank Field)	11 AN	117-127
MH CODE	1 AN	128

1.2.30 NON-LER DETAIL HISTORY - UPCA33M (CONT'D)

C Key H

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
C KEY H	1 A	3
(Blank Field)	2 AN	4-5
ORG CODE (FROM)	5 A	6-10
SUB COST CODE (FROM)	9 AN	11-19
(Blank Field)	9 AN	20-28
LOW VALUE	6 AN	29-34
ORG CODE (TO)	5 A	35-39
SUB COST CODE (TO)	9 AN	40-48
JULIAN DATE	4 N	49-52
JOB ORD IND	1 AN	53
(Blank Field)	60 AN	54-113
WK FLAG	1 AN	114
MO FLAG	1 AN	115
(Blank Field)	12 AN	116-127
SUMM CODE	1 AN	128

1.2.30 NON-LER DETAIL HISTORY - UPCA33M (CONT'D)

C Key J

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
C KEY J	1 A	3
(Blank Field)	2 AN	4-5
ORG CODE	5 A	6-10
SUB COST CODE	9 AN	11-19
(Blank Field)	29 AN	20-48
JULIAN DATE	4 N	49-52
(Blank Field)	14 AN	53-66
HOURS WORKED (2 Decimals)	6 NS	67-72
(Blank Field)	41 AN	73-113
WK FLAG	1 AN	114
RIC CODE	3 AN	115-117
(Blank Field)	1 AN	118
CIV OR MIL CD	1 AN	119
(Blank Field)	5 AN	120-124
NEX SORT KEY	1 AN	125
(Blank Field)	2 AN	126-127
NEX CODE	1 AN	128

1.2.30 NON-LER DETAIL HISTORY - UPCA33M (CONT'D)

Key Blank, RCD Code 1

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	2 AN	1-2
KEY BLANK	1 AN	3
WEEK FLAG	1 AN	4
CURRENT PAY PERIOD	20 AN	5-24
BEG PAY PERIOD YYDDD	5 N	(5-9)
1ST SAT YYDDD	5 N	(10-14)
2ND SUN YYDDD	5 N	(15-19)
END PAY PERIOD YYDDD	5 N	(20-24)
PREVIOUS END PAY PERIOD YYDDD	5 N	25-29
LAST DATE PROCESSED YYDDD	5 N	30-34
MONTH END DATE YYDDD	5 N	35-39
DA P/P FLAG	1 AN	40
MO FLAG	1 AN	41
EOM FLAG	1 AN	42
CURRENT MONTH HOURS	8 AN	43-50
WEEKLY	2 N	(43-44)
PROD	3 N	(45-47)
TOTAL	3 N	(48-50)
PREVIOUS MONTH HOURS	6 AN	51-56
PROD	3 N	(51-53)
TOTAL	3 N	(54-56)
HOURS FLAG	1 AN	57
BI WK FLAG	1 AN	58
PREV 15 MONTHS YYMM	4 N	59-62
WK 1 HOL HRS	2 N	63-64
WK 2 HOL HRS	2 N	65-66
SPLIT HOL HRS	2 N	67-68

1.2.30 NON-LER DETAIL HISTORY - UPCA33M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	4 AN	69-72
PREV EOM DATE YYDDD	5 N	73-77
FY ENDING DATE YYDD	4 N	78-81
MONTH IND	1 AN	82
MO 3 HOURS	6 AN	83-88
PROD	3 N	(83-85)
TOTAL	3 N	(86-88)
MO 3 PURGE DATE	4 N	89-92
(Blank Field)	35 AN	93-127
RCD CODE "1"	1 AN	128

1.2.30 NON-LER DETAIL HISTORY - UPCA33M (CONT'D)

Key Blank, Sort Key 2

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	2 AN	1-2
KEY BLANK	1 AN	3
(Blank Field)	1 AN	4
1ST SUN	7 AN	5-11
SUN 1	5 AN	(5-9)
DAY CODE	1 AN	(10)
HOL CODE	1 AN	(11)
1ST MON	7 AN	12-18
MON 1	5 AN	(12-16)
DAY CODE	1 AN	(17)
HOL CODE	1 AN	(18)
1ST TUE	7 AN	19-25
TUE 1	5 AN	(19-23)
DAY CODE	1 AN	(24)
HOL CODE	1 AN	(25)
1ST WED	7 AN	26-32
WED 1	5 AN	(26-30)
DAY CODE	1 AN	(31)
HOL CODE	1 AN	(32)
1ST THURS	7 AN	33-39
THURS 1	5 AN	(33-37)
DAY CODE	1 AN	(38)
HOL CODE	1 AN	(39)
1ST FRI	7 AN	40-46
FRI 1	5 AN	(40-44)
DAY CODE	1 AN	(45)
HOL CODE	1 AN	(46)
1ST SAT	7 AN	47-53
SAT 1	5 AN	(47-51)
DAY CODE	1 AN	(52)
HOL CODE	1 AN	(53)

1.2.30 NON-LER DETAIL HISTORY - UPCA33M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
2ND SUN	7 AN	54-60
SUN 2	5 AN	(54-58)
DAY CODE	1 AN	(59)
HOL CODE	1 AN	(60)
2ND MON	7 AN	61-67
MON 2	5 AN	(61-65)
DAY CODE	1 AN	(66)
HOL CODE	1 AN	(67)
2ND TUE	7 AN	68-74
TUE 2	5 AN	(68-72)
DAY CODE	1 AN	(73)
HOL CODE	1 AN	(74)
2ND WED	7 AN	75-81
WED 2	5 AN	(75-79)
DAY CODE	1 AN	(80)
HOL CODE	1 AN	(81)
2ND THURS	7 AN	82-88
THURS 2	5 AN	(82-86)
DAY CODE	1 AN	(87)
HOL CODE	1 AN	(88)
2ND FRI	7 AN	89-95
FRI 2	5 AN	(89-93)
DAY CODE	1 AN	(94)
HOL CODE	1 AN	(95)
2ND SAT	7 AN	96-102
SAT 2	5 AN	(96-100)
DAY CODE	1 AN	(101)
HOL CODE	1 AN	(102)
NR DAYS PROCESSED	2 AN	103-104
LEAP YEAR IND	2 AN	105-106
BI WK CODE	1 AN	107
(Blank Field)	20 AN	108-127
SORT KEY 2	1 AN	128

1.2.31 NON-LER ERRORS - UPCA331

FILE SUMMARY

FILE NAME:	Non-LER Errors
FILE INDEX NUMBER:	UPCA331
PURPOSE:	Error rejects.
RECORD SIZE:	128 Bytes/Characters Display
BLOCK SIZE:	3456 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - C Key - Julian Date
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

Non-LER Errors

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
SER NR	3 AN	3-5
(Blank Field)	46 AN	6-51
ACT ABBREV	5 AN	52-56
(Blank Field)	60 AN	57-116
FLAG	1 AN	117
RPT CODE	1 AN	118
ACTIVITY CODE	2 AN	119-120
(Blank Field)	8 AN	121-128

1.2.31 NON-LER ERRORS - UPCA331 (CONT'D)

YHF

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YHF	3 AN	1-3
SSN	9 AN	4-12
EMPLOYEE NAME	14 AN	13-26
ACT CODE	4 AN	27-30
ORG CODE	5 AN	31-35
ORG CODE OTA	5 AN	36-40
SUB COST CODE OTA	9 AN	41-49
JOB ORDER	6 AN	50-55
HRS CD	1 AN	56
HRS WKD (2 Decimals)	4 N	57-60
AN (2 Decimals)	4 N	61-64
OTH LV CD	1 AN	65
OTH LV (2 Decimals)	4 N	66-69
SK (2 Decimals)	4 N	70-73
REPL IND	1 AN	74
JULIAN DATE YDDD	4 N	75-78
(Blank Field)	2 AN	79-80
COL FROM	2 AN	81-82
COL TO	2 AN	83-84
(Blank Field)	33 AN	85-117

1.2.31 NON-LER ERRORS - UPCA331 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SORT KEY	11 AN	118-128
RPT CD	1 AN	(118)
ACT CODE	2 AN	(119-120)
DIC	3 AN	(121-123)
ORG CODE	5 AN	(124-128)

NOTE: Labor Exception Record.

1.2.31 NON-LER ERRORS - UPCA331 (CONT'D)

YHG

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YHG	3 AN	1-3
(Blank Field)	1 AN	4
ACT CODE	4 AN	5-8
(Blank Field)	1 AN	9
ORG CODE	5 AN	10-14
(Blank Field)	1 AN	15
SUB COST CODE	9 AN	16-24
(Blank Field)	1 AN	25
HOUR WORKED (2 Decimals)	6 N	26-31
(Blank Field)	45 AN	32-76
JULIAN DATE YDDD	4 AN	77-80
COL FROM	2 AN	81-82
COL TO	2 AN	83-84
ERROR CODE	3 AN	85-87
(Blank Field)	30 AN	88-117
SORT KEY	11 AN	118-128
RPT CD	1 AN	(118)
ACT CODE	2 AN	(119-120)
DIC	3 AN	(121-123)
ORG CODE	5 AN	(124-128)

NOTE: Non-Expense Record.

1.2.31 NON-LER ERRORS - UPCA331 (CONT'D)

YHH

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YHH	3 AN	1-3
(Blank Field)	1 AN	4
ACT CODE	4 AN	5-8
ORG CODE	5 AN	9-13
SORT COST CODE	9 AN	14-22
JOB ORDER	6 AN	23-28
DT OF ACT	4 AN	29-32
JULIAN DATE	4 N	(29-32)
MO AFF	4 AN	33-36
YEAR & MONTH	4 N	(33-36)
ELEMENT CODE	2 AN	37-38
AMOUNT OF HRS/DOLLARS	8 N	39-46
ELEMENT CODE	2 AN	47-48
AMOUNT OF HRS/DOLLARS	8 N	49-56
ELEMENT CODE	2 AN	57-58
AMOUNT OF HRS/DOLLARS	8 AN	59-66
ELEMENT CODE	2 AN	67-68
AMOUNT OF HRS/DOLLARS	8 AN	69-76
(Blank Field)	4 AN	77-80
COL FROM	2 AN	81-82
COL TO	2 AN	83-84
ERROR CODE	3 N	85-87
(Blank Field)	30 AN	88-117

1.2.31 NON-LER ERRORS - UPCA331 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SORT KEY	11 AN	118-128
RPT CD	1 AN	(118)
ACTIVITY CODE	2 AN	(119-120)
DIC	3 AN	(121-123)
ORG CODE	5 AN	(124-128)

1.2.31 NON-LER ERRORS - UPCA331 (CONT'D)

YHJ

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YHJ	3 AN	1-3
RIC	3 AN	4-6
ACTIVITY CODE	2 AN	7-8
ORG CODE	5 AN	9-13
SUB COST CODE	9 AN	14-22
PERF STD NR	4 AN	23-26
WORK COUNT ID	5 AN	27-31
UNIT OF MEASURE TITLE	24 AN	32-55
WORKLOAD PROCESSED	6 N	56-61
ADJ IND	1 AN	62
REPL IND	1 AN	63
STD HRS ADJUSTMENT	8 N	64-71
TRANS IND	1 AN	72
DATE OF CORRECTIONS	4 N	73-76
JULIAN DATE	4 N	77-80
COL FROM	2 AN	81-82
COL TO	2 AN	83-84
ERROR CODE	3 N	85-87
(Blank Field)	30 AN	88-117
SORT KEY	11 AN	118-128
RPT	1 AN	(118)
ACTIVITY CODE	2 AN	(119-120)
DIC	3 AN	(121-123)
ORG CODE	5 AN	(124-128)

1.2.31 NON-LER ERRORS - UPCA331 (CONT'D)

YHQ

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YHQ	3 AN	1-3
RIC	3 AN	4-6
ACTIVITY CODE	2 AN	7-8
(Blank Field)	2 AN	9-10
DLA COST CODE	5 AN	11-15
MONTH 1	4 AN	16-19
MONTH 2	4 AN	20-23
MONTH 3	4 AN	24-27
MONTH 4	4 AN	28-31
MONTH 5	4 AN	32-35
MONTH 6	4 AN	36-39
MONTH 7	4 AN	40-43
MONTH 8	4 AN	44-47
MONTH 9	4 AN	48-51
MONTH 10	4 AN	52-55
MONTH 11	4 AN	56-59
MONTH 12	4 AN	60-63
(Blank Field)	3 AN	64-66
RIC FROM	3 AN	67-69
(Blank Field)	1 AN	70
BASE IND	1 AN	71
(Blank Field)	5 AN	72-76

1.2.31 NON-LER ERRORS - UPCA331 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
BASE DATE YDDD	4 AN	77-80
COL FM	2 AN	81-82
COL TO	2 AN	83-84
(Blank Field)	33 AN	85-117
SORT KEY	11 AN	118-128
RPT CD	1 AN	(118)
ACT CODE	2 AN	(119-120)
DIC	3 AN	(121-123)
DLA COST CODE	5 AN	(124-128)

1.2.31 NON-LER ERRORS - UPCA331 (CONT'D)

YHR

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YHR	3 AN	1-3
RIC	3 AN	4-6
ACTIVITY CODE	2 AN	7-8
(Blank Field)	3 AN	9-11
DLA COST CODE	5 AN	12-16
OBJ CLASS CODE	3 AN	17-19
OBJ CLASS AMOUNT	7 N	20-26
OBJ CLASS CODE	3 AN	27-29
OBJ CLASS AMOUNT	7 N	30-36
OBJ CLASS CODE	3 AN	37-39
OBJ CLASS AMOUNT	7 N	40-46
OBJ CLASS CODE	3 AN	47-49
OBJ CLASS AMOUNT	7 N	50-56
OBJ CLASS CODE	3 AN	57-59
OBJ CLASS AMOUNT	7 N	60-66
OBJ CLASS CODE	3 AN	67-69
OBJ CLASS AMOUNT	7 N	70-76
DATE YYMM	4 N	77-80
(Blank Field)	33 AN	81-117
SORT KEY	11 AN	118-128
RPT CD	1 AN	(118)
ACTIVITY CODE	2 AN	(119-120)
DIC	3 AN	(121-123)
(Blank Field)	5 AN	(124-128)

1.2.31 NON-LER ERRORS - UPCA331 (CONT'D)

YHU, Card NR 1

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC	3 AN	1-3
CARD NR "1"	1 AN	4
TRANS IND	1 AN	5
(Blank Field)	1 AN	6
ACTY CD	2 AN	7-8
(Blank Field)	3 AN	9-11
DLA COST CODE	5 N	12-16
CORR DATE	4 N	17-20
(Blank Field)	1 AN	21
CEILING DATA	48 AN	22-69
FTP	8 NS	(22-29)
PTP	8 NS	(30-37)
PTT	8 NS	(38-45)
FTT	8 NS	(46-53)
INTRMT	8 NS	(54-61)
MSH	8 NS	(62-69)
(Blank Field)	7 AN	70-76
TRANS DATE	4 N	77-80
SORT KEY	48 AN	81-128
COL FROM	2 AN	(81-82)
COL TO	2 AN	(83-84)
ELE ERROR CODE	3 AN	(85-87)
(Blank Field)	30 AN	(88-117)
RPT CD	1 AN	(118)
ACTY CD	2 AN	(119-120)
DIC	3 AN	(121-123)
(Blank Field)	5 AN	(124-128)

COMMENT: SF 113G Adjustment Card No. 1.

1.2.31 NON-LER ERRORS - UPCA331 (CONT'D)

YHU, Card NR 2

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YHU	3 AN	1-3
CARD NR "2"	1 AN	4
TRANS IND	1 AN	5
(Blank Field)	1 AN	6
ACTY CODE	2 AN	7-8
(Blank Field)	3 AN	9-11
DLA COST CODE	5 AN	12-16
CORR DATE	4 N	17-20
(Blank Field)	1 AN	21
NONCEILING DATA	40 AN	22-61
SIS	8 NS	(22-29)
SEY	8 NS	(30-37)
WTO	8 NS	(38-45)
FJF	8 NS	(46-53)
OTHR	8 NS	(54-61)
(Blank Field)	15 AN	62-76
TRANS DATE	4 N	77-80
SORT KEY	48 AN	81-128
COL FROM	2 AN	(81-82)
COL TO	2 AN	(83-84)
ELE ERROR CODE	3 AN	(85-87)
(Blank Field)	30 AN	(88-117)
RPT CD	1 AN	(118)
ACTY CODE	2 AN	(119-120)
DIC	3 AN	(121-123)
(Blank Field)	5 AN	(124-128)

COMMENT: SF 113G Adjustment Card No. 2.

1.2.32 VALID NON-LER AND LABOR EXCEPTION DATA - UPCA332

FILE SUMMARY

FILE NAME:	Valid Non-LER and Labor Exception Data
FILE INDEX NUMBER:	UPCA332
PURPOSE:	To provide valid cost data for input to appropriate cycle and labor exception data into Detail History File.
RECORD SIZE:	128 Bytes/Characters Display
BLOCK SIZE:	3456 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - C Key - SSN - Julian Date
SUPPLEMENTAL DESCRIPTION:	Record layout for Cost Key, F, G, H and J same format UPCA33M. Record layout for Cost Key B, C, D, E, N, T, Q and M same as UPCA252.

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	2 AN	1-2
RCD CD "A"	1 AN	3
(Blank Field)	41 AN	4-44
DIMES DATE YYMM	4 AN	45-48
JULIAN DATE YDDD	4 AN	49-52
DAILY DATE YYDDD	5 N	53-57
WEEKLY DATE YYDDD	5 N	58-62
WEEKLY PROD HRS	2 N	63-64
SPLIT DATE YYDDD	5 N	65-69
BI-WKLY DATE YYDDD	5 N	70-74
MONTHLY DATE YYDDD	5 N	75-79

1.2.32 VALID NON-LER AND LABOR EXCEPTION DATA - UPCA332 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
MONTHLY HOURS FACTOR	6 AN	80-85
TOTAL	3 N	(80-82)
PROD	3 N	(83-85)
MONTHLY CODE	1 N	86
BEG OF PAY PERIOD YYDDD	5 N	87-91
CYCLE CODE	2 AN	92-93
CYCLE CD	1 AN	(92)
MULT CD	1 AN	(93)
CURRENT MONTH-TO-DATE	6 AN	94-99
PROD	3 N	(94-96)
TOTAL	3 N	(97-99)
NEW MO IND	1 AN	100
WEEKLY DATE	10 AN	101-110
BEG DAY OF WEEK YYDDD	5 N	(101-105)
END DAY OF WEEK YYDDD	5 N	(106-110)
EOM DATE YYDDD	5 N	111-115
BEG DAY OF MONTH YYDDD	5 N	116-120
MO 3 HOURS	6 AN	121-126
TOTAL	3 N	(121-123)
PROD	3 N	(124-126)
MONTHLY TYPE	1 AN	127
(Blank Field)	1 AN	128

1.2.33 DETAIL LABOR HISTORY - UPCA35M

FILE SUMMARY

FILE NAME:	Detail Labor History
FILE INDEX NUMBER:	UPCA35M
PURPOSE:	Carries recycle Detail Labor History data.
RECORD SIZE:	128 Bytes/Characters Display
BLOCK SIZE:	3456 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - C Key - SSN - Julian Date
SUPPLEMENTAL DESCRIPTION:	Note that all fields used as sequence keys do not exist in all records on this file. These records will be sorted on these positions and, if blank, will fall ahead of records with valid data. Problem programs subsequent to sort take this into account.

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACT CODE	2 AN	1-2
C KEY L	1 AN	3
SEP FLAG	2 AN	4-5
MIL	1 AN	(4)
TERM	1 AN	(5)
ORG CODE	5 A	6-10
SUB COST CODE	9 AN	11-19
DLA COST CODE	5 AN	(11-15)
LAB TYPE	1 AN	(16)
FCTL CODE	3 AN	(17-19)
SOCIAL SECURITY NR.	9 AN	20-28
JOB ORDER NR.	6 AN	29-34
ORG CODE ASSIGNED	5 A	35-39

1.2.33 DETAIL LABOR HISTORY - UPCA35M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SUB COST CODE ASSGN	9 AN	40-48
DLA COST CODE	5 AN	(40-44)
LAB TYPE	1 AN	(45)
FCTL CODE	3 AN	(46-48)
JULIAN DATE	4 N	49-52
EMPLOYEE NAME	31 A	53-83
MIN WKD CD	1 N	84
MINUTES WORKED	12 AN	85-96
REG	4 P	(85-87)
OT	4 P	(88-90)
COMP	4 P	(91-93)
HOL	4 P	(94-96)
LEAVE AN	4 P	97-99
LV MIN SK	4 P	100-102
OTH LV CD	1 AN	103
MIN OTH LV	4 P	104-106
REP CODE	1 AN	107
B/L CODE	1 AN	108
HRLY RATE (2 Decimals)	4 P	109-111
OT RATE (2 Decimals)	5 P	112-114
GRADE RANK CODE	4 AN	115-118
ASGD/UNASD	1 AN	119
CIV/MIL CD	1 AN	120
B/L KEY	1 AN	121
SCC FLAG	1 AN	122
REV FLAG	1 AN	123

1.2.33 DETAIL LABOR HISTORY - UPCA35M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DA FLAG	1 AN	124
(Blank Field)	3 AN	125-127
IND CODE	1 AN	128

COMMENTS: Display 135 - Blocked 27.

1.2.34 DAILY DATA - UPCA351

FILE SUMMARY

FILE NAME:	Daily Data
FILE INDEX NUMBER:	UPCA351
PURPOSE:	To provide data for subsequent input to produce the Daily/Weekly Labor Production Effectiveness Report(s) and Job Order Report.
RECORD SIZE:	128 Bytes/Characters Display
BLOCK SIZE:	3456 Bytes/Characters Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - C Key - SSN - Julian Date
SUPPLEMENTAL DESCRIPTION:	Note that all fields used as sequence keys do not exist in all records on this file. These records will be sorted on these positions and, if blank, will fall ahead of records with valid data. Problem programs subsequent to sort take this account. Record layout for Cost Key A same format as UPCA332. Record layout for Cost Key D and T same format as UPCA252. Record layout for Cost Key F, G, H, and J same format as UPCA33M.

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACT CODE	2 AN	1-2
C KEY L	1 AN	3
SEP FLAG	2 AN	4-5
MIL	1 AN	(4)
TERM	1 AN	(5)
ORG CODE	5 A	6-10
SUB COST CODE	9 AN	11-19
DLA COST CODE	5 AN	(11-15)
LAB TYPE	1 AN	(16)
FCTL CODE	3 AN	(17-19)

1.2.34 DAILY DATA - UPCA351 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SOCIAL SECURITY NR.	9 AN	20-28
JOB ORDER NR.	6 AN	29-34
ORG CODE ASSIGNED	5 A	35-39
SUB COST CODE ASSGN	9 AN	40-48
DLA COST CODE	5 AN	(40-44)
LAB TYPE	1 AN	(45)
FCTL CODE	3 AN	(46-48)
JULIAN DATE	4 N	49-52
EMPLOYEE NAME	31 A	53-83
HRS WKD CD	1 AN	84
HOURS WORKED	12 AN	85-96
HRS WKD (2 Decimals)	4 P	(85-87)
OT HRS (2 Decimals)	4 P	(88-90)
COMP HRS (2 Decimals)	4 P	(91-93)
HOL HRS (2 Decimals)	4 P	(94-96)
AL HRS (2 Decimals)	4 P	97-99
SK HRS (2 Decimals)	4 P	100-102
OTH LV CD	1 AN	103
OTH LV HRS	4 P	104-106
REP CODE	1 AN	107
B/L CODE	1 AN	108
HRLY RATE (2 Decimals)	4 P	109-111
OT RATE (2 Decimals)	5 P	112-114

1.2.34 DAILY DATA - UPCA351 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
GRADE RANK CODE	4 AN	115-118
ASGD/UNASD	1 AN	119
CIV/MIL CD	1 AN	120
B/L KEY	1 AN	121
SCC/FLAG	1 AN	122
REV FLAG	1 AN	123
DA FLAG	1 AN	124
(Blank Field)	3 AN	125-127
INT CODE	1 AN	128

COMMENT: Packed 135.

1.2.35 WEEKLY, SPLIT, BIWEEKLY AND MONTHLY DATA - UPCA352

FILE SUMMARY

FILE NAME:	Weekly, Split, Biweekly and Monthly Data
FILE INDEX NUMBER:	UPCA352
PURPOSE:	To provide the input to the Summary History Reconciliation Application and weekly input to Subsidiary Cost Code listing.
RECORD SIZE:	168 Bytes/Characters Display
BLOCK SIZE:	3360 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - C Key - SSN - Julian Date
SUPPLEMENTAL DESCRIPTION:	Note that all fields used as sequence keys do not exist in all records on this file. These records will be sorted on these positions and, if blank, will fall ahead of records with valid data. Problem programs subsequent to sort take this into consideration.

FILE RECORD LAYOUT

RCD CD A

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	2 AN	1-2
RCD CD A	1 AN	3
(Blank Field)	41 AN	4-44
DIMES DATE YYMM	4 N	45-48
JULIAN DATE YDDD	4 N	49-52
DAILY DATE YYDDD	5 N	53-57
WEEKLY DATE YYDDD	5 N	58-62
WEEKLY PROD HRS	2 N	63-64
SPLIT DATE YYDDD	5 N	65-69

1.2.35 WEEKLY, SPLIT, BIWEEKLY AND MONTHLY DATA - UPCA352 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
BIWEEKLY DATE YYDDD	5 N	70-74
MONTHLY DATE YYDDD	5 N	75-79
MONTHLY HOURS FACTOR	6 AN	80-85
TOTAL	3 N	(80-82)
PROD	3 N	(83-85)
MONTH CODE	1 N	86
BEG OF PAY PERIOD YYDDD	5 N	86-91
CYCLE CODE	2 AN	92-93
CYCLE CD	1 AN	(92)
MULT CD	1 AN	(93)
CURRENT MONTH-TO-DATE	6 AN	94-99
PROD	3 N	(94-96)
TOTAL	3 N	(97-99)
NEW MO IND	1 AN	100
WEEKLY DATE	10 AN	101-110
BEG DAY OF WEEKL YYDDD	5 N	(101-105)
END DAY OF WEEK YYDDD	5 N	(106-110)
EOM DATE YYDDD	5 N	111-115
BEG DAY OF MONTH YYDDD	5 N	116-120
MO 3 HOURS	6 AN	121-126
TOTAL	3 N	(121-123)
PROD	3 N	(124-126)
MO MODE	1 AN	127
(Blank Field)	1 AN	128
KEY "A"	1 AN	129
(Blank Field)	39 AN	130-168

1.2.35 WEEKLY, SPLIT, BIWEEKLY AND MONTHLY DATA - UPCA352 (CONT'D)

C Key B

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 A	1-2
C KEY B	1 A	3
(Blank Field)	1 AN	4
RERUN CODE	1 N	5
RERUN REQUEST DATE (YYMM)	12 AN	6-17
1	4 N	(6-9)
2	4 N	(10-13)
3	4 N	(14-17)
(Blank Field)	123 AN	18-128
KEY B	1 A	129
SORT KEY	9 AN	130-138
ACTIVITY CODE	2 A	(130-131)
(Blank Field)	7 AN	(132-138)
RR CODE	1 A	139
(Blank Field)	29 AN	140-168

1.2.35 WEEKLY, SPLIT, BIWEEKLY AND MONTHLY DATA - UPCA352 (CONT'D)

Key C

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CD	2 AN	1-2
KEY C	1 AN	3
(Blank Field)	16 AN	4-19
ORG CD 35	1 AN	20
(Blank Field)	4 AN	21-24
DW CODE	1 AN	25
(Blank Field)	31 AN	26-56
RPT/FREQUENCY SEL	9 AN	57-65
RCS 48 A	1 AN	(57)
COST CERT	1 AN	(58)
DIMES	1 AN	(59)
WL FDR	1 AN	(60)
RCS 1174	1 AN	(61)
RCS 48 L	1 AN	(62)
RCS 48 C	1 AN	(63)
SF 113G	1 AN	(64)
OT-MGRL	1 AN	(65)
(Blank Field)	16 AN	66-81
ACCT ABBRV	5 AN	82-86
SER NO	3 AN	87-89
SUB HEAD	4 AN	90-93
(Blank Field)	35 AN	94-128
KEY C	1 AN	129
ACTIVITY CD	2 AN	130-131
(Blank Field)	37 AN	132-168

1.2.35 WEEKLY, SPLIT, BIWEEKLY AND MONTHLY DATA - UPCA352 (CONT'D)

Key C, Key E

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CD	2 AN	1-2
KEY C	1 AN	3
(Blank Field)	16 AN	4-19
ORG CD 35	1 AN	20
(Blank Field)	4 AN	21-24
DW CODE	1 AN	25
(Blank Field)	31 AN	26-56
RPT/FREQUENCY SEL	9 AN	57-65
RCS #48 A	1 AN	(57)
COST CERT	1 AN	(58)
DIMES	1 AN	(59)
WL FDR	1 AN	(60)
RCS 1174	1 AN	(61)
RCS 48 L	1 AN	(62)
RCS 48 C	1 AN	(63)
SF 113G	1 AN	(64)
OT-MGRL	1 AN	(65)
(Blank Field)	17 AN	66-82
ACCT ABBRV	5 AN	83-87
SER NO	3 AN	88-90
SUB HEAD	4 AN	91-94
(Blank Field)	34 AN	95-128
KEY E	1 AN	129
ACTIVITY CD	2 AN	130-131
(Blank Field)	37 AN	132-168

1.2.35 WEEKLY, SPLIT, BIWEEKLY AND MONTHLY DATA - UPCA352 (CONT'D)

Key C, Key Q

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CD	2 AN	1-2
KEY C	1 AN	3
(Blank Field)	16 AN	4-19
ORG CD 35	1 AN	20
(Blank Field)	4 AN	21-24
DW CODE	1 AN	25
(Blank Field)	31 AN	26-56
RPT/FREQUENCY SEL	9 AN	57-65
RCS 48 A	1 AN	(57)
COST CERT	1 AN	(58)
DIMES	1 AN	(59)
WL FDR	1 AN	(60)
RCS 1174	1 AN	(61)
RCS 48 L	1 AN	(62)
RCS 48 C	1 AN	(63)
SF 113G	1 AN	(64)
OT-MGRL	1 AN	(65)
(Blank Field)	18 AN	66-81
ACCT ABBRV	5 AN	82-86
SER NO.	3 AN	87-89
SUB HEAD	4 AN	90-93
(Blank Field)	35 AN	94-128
KEY Q	1 AN	129
ACTIVITY CD	2 AN	130-131
(Blank Field)	37 AN	132-168

1.2.35 WEEKLY, SPLIT, BIWEEKLY AND MONTHLY DATA - UPCA352 (CONT'D)

C Key E

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 A	1-2
C KEY E	1 A	3
(Blank Field)	2 AN	4-5
ORG CODE	5 A	6-10
SUB COST CODE	9 AN	11-19
DLA COST CODE	5 AN	(11-15)
LAB TYPE	1 AN	(16)
FCTL ID	3 AN	(17-19)
(Blank Field)	29 AN	20-48
JULIAN DATE	4 N	49-52
TRANS IND	1 AN	53
(Blank Field)	75 AN	54-128
KEY "E"	1 A	129
ACTIVITY CODE	2 A	130-131
(Blank Field)	7 AN	132-138
SUB COST CODE	9 AN	139-147
DLA COST CODE	5 AN	(139-143)
LAB TYPE	1 AN	(144)
FCTL ID	3 AN	(145-147)
ORG CODE	5 A	148-152
(Blank Field)	16 AN	153-168

1.2.35 WEEKLY, SPLIT, BIWEEKLY AND MONTHLY DATA - UPCA352 (CONT'D)

C Key G

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 A	1-2
C KEY G	1 A	3
(Blank Field)	2 AN	4-5
ORG CODE	5 A	6-10
SUB COST CODE	9 AN	11-19
DLA COST CODE	5 AN	(11-15)
LAB TYPE	1 AN	(16)
FCTL ID	3 AN	(17-19)
(Blank Field)	9 AN	20-28
JOB ORDER NO.	6 AN	29-34
(Blank Field)	14 AN	35-48
JULIAN DATE	4 N	49-52
YEAR/MONTH AFFECTED CD	4 N	53-56
ELEMENTS CD	2 N	57-58
AMOUNT OF HRS/DOLLARS	8 N	59-66
ELEMENT CD	2 N	67-68
AMOUNT OF HRS/DOLLARS	8 N	69-76
ELEMENT CD	2 N	77-78
AMOUNT OF HRS/DOLLARS	8 N	79-86
ELEMENT CD	2 N	87-88
AMOUNT OF HRS/DOLLARS	8 N	89-96
RIC CODE	3 AN	97-99
(Blank Field)	14 AN	100-113
DA FLAG	1 A	114

1.2.35 WEEKLY, SPLIT, BIWEEKLY AND MONTHLY DATA - UPCA352 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
WK FLAG	1 A	115
MO FLAG	1 A	116
(Blank Field)	11 AN	117-127
MH CODE	1 AN	128
KEY G	1 A	129
ACTIVITY CODE	2 A	130-131
(Blank Field)	7 AN	132-138
SUB COST CODE	9 AN	139-147
DLA COST CODE	5 AN	(139-143)
LAB TYPE	1 AN	(144)
FCTL ID	3 AN	(145-147)
ORG CODE	5 A	148-152
(Blank Field)	4 AN	153-156
DATE YYMM	4 N	157-160
(Blank Field)	8 AN	161-168

1.2.35 WEEKLY, SPLIT, BIWEEKLY AND MONTHLY DATA - UPCA352 (CONT'D)

C Key H

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 A	1-2
C KEY H	1 A	3
(Blank Field)	2 AN	4-5
ORG CODE (FROM)	5 A	6-10
SUB COST CODE (FROM)	9 AN	11-19
DLA COST CODE	5 AN	(11-15)
LAB TYPE	1 AN	(16)
FCTL ID	3 AN	(17-19)
(Blank Field)	15 AN	20-34
ORG CODE (TO)	5 A	34-39
SUB COST CODE (TO)	9 AN	40-48
DLA COST CODE	5 AN	(40-44)
LAB TYPE	1 AN	(45)
FCTL ID	3 AN	(46-48)
JULIAN DATE	4 N	49-52
JOB ORDER IND	1 A	53
(Blank Field)	60 AN	54-113
WK FLAG	1 A	114
MO FLAG	1 A	115
(Blank Field)	12 AN	116-127
SUMM CODE	1 AN	128
KEY G	1 A	129
ACTIVITY CODE	2 A	130-131
(Blank Field)	7 AN	132-138

1.2.35 WEEKLY, SPLIT, BIWEEKLY AND MONTHLY DATA - UPCA352 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SUB COST CODE	9 AN	139-147
DLA COST CODE	5 AN	(139-143)
LAB TYPE	1 AN	(144)
FCTL ID	3 AN	(145-147)
ORG CODE	5 A	148-152
(Blank Field)	4 AN	153-156
LOW VALUES	9 AN	157-165
(Blank Field)	3 AN	166-168

1.2.35 WEEKLY, SPLIT, BIWEEKLY AND MONTHLY DATA - UPCA352 (CONT'D)

C Key J

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 A	1-2
C KEY J	1 A	3
(Blank Field)	2 AN	4-5
ORG CODE	5 A	6-10
SUB COST CODE	9 AN	11-19
DLA COST CODE	5 AN	(11-15)
LAB TYPE	1 AN	(16)
FCTL ID	3 AN	(17-19)
(Blank Field)	29 AN	20-48
JULIAN DATE	4 N	49-52
(Blank Field)	14 AN	53-66
HOURS WORKED (2 Decimals)	6 N	67-72
(Blank Field)	41 AN	73-113
NEX FLAG	1 A	114
RIC CODE	3 AN	115-117
(Blank Field)	1 AN	118
CIL/MIL CD	1 A	119
(Blank Field)	5 AN	120-124
NON EXP FLAG	1 A	125
(Blank Field)	2 AN	126-127
NEX CODE	1 AN	128
KEY J	1 A	129
ACTIVITY CODE	2 A	130-131
(Blank Field)	7 AN	132-138

1.2.35 WEEKLY, SPLIT, BIWEEKLY AND MONTHLY DATA - UPCA352 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SUB COST CODE	9 AN	139-147
DLA COST CODE	5 AN	(139-143)
(Blank Field)	1 AN	(144)
FCTL ID	3 AN	(145-147)
ORG CD	5 A	148-152
(Blank Field)	16 AN	153-168

1.2.35 WEEKLY, SPLIT, BIWEEKLY AND MONTHLY DATA - UPCA352 (CONT'D)

C Key L

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACT CODE	2 AN	1-2
C KEY L	1 AN	3
SEP FLAG	2 AN	4-5
MIL	1 AN	(4)
TERM	1 AN	(5)
ORG CODE	5 A	6-10
SUB COST CODE	9 AN	11-19
DLA COST CODE	5 AN	(11-15)
LAB TYPE	1 AN	(16)
FCTL CODE	3 AN	(17-19)
SOCIAL SECURITY NR.	9 AN	20-28
JOB ORDER NR.	6 AN	29-34
ORG CODE ASSIGNED	5 A	35-39
SUB COST CODE ASSGN	9 AN	40-48
DLA COST CODE	5 AN	(40-44)
LAB TYPE	1 AN	(45)
FCTL CODE	3 AN	(46-48)
DATE	4 N	49-52
EMPLOYEE NAME	31 A	53-83
HRS WKD CD	1 AN	84
HOURS WORKED	12 AN	85-96
HRS WKD (2 Decimals)	4 NP	(85-87)
OT HRS (2 Decimals)	4 NP	(88-90)
COMP HRS (2 Decimals)	4 NP	(91-93)
HOL HRS (2 Decimals)	4 NP	(94-96)
AN HRS (2 Decimals)	4 NP	97-99

1.2.35 WEEKLY, SPLIT, BIWEEKLY AND MONTHLY DATA - UPCA352 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SK HRS (2 Decimals)	4 NP	100-102
OTH LV CD	1 AN	103
OTH LV HRS (2 Decimals)	4 NP	104-106
REP CODE	1 AN	107
B/L CODE	1 AN	108
HRLY RATE (2 Decimals)	4 NP	109-111
OT RATE	5 NP	112-114
GRADE RANK CODE	4 AN	115-118
ASGD/UNASD	1 AN	119
CIV/MIL CD	1 AN	120
B/L KEY	1 AN	121
SCC/FLAG	1 AN	122
REV FLAG	1 AN	123
DA FLAG	1 AN	124
(Blank Field)	3 AN	125-127
INT CODE	1 AN	128
KEY "L"	1 AN	129
ACT CODE	2 AN	130-131
(Blank Field)	7 AN	132-138
SOCIAL SECURITY NR.	9 AN	139-147
SUB COST CODE	9 AN	148-156
DLA COST CODE	5 AN	(148-152)
LAB TYPE	1 AN	(153)
FCTL	3 AN	(153-156)

1.2.35 WEEKLY, SPLIT, BIWEEKLY AND MONTHLY DATA - UPCA352 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ORG CODE	5 AN	157-161
(Blank Field)	7 AN	162-168

COMMENT: LRECL 168, Packed, 173 Displayed.

1.2.35 WEEKLY, SPLIT, BIWEEKLY AND MONTHLY DATA - UPCA352 (CONT'D)

C Key N

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
C KEY N	1 AN	3
(Blank Field)	7 AN	4-10
DLA COST	5 AN	11-15
(Blank Field)	37 AN	16-52
DATE YYMM	4 N	53-56
OBJECT CLASS FIELDS	60 AN	57-116
OC CD 1	3 AN	(57-59)
OC AMT 1	7 AN	(60-66)
OC CD 2	3 AN	(67-69)
OC AMT 2	7 AN	(70-76)
OC CD 3	3 AN	(77-79)
OC AMT 3	7 AN	(80-86)
OC CD 4	3 AN	(87-89)
OC AMT 4	7 AN	(90-96)
OC CD 5	3 AN	(97-100)
OC AMT 5	7 AN	(101-106)
OC CD 6	3 AN	(107-109)
OC AMT 6	7 AN	(110-116)
(Blank Field)	12 AN	117-128
C KEY N	1 AN	129
ACTIVITY CODE	2 AN	130-131
(Blank Field)	7 AN	132-138
DLA COST CODE	5 AN	139-143
(Blank Field)	4 AN	144-147
DATE YYMM	4 N	148-151
(Blank Field)	17 AN	152-168

1.2.35 WEEKLY, SPLIT, BIWEEKLY AND MONTHLY DATA - UPCA352 (CONT'D)

Key Q

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CD	2 AN	1-2
KEY Q	1 AN	3
(Blank Field)	16 AN	4-19
DLA COST CODE	5 AN	20-24
BASE IND	1 AN	25
(Blank Field)	23 AN	26-48
JULIAN DATE YDDD	4 N	49-52
MONTH 1 YYMM	4 N	53-56
MONTH 2 YYMM	4 N	57-60
MONTH 3 YYMM	4 N	61-64
MONTH 4 YYMM	4 N	65-68
MONTH 5 YYMM	4 N	69-72
MONTH 6 YYMM	4 N	73-76
MONTH 7 YYMM	4 N	77-80
MONTH 8 YYMM	4 N	81-84
MONTH 9 YYMM	4 N	85-88
MONTH 10 YYMM	4 N	89-92
MONTH 11 YYMM	4 N	93-96
MONTH 12 YYMM	4 N	97-100
(Blank Field)	28 AN	101-128
KEY Q	1 AN	129
ACTIVITY CD	2 AN	130-131

1.2.35 WEEKLY, SPLIT, BIWEEKLY AND MONTHLY DATA - UPCA352 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	7 AN	132-138
DLA COST CODE	5 AN	139-143
(Blank Field)	4 AN	144-147
BASE IND	1 AN	148
(Blank Field)	8 AN	149-156
DATE YDDD	4 N	157-160
(Blank Field)	8 AN	161-168

1.2.35 WEEKLY, SPLIT, BIWEEKLY AND MONTHLY DATA - UPCA352 (CONT'D)

Key M, RCD NO 1

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
KEY M	1 AN	3
RCD NO 1	1 N	4
TRANS IND	1 AN	5
(Blank Field)	14 AN	6-19
DLA COST CODE	5 N	20-24
(Blank Field)	24 AN	25-48
CORR DATE YYMM	4 N	49-52
CEILING DATA	48 AN	53-100
FTP	8 NS	(53-60)
PTP	8 NS	(61-68)
PTT	8 NS	(69-76)
FTT	8 NS	(77-84)
INTRMT	8 NS	(85-92)
MSH	8 NS	(93-100)
(Blank Field)	24 AN	101-124
TRANS DATE	4 N	125-128
SORT KEYS	40 AN	129-168
KEY M	1 AN	(129)
ACTY CODE	2 AN	(130-131)
(Blank Field)	7 AN	(132-138)
DLA COST CODE	5 N	(139-143)
(Blank Field)	4 AN	(144-147)
CORR DATE	4 N	(148-151)
(Blank Field)	5 AN	(152-155)
(Blank Field)	12 AN	(156-168)

COMMENT: SF 113G Adjustment RCD No. 1.

1.2.35 WEEKLY, SPLIT, BIWEEKLY AND MONTHLY DATA - UPCA352 (CONT'D)

Key M, RCD NR 2

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
KEY M	1 AN	3
RCD NR 2	1 N	4
TRANS IND	1 AN	5
(Blank Field)	14 AN	6-19
DLA COST CODE	5 N	20-24
(Blank Field)	24 AN	25-48
CORR DATE YYMM	4 N	49-52
NONCEILING DATA	48 N	53-100
SIS	8 NS	(53-60)
SEY	8 NS	(61-68)
WTO	8 NS	(69-76)
FJF	8 NS	(77-84)
OTHR	8 NS	(85-92)
EXTRA FIELD	8 NS	(93-100)
(Blank Field)	24 AN	101-124
TRANS DATE	4 N	125-128
SORT KEY	40 AN	129-168
KEY M	1 AN	(129)
ACTIVITY CODE	2 AN	(130-131)
(Blank Field)	7 AN	(132-138)
DLA COST CODE	5 N	(139-143)
(Blank Field)	4 AN	(144-147)
CORR DATE YYMM	4 N	(148-151)
(Blank Field)	5 AN	(152-156)
(Blank Field)	12 AN	(157-168)

COMMENT: SF 113G Adjustment RCD NR 2.

1.2.36 REPLENISH LABOR EXCEPTION - UPCA353

FILE SUMMARY

FILE NAME:	Replenish Labor Exception
FILE INDEX NUMBER:	UPCA353
PURPOSE:	Replenish Labor Exception Records, errors and missing Labor Exception Records for subsequent processing.
RECORD SIZE:	128 Bytes/Characters Display
BLOCK SIZE:	3456 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - C Key - SSN - Julian Date
SUPPLEMENTAL DESCRIPTION:	Record layout Labor Exception Rejects Record same as UPCA331.

FILE RECORD LAYOUT

Labor Exception Replenishment

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YHF	3 AN	1-3
RIC	3 AN	4-6
EMPLOYEE NAME	31 A	7-37
ACTIVITY CODE	2 A	38-39
SOCIAL SECURITY NUMBER	9 N	40-48
ORG CODE	5 A	49-53
SUB COST CODE	9 AN	54-62
DLA COST CODE	5 AN	(54-58)
LAB TYPE	1 AN	(59)
FCTL	3 AN	(60-62)
ASGD SHIFT	1 N	63
TOUR OF DUTY	1 N	64
(Blank Field)	16 AN	65-80

1.2.36 REPLENISH LABOR EXCEPTION - UPCA353 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD COUNT	2 N	81-82
(Blank Field)	35 AN	83-117
SORT KEY	11 AN	118-128
RPT CD 5	1 N	(118)
ACT CD	2 A	(119-120)
(Blank Field)	3 AN	(121-123)
ORG CD	5 A	(124-128)

1.2.36 REPLENISH LABOR EXCEPTION - UPCA353 (CONT'D)

Missing Labor Exception

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACT CD	2 A	1-2
ORG CD	5 A	3-7
SUB COST CODE	9 AN	8-16
DLA COST CODE	5 AN	(8-12)
LAB TYPE	1 AN	(13)
FCTL ID	3 AN	(14-16)
EMPLOYEE NAME	31 A	17-47
SOC SECURITY NO	9 N	48-56
SHIFT ASGD	1 N	57
JULIAN DATE	4 N	58-61
(Blank Field)	56 AN	62-117
SORT KEY	11 AN	118-128
RPT CD	1 N	(118)
ACT CD	2 A	(119-120)
(Blank Field)	3 AN	(121-123)
ORG CD	5 A	(124-128)

1.2.37 SORTED DAILY WEEKLY DATA - UPCA40S

FILE SUMMARY

FILE NAME:	Sorted Daily Weekly Data
FILE INDEX NUMBER:	UPCA40S
PURPOSE:	Provides daily and weekly data in the sequence required to produce the Labor Production Effectiveness (work center) data.
RECORD SIZE:	128 Bytes/Characters Display
BLOCK SIZE:	3456 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Organization Code - Subsidiary Cost Code - JO/PO Number - Performance Standard Number - SSN - Date
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCA351. Note that all fields used as sequence keys do not exist in all records on this file. These records will be sorted on these positions and if blank will fall ahead of records with valid data. Problem programs subsequent to sort take this into account.

1.2.38 JOB ORDER/PROJECT ORDER NUMBER DATA - UPCA411

FILE SUMMARY

FILE NAME:	Job Order/Project Order Number Data
FILE INDEX NUMBER:	UPCA411
PURPOSE:	To carry the Job Order/Project Order Data Records to program UPCA55.
RECORD SIZE:	128 Bytes/Characters Display
BLOCK SIZE:	3456 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Organization Code - Sub-Cost Code - Job Order/Project Order Number - SSN - Date
SUPPLEMENTAL DESCRIPTION:	UPCA411 Cost Key Records A, D, G, and H are same format as UPCA332. Cost Key L is same format as UPCA35M.

1.2.39 INQUIRIES/TRANSFER LAPERS DATA - UPCA412

FILE SUMMARY

FILE NAME:	Inquiries/Transfer LAPERS Data
FILE INDEX NUMBER:	UPCA412
PURPOSE:	Pass inquiries and transferred LAPER History data to subsequent programs to update the LAPER History Master and post inquiries.
RECORD SIZE:	224 Bytes/Characters Packed
BLOCK SIZE:	3360 Bytes/Characters Fixed Block Packed
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Organization Code - Subsidiary Cost Code - Performance Standard Number - Record Code
SUPPLEMENTAL DESCRIPTION:	All fields used as sequence key do not exist in all records on this file.

FILE RECORD LAYOUT

TRAN-INQ

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACT	2 AN	1-2
ORG	5 AN	3-7
SUBSIDIARY COST CODE	9 N	8-16
(Blank Field)	4 N	17-20
(Blank Field)	1 AN	21
(Blank Field)	4 N	22-25
"WL"	2 AN	26-27
ZEROS	7 PS	28-31
Repeat Elements 28-31 14 Times	7 PS	32-87
"SH"	2 AN	88-89

1.2.39 INQUIRIES/TRANSFER LAPERS DATA - UPCA412 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ZEROS (2 Decimals)	7 PS	90-93
Repeat Elements 90-93 14 Times (2 Decimals)	7 PS	94-149
(Blank Field)	5 AN	150-154
(Blank Field)	1 AN	155
ZEROS (2 Decimals)	7 PS	156-159
ZEROS	7 PS	160-163
Repeat Elements 160-163 7 Times	7 PS	164-191
ZEROS (2 Decimals)	9 PS	192-196
(Blank Field)	11 AN	197-207
RCD CD "1"	1 AN	208
(Blank Field)	7 PS	209-212
Repeat Elements 209-212 3 Times	7 PS	213-224

1.2.39 INQUIRIES/TRANSFER LAPERS DATA - UPCA412 (CONT'D)

TRAN-Workload

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACT CD	2 AN	1-2
ORG-CD	5 AN	3-7
SUB COST CODE	9 AN	8-16
DLA CST CD	5 N	(8-12)
LBR-TYPE	1 N	(13)
FCTL ID	3 N	(14-16)
PSN	4 N	17-20
MIS-IND	1 AN	21
LAST MNTH-2	4 N	22-25
"WL"	2 AN	26-27
WORKLOAD PROCESSED (PRIOR MONTHS) LT 1 & 4	147 N	28-87
MNTH - 14	7 PS	(28-31)
MNTH - 13	7 PS	(32-35)
MNTH - 12	7 PS	(36-39)
MNTH - 11	7 PS	(40-43)
MNTH - 10	7 PS	(44-47)
MNTH - 9	7 PS	(48-51)
MNTH - 8	7 PS	(52-55)
MNTH - 7	7 PS	(56-59)
MNTH - 6	7 PS	(60-63)
MNTH - 5	7 PS	(64-67)
MNTH - 4	7 PS	(68-71)
MNTH - 3	7 PS	(72-75)
MNTH - 2	7 PS	(76-79)
MNTH - 1	7 PS	(80-83)
MNTH - 0	7 PS	(84-87)
"SH"	2 AN	88-89
STANDARD HOURS (PRIOR MONTHS) LT 1 & 5	75 AN	90-149
MNTH - 14 (2 Decimals)	7 PS	(90-93)
MNTH - 13 (2 Decimals)	7 PS	(94-97)
MNTH - 12 (2 Decimals)	7 PS	(98-101)

1.2.39 INQUIRIES/TRANSFER LAPERS DATA - UPCA412 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
MNTH - 11 (2 Decimals)	7 PS	(102-105)
MNTH - 10 (2 Decimals)	7 PS	(106-109)
MNTH - 9 (2 Decimals)	7 PS	(110-113)
MNTH - 8 (2 Decimals)	7 PS	(114-117)
MNTH - 7 (2 Decimals)	7 PS	(118-121)
MNTH - 6 (2 Decimals)	7 PS	(122-125)
MNTH - 5 (2 Decimals)	7 PS	(126-129)
MNTH - 4 (2 Decimals)	7 PS	(130-133)
MNTH - 3 (2 Decimals)	7 PS	(134-137)
MNTH - 2 (2 Decimals)	7 PS	(138-141)
MNTH - 1 (2 Decimals)	7 PS	(142-145)
MNTH - 0 (2 Decimals)	7 N	(146-149)
613 KEY	5 AN	150-154
(Blank Field)	1 AN	155
WL-REC WK	7 PS	156-159
WL-PROC WK	7 PS	160-163
WL-REC CUR-MO	7 PS	164-167
WL-PROC CUR-MO	7 PS	168-171
UNITS ON HAND	7 PS	172-175
WL-REC PREV-MO	7 PS	176-179
WL-PROC-PREV-MO	7 PS	180-183
ZEROS (2 Decimals)	7 PS	184-187

1.2.39 INQUIRIES/TRANSFER LAPERS DATA - UPCA412 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ZEROS (2 Decimals)	7 PS	188-191
ZEROS (2 Decimals)	9 PS	192-196
(Blank Field)	11 AN	197-207
RCD-CD "2"	1 AN	208
WL-REC THIS-CYL	7 PS	209-212
WL-PROC THIS-CYL	7 PS	213-216
ZEROS	7 PS	217-220
ZEROS	7 PS	221-224

COMMENT: TRAN-Workoad

LRECL = 224 Packed
BLOCKED = 15
BLKSIZE = 3360

1.2.39 INQUIRIES/TRANSFER LAPERS DATA - UPCA412 (CONT'D)

TRAN-HRS

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACT CD	2 AN	1-2
ORG-CD	5 AN	3-7
SUB COST CD	9 AN	8-16
DLA COST-CD	5 N	(8-12)
LBR-TYPE	1 N	(13)
FCTL ID	3 N	(14-16)
HIGH VALUES	4 AN	17-20
"N"	1 AN	21
LAST MNTH-2	4 N	22-25
"WL"	2 AN	26-27
ZEROS	7 PS	28-31
Repeat Elements 28-31 14 Times	105 PS	32-87
"SH"	2 AN	88-89
STANDARD HOURS (PRIOR MONTHS) LT 2, 3 & 4	105 N	90-149
MNTH - 14 (2 Decimals)	7 PS	(90-93)
MNTH - 13 (2 Decimals)	7 PS	(94-97)
MNTH - 12 (2 Decimals)	7 PS	(98-101)
MNTH - 11 (2 Decimals)	7 PS	(102-105)
MNTH - 10 (2 Decimals)	7 PS	(106-109)
MNTH - 9 (2 Decimals)	7 PS	(110-113)
MNTH - 8 (2 Decimals)	7 PS	(114-117)
MNTH - 7 (2 Decimals)	7 PS	(118-121)
MNTH - 6 (2 Decimals)	7 PS	(122-125)
MNTH - 5 (2 Decimals)	7 PS	(126-129)

1.2.39 INQUIRIES/TRANSFER LAPERS DATA - UPCA412 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
MNTH - 4 (2 Decimals)	7 PS	(130-133)
MNTH - 3 (2 Decimals)	7 PS	(134-137)
MNTH - 2 (2 Decimals)	7 PS	(138-141)
MNTH - 1 (2 Decimals)	7 PS	(142-145)
MNTH - 0 (2 Decimals)	7 PS	(146-149)
613 KEY	5 AN	150-154
(Blank Field)	1 AN	155
PROD-HRS WK (2 Decimals)	7 PS	156-159
PROD-HRS CURR-MO (2 Decimals)	7 PS	160-163
AL-HRS WK (2 Decimals)	7 PS	164-167
AL-HRS CURR-MO (2 Decimals)	7 PS	168-171
SL-HRS WK (2 Decimals)	7 PS	172-175
SL-HRS CURR-MO (2 Decimals)	7 PS	176-179
OTH-LV-HRS-WK (2 Decimals)	7 PS	180-183
OTH-LV-HRS-CURR-MO (2 Decimals)	7 PS	184-187
PROD-HRS-PREV-MO (2 Decimals)	7 PS	188-191
PROD-HRS-FYTD (2 Decimals)	9 PS	192-196

1.2.39 INQUIRIES/TRANSFER LAPERS DATA - UPCA412 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	11 AN	197-207
RCD-CD "3"	1 AN	208
PROD-HRS THIS-CYL	7 PS	209-212
AL-HRS THIS-CYL	7 PS	213-216
SL-HRS THIS-CYL	7 PS	217-220
OTH-HRS THIS-CYL	7 PS	221-224

1.2.40 EXPANDED TEMPORARY LAPER HISTORY - UPCA413

FILE SUMMARY

FILE NAME:	Expanded Temporary LAPER History
FILE INDEX NUMBER:	UPCA413
PURPOSE:	Expand LAPER History Master Records to carry workload and hours data current cycle for LAPER Production Effectiveness Reports.
RECORD SIZE:	224 Bytes/Characters Packed
BLOCK SIZE:	3360 Bytes/Characters Fixed Block Packed
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Organization Code - Subsidiary Cost Code - Performance Standard Number - Record Code
SUPPLEMENTAL DESCRIPTION:	All fields used as sequence keys do not exist in all records on this file. Subsequent problem programs take this into account.

FILE RECORD LAYOUT

Temp-CTL RCD

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	3 AN	1-3
LAST MONTH-2	4 N	4-7
SCHED DATE	5 N	8-12
SCHED-CD	1 AN	13
BEG-WK DATE	5 N	14-18
END-WK DATE	5 N	19-23
MON-CHG-IND	1 AN	24
M2-MODE	1 AN	25
PROD-HRS-FACTOR	18 AN	26-43
WKLY HRS	2 N	(26-27)
MNTH-3 F-QTR	7 PS	(28-31)

1.2.40 EXPANDED TEMPORARY LAPER HISTORY - UPCA413 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
MNTH-2 F-QTR	7 PS	(32-35)
MNTH-1 F-QTR	7 PS	(36-39)
FYTD	7 PS	(40-43)
MTD PROD HRS	7 PS	44-47
MTD TOT HRS	7 PS	48-51
ZEROS	7 PS	52-55
Repeat Elements 52-55 8 Times	56 PS	56-87
CYC-CD1	1 AN	88
CYC-CD2	1 AN	89
ZEROS (2 Decimals)	7 PS	90-93
Repeat Elements 90-93 14 Times (2 Decimals)	98 PS	94-149
MNTH REQ-DTE	5 N	150-154
MNTH-CD	1 N	155
ZEROS (2 Decimals)	7 PS	156-159
Repeat Elements 156-159 8 Times	63 PS	160-191
ZEROS (2 Decimals)	9 PS	192-196
MNTH TOT-HRS FCTR	3 N	197-199
MNTH PROD-HRS FCTR	3 N	200-202
(Blank Field)	5 AN	203-207
RCD-CD "1"	1 AN	208

1.2.40 EXPANDED TEMPORARY LAPER HISTORY - UPCA413 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ZEROS (2 Decimals)	9 PS	209-212
Repeat Elements 209-212 3 Times	27 PS	213-224

COMMENTS: Temp-CTL RCD

LRECL = 224 Packed
BLOCKED = 15
BLKSIZE = 3360

1.2.40 EXPANDED TEMPORARY LAPER HISTORY - UPCA413 (CONT'D)

Temp-Workload

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACT CD	2 AN	1-2
ORG-CD	5 AN	3-7
SUB COST CODE	9 AN	8-16
DLA CST CD	5 N	(8-12)
LBR-TYPE	1	(13)
FCTL ID	3 N	(14-16)
PSN	4 N	17-20
MIS-IND	1 AN	21
LAST MNTH-2	4 N	22-25
"WL"	2 AN	26-27
WORKLOAD PROCESSED (PRIOR MONTHS) LT 1 & 4	105 AN	28-87
MONTH - 14	7 PS	(28-31)
MONTH - 13	7 PS	(32-35)
MONTH - 12	7 PS	(36-39)
MONTH - 11	7 PS	(40-43)
MONTH - 10	7 PS	(44-47)
MONTH - 9	7 PS	(48-51)
MONTH - 8	7 PS	(52-55)
MONTH - 7	7 PS	(56-59)
MONTH - 6	7 PS	(60-63)
MONTH - 5	7 PS	(64-67)
MONTH - 4	7 PS	(68-71)
MONTH - 3	7 PS	(72-75)
MONTH - 2	7 PS	(76-79)
MONTH - 1	7 PS	(80-83)
MONTH - 0	7 PS	(84-87)
"SH"	2 AN	88-89
STANDARD HOURS (PRIOR MONTHS) LT 1 & 5	105 AN	90-149
MONTH - 14 (2 Decimals)	7 PS	(90-93)
MONTH - 13 (2 Decimals)	7 PS	(94-97)
MONTH - 12 (2 Decimals)	7 PS	(98-101)

1.2.40 EXPANDED TEMPORARY LAPER HISTORY - UPCA413 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
MONTH - 11 (2 Decimals)	7 PS	(102-105)
MONTH - 10 (2 Decimals)	7 PS	(106-109)
MONTH - 9 (2 Decimals)	7 PS	(110-113)
MONTH - 8 (2 Decimals)	7 PS	(114-117)
MONTH - 7 (2 Decimals)	7 PS	(118-121)
MONTH - 6 (2 Decimals)	7 PS	(122-125)
MONTH - 5 (2 Decimals)	7 PS	(126-129)
MONTH - 4 (2 Decimals)	7 PS	(130-133)
MONTH - 3 (2 Decimals)	7 PS	(134-137)
MONTH - 2 (2 Decimals)	7 PS	(138-141)
MONTH - 1 (2 Decimals)	7 PS	(142-145)
MONTH - 0 (2 Decimals)	7 PS	(146-149)
613 KEY	5 AN	150-154
(Blank Field)	1 AN	155
WL-REC WK	7 PS	156-159
WL-PROC WK	7 PS	160-163
WL-REC CUR-MO	7 PS	164-167
WL-PROC CUR-MO	7 PS	168-171
UNITS ON-HAND	7 PS	172-175
WL-REC PREV-MO	7 PS	176-179
WL-PROC-PREV-MO	7 PS	180-183
ZEROS (2 Decimals)	7 PS	184-187

1.2.40 EXPANDED TEMPORARY LAPER HISTORY - UPCA413 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ZEROS (2 Decimals)	7 PS	188-191
ZEROS (2 Decimals)	9 PS	192-196
(Blank Field)	11 AN	197-207
RCD-CD "2"	1 AN	208
WL-REC THIS-CYC	7 PS	209-212
WL-PROC THIS-CYC	7 PS	213-216
ZEROS	7 PS	217-220
ZEROS	7 PS	221-224

COMMENTS: Temp-Workload

LRECL = 224 Packed
BLOCKED = 15
BLKSIZE = 3360

1.2.40 EXPANDED TEMPORARY LAPER HISTORY - UPCA413 (CONT'D)

Temp-Hours

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACT CD	2 AN	1-2
ORG-CD	5 AN	3-7
SUB COST CD	9 AN	8-16
DLA COST-CD	5 N	(8-12)
LBR-TYPE	1 N	(13)
FCTL ID	3 N	(14-16)
HIGH VALUES	4 AN	17-20
"N"	1 AN	21
MNTH-2	4 N	22-25
"WL"	2 AN	26-27
ZEROS	7 PS	28-31
Repeat Elements 28-31 14 Times	98 PS	32-87
"SH"	2 AN	88-89
STANDARD HOURS (PRIOR MONTHS) LT 2, 3 & 4	105 AN	90-149
MONTH - 14 (2 Decimals)	7 PS	(90-93)
MONTH - 13 (2 Decimals)	7 PS	(94-97)
MONTH - 12 (2 Decimals)	7 PS	(98-101)
MONTH - 11 (2 Decimals)	7 PS	(102-105)
MONTH - 10 (2 Decimals)	7 PS	(106-109)
MONTH - 9 (2 Decimals)	7 PS	(110-113)
MONTH - 8 (2 Decimals)	7 PS	(114-117)
MONTH - 7 (2 Decimals)	7 PS	(118-121)
MONTH - 6 (2 Decimals)	7 PS	(122-125)
MONTH - 5 (2 Decimals)	7 PS	(126-129)

1.2.40 EXPANDED TEMPORARY LAPER HISTORY - UPCA413 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
MONTH - 4 (2 Decimals)	7 PS	(130-133)
MONTH - 3 (2 Decimals)	7 PS	(134-137)
MONTH - 2 (2 Decimals)	7 PS	(138-141)
MONTH - 1 (2 Decimals)	7 PS	(142-145)
MONTH - 0 (2 Decimals)	7 PS	(146-149)
613 KEY	5 AN	150-154
(Blank Field)	1 AN	155
PROD-HRS WK (2 Decimals)	7 PS	156-159
PROD-HRS CURR-MO (2 Decimals)	7 PS	160-163
AL-HRS WK (2 Decimals)	7 PS	164-167
AL-HRS CURR-MO (2 Decimals)	7 PS	168-171
SL-HRS WK (2 Decimals)	7 PS	172-175
SL-HRS-CURR-MO (2 Decimals)	7 PS	176-179
OTH-LV-HRS-WK (2 Decimals)	7 PS	180-183
OTH-LV-HRS-CURR-MO (2 Decimals)	7 PS	184-187
PROD-HRS PREV-MO (2 Decimals)	7 PS	188-191
PROD-HRS FYTD (2 Decimals)	9 PS	192-196

1.2.40 EXPANDED TEMPORARY LAPER HISTORY - UPCA413 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	11 AN	197-207
RCD-CD "3"	1 AN	208
PROD-HRS THIS-CYL	7 PS	209-212
AL-HRS THIS-CYL	7 PS	213-216
SL-HRS THIS-CYL	7 PS	217-220
OTH-HRS THIS-CYL	7 PS	221-224

COMMENTS: Temp-Hours

LRECL = 224 Packed
BLOCKED = 15
BLKSIZE = 3360

1.2.41 SORTED INQUIRIES/TRANSFER LAPERS DATA - UPCA42S

FILE SUMMARY

FILE NAME:	Sorted Inquiries/Transfer LAPERS Data
FILE INDEX NUMBER:	UPCA42S
PURPOSE:	Provide data to subsequent program for updating LAPER History Master.
RECORD SIZE:	224 Bytes/Characters Packed
BLOCK SIZE:	3360 Bytes/Characters Fixed Block Packed
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Organization Code - Subsidiary Cost Code - Performance Standard Number - Record Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCA412.

1.2.42 LAPER HISTORY MASTER - UPCA45M

FILE SUMMARY

FILE NAME:	LAPER History Master
FILE INDEX NUMBER:	UPCA45M
PURPOSE:	Carries accumulative workload data, and hours for daily, weekly and monthly Labor Production Effectiveness Reports.
RECORD SIZE:	208 Bytes/Characters Packed
BLOCK SIZE:	3328 Bytes/Characters Fixed Block Packed
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Organization Code - Subsidiary Cost Code - Performance Standard Number - Record Code
SUPPLEMENTAL DESCRIPTION:	All fields used as sequence keys do not exist in all records on this file. Subsequent problem programs take this into account.

FILE RECORD LAYOUT

CTLRCD

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	3 AN	1-3
WC LAST-M2 YYMM	4 N	4-7
WC SCHED DATE	5 N	8-12
WC-SCHED-CODE	1 AN	13
W BEG-WD DTE	5 N	14-18
WC END-WK DTE	5 N	19-23
WC-MON-CHG-IND	1 AN	24
WC-M2-MODE	1 AN	25
WC WKLY HRS	2 N	26-27

1.2.42 LAPER HISTORY MASTER - UPCA45M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
WC-PROD-HRS FACTORS	21 AN	28-39
WC MNTH 3-FQTR	7 PS	(28-31)
WC MNTH 2-FQTR	7 PS	(32-35)
WC MNTH 1-FQTR	7 PS	(36-39)
WC FYTD	7 PS	40-43
WC MTD PROD-HRS	7 PS	44-47
WC TOT-HRS FCTR-MTD	7 PS	48-51
ZEROS	7 PS	52-55
Repeat Elements 52-55 8 Times	56 PS	56-87
WC-CYC-CD1	1 AN	88
WC-CYC-CD2	1 AN	89
ZEROS (2 Decimals)	7 PS	90-93
Repeat Elements 90-93 14 Times	98 PS	94-149
WC MNTH-REQ DTE	5 N	150-154
WC-MNTH-CD	1 AN	155
ZEROS	7 PS	156-159
Repeat Elements 156-159 7 Times	49 PS	160-191
ZEROS (2 Decimals)	9 PS	192-196
WC MNTH TOT-HRS FCTR	3 N	197-199
WC MNTH PROD-HRS FCTR	3 N	200-202
(Blank Field)	5 AN	203-207
WC-RCD-CD "1"	1 AN	208

1.2.42 LAPER HISTORY MASTER - UPCA45M (CONT'D)

HSTRCD-Workload

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
WH ACT CD	2 AN	1-2
WH ORG-CD	5 AN	3-7
SUB COST CODE	9 AN	8-16
DLA COST CD	5 N	(8-12)
LBR-TYPE	1 N	(13)
FCTL ID	3 N	(14-16)
WH PSN	4 N	17-20
WH-MIS-IND	1 AN	21
WH LAST MNTHLY 2	4 N	22-25
"WL"	2 AN	26-27
WORKLOAD PROCESSED (PRIOR MONTHS) LT 1 & 4	105 AN	28-87
RELATIVE MNTH - 14	7 PS	(28-31)
RELATIVE MNTH - 13	7 PS	(32-35)
RELATIVE MNTH - 12	7 PS	(36-39)
RELATIVE MNTH - 11	7 PS	(40-43)
RELATIVE MNTH - 10	7 PS	(44-47)
RELATIVE MNTH - 9	7 PS	(48-51)
RELATIVE MNTH - 8	7 PS	(52-55)
RELATIVE MNTH - 7	7 PS	(56-59)
RELATIVE MNTH - 6	7 PS	(60-63)
RELATIVE MNTH - 5	7 PS	(64-67)
RELATIVE MNTH - 4	7 PS	(68-71)
RELATIVE MNTH - 3	7 PS	(72-75)
RELATIVE MNTH - 2	7 PS	(76-79)
RELATIVE MNTH - 1	7 PS	(80-83)
RELATIVE MNTH - 0	7 PS	(84-87)
"SH"	2 X	88-89
STANDARD HOURS (PRIOR MONTHS) LT 1 & 5	105 AN	90-149
RELATIVE MNTH - 14 (2 Decimals)	7 PS	(90-93)
RELATIVE MNTH - 13 (2 Decimals)	7 PS	(94-97)
RELATIVE MNTH - 12 (2 Decimals)	7 PS	(98-101)
RELATIVE MNTH - 11 (2 Decimals)	7 PS	(102-105)

1.2.42 LAPER HISTORY MASTER - UPCA45M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RELATIVE MNTH - 10 (2 Decimals)	7 PS	(106-109)
RELATIVE MNTH - 9 (2 Decimals)	7 PS	(110-113)
RELATIVE MNTH - 8 (2 Decimals)	7 PS	(114-117)
RELATIVE MNTH - 7 (2 Decimals)	7 PS	(118-121)
RELATIVE MNTH - 6 (2 Decimals)	7 PS	(122-125)
RELATIVE MNTH - 5 (2 Decimals)	7 PS	(126-129)
RELATIVE MNTH - 4 (2 Decimals)	7 PS	(130-133)
RELATIVE MNTH - 3 (2 Decimals)	7 PS	(134-137)
RELATIVE MNTH - 2 (2 Decimals)	7 PS	(138-141)
RELATIVE MNTH - 1 (2 Decimals)	7 PS	(142-145)
RELATIVE MNTH - 0 (2 Decimals)	7 PS	(146-149)
WH 613 KEY	5 AN	150-154
(Blank Field)	1 AN	155
WH WL-REC-WK	7 PS	156-159
WH WL-PROC-WK	7 PS	160-163
WH WL-REC-CUR-MO	7 PS	164-167
WH WL-PROC-CUR-MO	7 PS	168-171
WH UNITS-ON-HAND	7 PS	172-175
WH WL-REC-PREV-MO	7 PS	176-179
WH WL-PROC-PREV-MO	7 PS	180-183
ZEROS (2 Decimals)	7 PS	184-187
ZEROS (2 Decimals)	7 PS	188-191

1.2.42 LAPER HISTORY MASTER - UPCA45M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ZEROS (2 Decimals)	9 PS	192-196
(Blank Field)	11 AN	197-207
WH-RCD-CD "2"	1 AN	208

1.2.42 LAPER HISTORY MASTER - UPCA45M (CONT'D)

HSTRCD-Hours

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
WH ACT CD	2 AN	1-2
WH ORG-CD	5 AN	3-7
SUB COST CD	9 AN	8-16
DLA COST CD	5 N	(8-12)
LBR-TYPE	1 N	(13)
FCTL ID	3 N	(14-16)
HIGH VALUES	4 AN	17-20
"N"	1 N	21
WH LAST MNTHLY 2	4 N	22-25
"WL"	2 N	26-27
ZEROS	7 PS	28-31
Repeat Elements 28-31 14 Times	98 PS	32-87
"SH"	1 N	88-89
STANDARD HOURS (PRIOR MONTHS) LT 2, 3 & 4	105 AN	90-149
RELATIVE MNTH - 14 (2 Decimals)	7 PS	(90-93)
RELATIVE MNTH - 13 (2 Decimals)	7 PS	(94-97)
RELATIVE MNTH - 12 (2 Decimals)	7 PS	(98-101)
RELATIVE MNTH - 11 (2 Decimals)	7 PS	(102-105)
RELATIVE MNTH - 10 (2 Decimals)	7 PS	(106-109)
RELATIVE MNTH - 9 (2 Decimals)	7 PS	(110-113)
RELATIVE MNTH - 8 (2 Decimals)	7 PS	(114-117)
RELATIVE MNTH - 7 (2 Decimals)	7 PS	(118-121)
RELATIVE MNTH - 6 (2 Decimals)	7 PS	(122-125)

1.2.42 LAPER HISTORY MASTER - UPCA45M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RELATIVE MNTH - 5 (2 Decimals)	7 PS	(126-129)
RELATIVE MNTH - 4 (2 Decimals)	7 PS	(130-133)
RELATIVE MNTH - 3 (2 Decimals)	7 PS	(134-137)
RELATIVE MNTH - 2 (2 Decimals)	7 PS	(138-141)
RELATIVE MNTH - 1 (2 Decimals)	7 PS	(142-145)
RELATIVE MNTH - 0 (2 Decimals)	7 PS	(146-149)
WH 613 KEY	5 AN	150-154
(Blank Field)	1 AN	155
WH PROD-HRS WK	7 PS	156-159
WH PROD-HRS CURR-MO	7 PS	160-163
WH AL-HRS WK	7 PS	164-167
WH AL-HRS CURR-MO	7 PS	168-171
WH SL-HRS WK	7 PS	172-175
WH SL-HRS CURR-MO	7 PS	176-179
WH OTH-LV-HRS-WK	7 PS	180-183
WH OTH-LV-HRS-CURR-MO	7 PS	184-187
WH PROD-HRS PROV-MO	7 PS	188-191
WH PROD-HRS FYTD	9 PS	192-196
(Blank Field)	11 AN	197-207
WH-RCD-CD "3"	1 AN	208

1.2.43 DAILY/WEEKLY WORK CENTER DATA - UPCA452

FILE SUMMARY

FILE NAME:	Daily/Weekly Work Center Data
FILE INDEX NUMBER:	UPCA452
PURPOSE:	Carries extracts of MAR titles, workload and hours (extracted from File UPCA45M) to program UPCA46.
RECORD SIZE:	176 Bytes/Characters Display
BLOCK SIZE:	3520 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Organization Code - Subsidiary Cost Code - Performance Standard Number - Record Code
SUPPLEMENTAL DESCRIPTION:	All fields used as sequence keys do not exist in all records on this file. Subsequent problem programs take this into account.

FILE RECORD LAYOUT

Request Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	2 AN	1-2
RCD KEY "A"	1 AN	3
(Blank Field)	17 AN	4-20
FLOATING QUARTER PROD HOURS FACTORS	9 AN	21-29
3RD OLDEST MONTH	3 N	(21-23)
2ND OLDEST MONTH	3 N	(24-26)
1ST OLDEST MONTH	3 N	(27-29)
PROD HOURS FACTOR (FYTD)	4 N	30-33
MO CHG IND	1 AN	34
(Blank Field)	10 AN	35-44
DIMES DATE YYMM	4 N	45-48

1.2.43 DAILY/WEEKLY WORK CENTER DATA - UPCA452 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
JULIAN DATE YDDD	4 N	49-52
DAILY REQUEST YYDDD	5 N	53-57
WEEKLY REQUEST DATE YYDDD	5 N	58-62
WEEKLY PROD HOURS	2 N	63-64
SPLIT REQUEST DATE YYDDD	5 N	65-69
BIWEEKLY REQUEST DATE YYDDD	5 N	70-74
MONTHLY REQUEST DATE YYDDD	5 N	75-79
MONTHLY HOURS FACTORS	6 AN	80-85
TOTAL HRS FACTOR	3 N	(80-82)
PROD HRS FACTOR	3 N	(83-85)
MONTH CD	1 N	86
BEGINNING DATE OF PAY PERIOD YYDDD	5 N	87-91
CYCLE CD 1	1 AN	92
CYCLE CD 2	1 AN	93
MON-TO-DATE HOURS FACTOR	6 AN	94-99
PROD HRS FACTOR	3 N	(94-96)
TOTAL HRS FACTOR	3 N	(97-99)
(Blank Field)	76 AN	100-175
RCD CD "1"	1 AN	176

1.2.43 DAILY/WEEKLY WORK CENTER DATA - UPCA452 (CONT'D)

SCC/PSN Title Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 A	1-2
ORG CODE	5 AN	3-7
SUBSIDIARY COST CODE	9 AN	8-16
DLA COST CODE	5 N	(8-12)
LAB TYPE	1 N	(13)
FCTL ID	3 N	(14-16)
PSN	4 AN	17-20
SUBSIDIARY COST CODE TITLE	24 AN	21-44
UNIT OF MEASURE TITLE	24 AN	45-68
PREF STANDARD (4 Decimals)	7 N	69-75
(Blank Field)	97 AN	76-172
PERF TYPE	1 AN	173
MIS IND	1 AN	174
(Blank Field)	1 AN	175
RCD CD "2" or "3"	1 AN	176

1.2.43 DAILY/WEEKLY WORK CENTER DATA - UPCA452 (CONT'D)

Data Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 A	1-2
ORG CODE	5 A	3-7
SUBSIDIARY COST CODE	9 AN	8-16
DLA COST CODE	5 N	(8-12)
LAB TYPE	1 N	(13)
FCTL ID	3 N	(14-16)
PSN	4 AN	17-20
WORKLOAD RECEIVED (THIS CYCLE)	6 N	21-26
WORKLOAD PROCESSED (THIS CYCLE)	6 N	27-32
WORKLOAD PROCESSED (MONTH-TO-DATE)	8 N	33-40
WORKLOAD PROCESSED (FYTD)	10 N	41-50
BAL-ON-HAND UNITS (RUNNING-TO-DATE)	6 N	51-56
ACTUAL PRODUCTIVE HOURS (THIS CYCLE) (2 Decimals)	8 N	57-64
ACTUAL PRODUCTIVE HOURS (THIS MONTH-TO-DATE) (2 Decimals)	8 N	65-72
ACTUAL PRODUCTIVE HOURS (PREVIOUS MONTH-TO-DATE) (2 Decimals)	8 N	73-80
ACTUAL PRODUCTIVE HOURS (FYTD) (2 Decimals)	10 N	81-90
ANNUAL LEAVE HOURS (THIS CYCLE) (2 Decimals)	8 N	91-98
ANNUAL LEAVE HOURS (MONTH-TO-DATE) (2 Decimals)	8 N	99-106
SICK LEAVE HOURS (THIS CYCLE) (2 Decimals)	8 N	107-114
SICK LEAVE HOURS (MONTH-TO-DATE) (2 Decimals)	8 N	115-122

1.2.43 DAILY/WEEKLY WORK CENTER DATA - UPCA452 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OTHER LEAVE HOURS (THIS CYCLE) (2 Decimals)	8 N	123-130
OTHER LEAVE HOURS (MONTH-TO-DATE) (2 Decimals)	8 N	131-138
STANDARD HOURS (THIS CYCLE) (2 Decimals)	8 N	139-146
STANDARD HOURS (MONTH-TO-DATE) (2 Decimals)	10 N	147-156
STANDARD HOURS (FYTD) (2 Decimals)	12 N	157-168
(Blank Field)	4 AN	169-172
PERF TYPE	1 AN	173
MIS IND	1 AN	174
LAST RCD IND	1 AN	175
RCD CD "4"	1 AN	176

1.2.44 DAILY/WEEKLY HOURS SUMMATION - UPCA453

FILE SUMMARY

FILE NAME:	Daily/Weekly Hours Summation
FILE INDEX NUMBER:	UPCA453
PURPOSE:	Carries the summation of applicable actual and standard hours (by work center) to program UPCA46 to calculate the standard hours for all supervisory labor types and to calculate the percentages to be applied to the unmeasured labor types in program UPCA47.
RECORD SIZE:	136 Bytes/Characters Display
BLOCK SIZE:	3400 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Organization Code
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
WORK CENTER ORG CODE	5 AN	3-7
WORK CENTER ORGANIZATION TITLE	24 AN	8-31
W/C DEV CONTROL (2 Decimals)	2 N	32-33
W/C RPT IND	1 AN	34
ACTIVITY ABBREV	5 AN	35-39
ACTUAL PROD HOURS (FOR LAB TYPES 1, 2, 3 & 4) (THIS CYCLE) (2 Decimals)	10 N	40-49
ACTUAL PROD HOURS (FOR LAB TYPES 1, 2, 3 & 4) (THIS MONTH-TO-DATE) (2 Decimals)	10 N	50-59

READEX FICHE

1.2.44 DAILY/WEEKLY HOURS SUMMATION - UPCA453 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTUAL PROD HOURS (FOR LAB TYPES 1, 2, 3 & 4) (PREV-MONTH-TO-DATE) (2 Decimals)	10 N	60-69
ACTUAL PROD HOURS (FOR LAB TYPES 1, 2, 3 & 5) (THIS CYCLE) (2 Decimals)	10 N	70-79
ACTUAL PROD HOURS (FOR LAB TYPES 1, 2, 3 & 5) (THIS MONTH-TO-DATE) (2 Decimals)	10 N	80-89
ACTUAL PROD HOURS (FOR LAB TYPES 1, 2, 3 & 5) (PREV MONTH-TO-DATE) (2 Decimals)	10 N	90-99
STANDARD HOURS (FOR LAB TYPES 1, 2 & 3) (THIS CYCLE) (2 Decimals)	10 N	100-109
STANDARD HOURS (FOR LAB TYPES 1, 2 & 3) (THIS MONTH-TO-DATE) (2 Decimals)	12 N	110-121
STANDARD HOURS (FOR LAB TYPES 1, 2 & 3) (PREV MONTH-TO-DATE) (2 Decimals)	12 N	122-133
(Blank Field)	3 AN	134-136

1.2.45 DAILY/WEEKLY LAPER DATA - UPCA461

FILE SUMMARY

FILE NAME:	Daily/Weekly LAPER Data
FILE INDEX NUMBER:	UPCA461
PURPOSE:	Carries extracts of MAR titles, workload, and hours to program UPCA47 to produce the Daily/Weekly Labor Production Effectiveness Listings.
RECORD SIZE:	176 Bytes/Characters Display
BLOCK SIZE:	3520 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Organization Code - Subsidiary Cost Code - Performance Standard Number - Record Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCA452. Note that all fields used as sequence keys do not exist on all records on this file. Subsequent problem programs take this into account.

1.2.46 DAILY/WEEKLY PERCENT RECORD - UPCA462

FILE SUMMARY

FILE NAME:	Daily/Weekly Percent Record
FILE INDEX NUMBER:	UPCA462
PURPOSE:	Carries Work Center Titles, Deviation Control, Report Selectors, and Calculated Percentages (to be applied to all Unmeasured Labor Types) to program UPCA47.
RECORD SIZE:	64 Bytes/Characters Display
BLOCK SIZE:	3520 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Organization Code
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
WORK CENTER	5 AN	3-7
WORK CENTER ORGANIZATION TITLE	24 AN	8-31
W/C DEV CONTROL (2 Decimals)	2 N	32-33
W/C RPT IND	1 AN	34
ACTIVITY ABBREV	5 AN	35-39
CALC PCT (THIS CYCLE) (4 Decimals)	5 N	40-44
CALC PCT (THIS MONTH) (4 Decimals)	5 N	45-49
CALC PCT (PREV MONTH) (4 Decimals)	5 N	50-54
(Blank Field)	10 AN	55-64

1.2.47 WEEKLY SUMMARY/ORGANIZATION WORK FILE - UPCA474

FILE SUMMARY

FILE NAME:	Weekly Summary/Organization Work File
FILE INDEX NUMBER:	UPCA474
PURPOSE:	Carries MIS Workload, Calculated Standard Hours, and Actual Hours (both productive and nonproductive) for subsequent Weekly LPE Reports.
RECORD SIZE:	104 Bytes/Characters Display
BLOCK SIZE:	3432 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Organization Code - Subsidiary Cost Code
SUPPLEMENTAL DESCRIPTION:	Note that all fields used as sequence keys do not exist on all records on this file. Subsequent problem programs take this into account.

FILE RECORD LAYOUT

Request Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	2 AN	1-2
RCD KEY "A"	1 AN	3
(Blank Field)	17 AN	4-20
FLOATING QUARTER PROD HOURS FACTORS	9 AN	21-29
3RD OLDEST MONTH	3 N	(21-23)
2ND OLDEST MONTH	3 N	(24-26)
1ST OLDEST MONTH	3 N	(27-29)
PROD HOURS FACTOR (FYTD)	4 N	30-33
MO CHG IND	1 AN	34
(Blank Field)	10 AN	35-44
DIMES DATE YYMM	4 N	45-48

1.2.47 WEEKLY SUMMARY/ORGANIZATION WORK FILE - UPCA474 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
JULIAN DATE YDDD	4 N	49-52
DAILY REQUEST DATE YYDDD	5 N	53-57
WEEKLY REQUEST DATE YYDDD	5 N	58-62
WKLY PROD HRS FACTOR	2 N	63-64
SPLIT REQUEST DATE YYDDD	5 N	65-69
BIWEEKLY REQUEST DATE YYDDD	5 N	70-74
MONTHLY REQUEST DATE YYDDD	5 N	75-79
MONTHLY HOURS FACTORS	6 AN	80-85
TOTAL HRS FACTOR	3 N	(80-82)
PROD HRS FACTOR	3 N	(83-85)
MONTH CD	1 N	86
BEGINNING DATE OF PAY PERIOD YYDDD	5 N	86-91
CYCLE CD 1	1 AN	92
CYCLE CD 2	1 AN	93
MONTH-TO-DATE HOURS FACTOR	6 AN	94-99
PROD HRS FACTOR	3 N	(94-96)
TOTAL HRS FACTOR	3 N	(97-99)
(Blank Field)	5 AN	100-104

1.2.47 WEEKLY SUMMARY/ORGANIZATION WORK FILE - UPCA474 (CONT'D)

Data Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 A	1-2
ORG CODE	5 AN	3-7
SUBSIDIARY COST CODE	9 AN	8-16
DLA COST CODE	5 N	(8-12)
LAB TYPE	1 N	(13)
FCTL ID	3 N	(14-16)
MIS WORKLOAD PROCESSED (MONTH-TO-DATE)	6 N	17-22
MIS WORKLOAD PROCESSED (FYTD)	8 N	23-30
STANDARD HOURS (BAL-ON-HAND) (RUNNING TO-DATE)	6 N	31-36
STANDARD HOURS ENGINEERED (MONTH-TO-DATE) (2 Decimals)	8 N	37-44
STANDARD HOURS STATISTICAL (MONTH-TO-DATE) (2 Decimals)	8 N	45-52
STANDARD HOURS UNMEASURED (MONTH-TO-DATE) (2 Decimals)	8 N	53-60
ACTUAL PRODUCTIVE HOURS (MONTH-TO-DATE) (2 Decimals)	8 N	61-68
ANNUAL LEAVE HOURS (MONTH-TO-DATE) (2 Decimals)	8 N	69-76
SICK LEAVE HOURS (MONTH-TO-DATE) (2 Decimals)	8 N	77-84
OTHER LEAVE HOURS (MONTH-TO-DATE) (2 Decimals)	8 N	85-92
(Blank Field)	12 AN	93-104

1.2.48 WEEKLY LPE FUNCTIONAL/ORGANIZATION FILE - UPCA492

FILE SUMMARY

FILE NAME: Weekly LPE Functional/Organization Work File

FILE INDEX NUMBER: UPCA492

PURPOSE: Create a work file for use in the Weekly LPE Functional/Organization Reports and subsequently the Weekly LPE Division Functional/Organization Report.

RECORD SIZE: 104 Bytes/Characters Display

BLOCK SIZE: 3432 Bytes/Characters Fixed Block Display

ACCESS METHOD: Sequential

SEQUENCE: Activity Code - Organization - Subsidiary Cost Code

SUPPLEMENTAL DESCRIPTION: The following five different records are created:

Request
Activity Abbreviation
DSA Cost Code Shell
Organizational Titles
Data Summary

FILE RECORD LAYOUT

Request Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	2 AN	1-2
RCD KEY "A"	1 AN	3
(Blank Field)	17 AN	4-20
FLOATING QUARTER PROD HRS FACTOR	9 AN	21-29
3RD OLDEST MONTH	3 N	(21-23)
2ND OLDEST MONTH	3 N	(24-26)
1ST OLDEST MONTH	3 N	(27-29)
PROD HOURS FACTOR FYTD	4 N	30-33
(Blank Field)	15 N	34-48

1.2.48 WEEKLY LPE FUNCTIONAL/ORGANIZATION FILE - UPCA492 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
JULIAN DATE YDDD	4 N	49-52
DAILY REQUEST DATE YYDDD	5 N	53-57
WEEKLY REQUEST DATE YYDDD	5 N	58-62
WEEKLY PROD HOURS	2 N	63-64
SPLIT REQUEST DATE YYDDD	5 N	65-69
BIWEEKLY REQUEST DATE YYDDD	5 N	70-74
MONTHLY REQUEST DATE YYDDD	5 N	75-79
MONTHLY HOURS FACTOR	6 AN	80-85
TOTAL HRS FACTOR	3 N	(80-82)
PROD HRS FACTOR	3 N	(83-85)
MONTHLY CODE	1 N	86
BEGINNING DATE OF PAY PERIOD	5 N	87-91
CYCLE CD 1	1 AN	92
CYCLE CD 2	1 AN	93
MONTH-TO-DATE HOURS FACTOR	6 AN	94-99
PROD HRS FACTOR	3 N	(94-96)
TOTAL HRS FACTOR	3 N	(97-99)
(Blank Field)	5 AN	100-104

1.2.48 WEEKLY LPE FUNCTIONAL/ORGANIZATION WORK FILE - UPCA492 (CONT'D)

Activity Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
(Blank Field)	12 AN	3-14
RECORD CODE "11"	2 AN	15-16
(Blank Field)	12 AN	17-28
ACTIVITY ABBREVIATION	5 AN	29-33
(Blank Field)	71 AN	34-104

1.2.48 WEEKLY LPE FUNCTIONAL/ORGANIZATION WORK FILE - UPCA492 (CONT'D)

DSACC Shell Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
ORGANIZATION CODE	5 AN	3-7
DLA COST CODE	5 AN	8-12
(BLank Field)	2 AN	13-14
RECORD CODE "21"	2 N	15-16
(Blank Field)	12 AN	17-28
DLA COST CODE TITLE	23 AN	29-51
(Blank Field)	52 AN	52-104

1.2.48 WEEKLY LPE FUNCTIONAL/ORGANIZATION WORK FILE - UPCA492 (CONT'D)

ORG Title Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
ORGANIZATION CODE	5 AN	3-7
DLA COST CODE	5 AN	8-12
(BLank Field)	2 AN	13-14
RECORD CODE 30-38	2 N	15-16
(Blank Field)	12 AN	17-28
ORGANIZATION TITLE	23 AN	29-51
(Blank Field)	52 AN	52-104

1.2.48 WEEKLY LPE FUNCTIONAL/ORGANIZATION WORK FILE - UPCA492 (CONT'D)

Data Summary Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
ORGANIZATION CODE	5 AN	3-7
DLA COST CODE (613 KEYS)	5 AN	8-12
(Blank Field)	2 AN	13-14
RECORD CODE "40"	2 N	15-16
MIS WORKLOAD PROCESSED M-T-D	6 NS	17-22
MIS WORKLOAD PROCESSED F-Y-T-D	8 NS	23-30
STANDARD HOURS BAL-ON-HAND R-T-D	6 NS	31-36
STANDARD HOURS ENGINEERED M-T-D (2 Decimals)	8 NS	37-44
STANDARD HOURS STATISTICAL M-T-D (2 Decimals)	8 NS	45-52
STANDARD HOURS UNMEASURED M-T-D (2 Decimals)	8 NS	53-60
ACTUAL PRODUCTIVE HOURS M-T-D (2 Decimals)	8 NS	61-68
ANNUAL LEAVE HOURS M-T-D (2 Decimals)	8 NS	69-76
SICK LEAVE HOURS M-T-D (2 Decimals)	8 NS	77-84
OTHER LEAVE HOURS M-T-D (2 Decimals)	8 NS	85-92
(Blank Field)	12 AN	93-104

1.2.49 WEEKLY LPE DIVISION FUNCTIONAL/ORGANIZATION WORK FILE - UPCA493

FILE SUMMARY

FILE NAME:	Weekly LPE Division Functional/Organization Work File
FILE INDEX NUMBER:	UPCA493
PURPOSE:	Create a work file for use in the Weekly Division Functional/Organization Report.
RECORD SIZE:	104 Bytes/Characters Display
BLOCK SIZE:	3432 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Organization - Subsidiary Cost Code
SUPPLEMENTAL DESCRIPTION:	The following two different record types are created:

Organization Titles (Division through Unit)
Data Summary

FILE RECORD LAYOUT

ORG-DFO Title Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
ORGANIZATION CODE	5 AN	3-7
DLA COST CODE	5 AN	8-12
(Blank Field)	2 AN	13-14
RECORD CODE 30-38	2 AN	15-16
(Blank Field)	12 AN	17-28
ORGANIZATION TITLE	24 AN	29-52
(Blank Field)	30 AN	53-82
RF SEL WK	1 N	83-84

1.2.49 WEEKLY LPE DIVISION FUNCTIONAL/ORGANIZATION WORK FILE - UPCA493 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RF SEL MO	1 N	85
(Blank Field)	20 AN	86-104

COMMENTS: Key

30 - Direct
32 - Division
34 - Branch
36 - Section
38 - Unit

1.2.49 WEEKLY LPE DIVISION FUNCTIONAL/ORGANIZATION WORK FILE - UPCA493 (CONT'D)

DFO Summary Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
ORGANIZATION CODE	5 AN	3-7
DLA COST CODE	5 AN	8-12
(Blank Field)	2 AN	13-14
RECORD CODE "40"	2 N	15-16
MIS WORKLOAD PROCESSED M-T-D	6 NS	17-22
MIS WORKLOAD PROCESSED FY-T-D	8 NS	23-30
STANDARD HOURS BAL-ON-HAND R-T-D	6 NS	31-36
STANDARD HOURS ENGINEERED M-T-D (2 Decimals)	8 NS	37-44
STANDARD HOURS STATISTICAL M-T-D (2 Decimals)	8 NS	45-52
STANDARD HOURS UNMEASURED M-T-D (2 Decimals)	8 NS	53-60
ACTUAL PRODUCTIVE HOURS M-T-D (2 Decimals)	8 NS	61-68
ANNUAL LEAVE HOURS M-T-D (2 Decimals)	8 NS	69-76
SICK LEAVE HOURS M-T-D (2 Decimals)	8 NS	77-84
OTHER LEAVE HOURS M-T-D (2 Decimals)	8 NS	85-92
(Blank Field)	12 AN	93-104

1.2.50 SORTED LPE FUNCTIONAL/ORGANIZATION WORK FILE - UPCA50S

FILE SUMMARY

FILE NAME:	Sorted LPE Functional/Organization Work File
FILE INDEX NUMBER:	UPCA50S
PURPOSE:	Sort records in sequence for Weekly LPE Functional/Organization Reports.
RECORD SIZE:	104 Bytes/Characters Display
BLOCK SIZE:	3432 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - DLA Cost Code - Organization - Record Type
SUPPLEMENTAL DESCRIPTION:	Record layout same format as UPCA492.

1.2.51 WEEKLY LPE DIVISION FUNCTIONAL/ORGANIZATION WORK FILE - UPCA512

FILE SUMMARY

FILE NAME:	Weekly LPE Division Functional/Organization Work File
FILE INDEX NUMBER:	UPCA512
PURPOSE:	Create a work file for use in the Weekly Division Functional/Organization Reports.
RECORD SIZE:	104 Bytes/Characters Display
BLOCK SIZE:	3432 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - DLA Cost Code - Organization
SUPPLEMENTAL DESCRIPTION:	Three different record types following are created: Request Activity Abbreviation DLA Cost Code Shell (completed)

FILE RECORD LAYOUT

DFO Request Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	2 AN	1-2
RECORD KEY A	1 AN	3
(Blank Field)	17 AN	4-20
FLOATING QUARTER PROD HRS FACTORS	9 AN	21-29
3RD OLDEST MONTH	3 N	(21-23)
2ND OLDEST MONTH	3 N	(24-26)
1ST OLDEST MONTH	3 N	(27-29)
PRODUCTIVE HOURS FACTOR FYTD	4 N	30-33
(Blank Field)	15 N	34-48
JULIAN DATE YDDD	4 AN	49-52

1.2.51 WEEKLY LPE DIVISION FUNCTIONAL/ORGANIZATION WORK FILE - UPCA512 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DAILY REQUEST DATE YYDDD	5 N	53-57
WEEKLY REQUEST DATE	5 N	58-62
WEEKLY PROD HOURS	2 N	63-64
SPLIT REQUEST DATE	5 N	65-69
BIWEEKLY REQUEST DATE	5 N	70-74
MONTHLY REQUEST DATE	5 N	75-79
MONTHLY HOURS FACTOR	6 AN	80-85
TOTAL	3 N	(80-82)
PROD	3 N	(83-85)
MONTHLY CODE	1 N	86
BEGINNING DATE OF PAY PERIOD YYDDD	5 N	87-91
CYCLE CD 1	1 AN	92
CYCLE CD 2	1 AN	93
MONTH-TO-DATE HOURS FACTOR	6 AN	94-99
PROD	3 N	(94-96)
TOTAL	3 N	(97-99)
(Blank Field)	5 AN	100-104

1.2.51 WEEKLY LPE DIVISION FUNCTIONAL/ORGANIZATION WORK FILE - UPCA512 (CONT'D)

DFO Activity Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
(Blank Field)	12 AN	3-14
RECORD CODE "11"	2 N	15-16
(Blank Field)	12 AN	17-28
ACTIVITY ABBREVIATION	5 AN	29-33
(Blank Field)	71 AN	34-104

COMMENT: DFO Activity Record

LPECL = 104
BLOCK = 33
BLKSIZE = 3432

1.2.51 WEEKLY LPE DIVISION FUNCTIONAL/ORGANIZATION WORK FILE - UPCA512 (CONT'D)

DFO DSACC Title Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
ORGANIZATION CODE	5 AN	3-7
DLA COST CODE	5 AN	8-12
(Blank Field)	2 AN	13-14
RECORD SPACE "21"	2 N	15-16
(Blank Field)	12 AN	17-28
DLA COST CODE TITLE	24 AN	29-52
(Blank Field)	52 AN	53-104

1.2.52 SORTED WEEKLY LPE DIVISION/FUNCTIONAL WORK FILE - UPCA52S

FILE SUMMARY

FILE NAME:	Sorted Weekly LPE Division/Functional Work File
FILE INDEX NUMBER:	UPCA52S
PURPOSE:	Carries Sorted Request, Activity, and DLACC Title Records to UPCA54 to produce the Weekly LPE Division/Functional/Organization Listing.
RECORD SIZE:	104 Bytes/Characters Display
BLOCK SIZE:	3432 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Division - DLA Cost Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCA512.

1.2.53 SORTED WEEKLY DIVISION/FUNCTIONAL/ORGANIZATION WORK FILE - UPCA53S

FILE SUMMARY

FILE NAME:	Sorted Weekly Division/Functional/Organization Work File
FILE INDEX NUMBER:	UPCA53S
PURPOSE:	Carries Sorted Title and Summary Records to UPCA54 to produce the Weekly LPE Division/Functional/Organization Listing.
RECORD SIZE:	104 Bytes/Characters Display
BLOCK SIZE:	3432 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Division - DLA Cost Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCA493.

1.2.54 JOB ORDER/PROJECT ORDER MASTER - UPCA55M

FILE SUMMARY

FILE NAME:	Job Order/Project Order Master
FILE INDEX NUMBER:	UPCA55M
PURPOSE:	Carries Job Order/Project Order Master data for recycle in subsequent processing.
RECORD SIZE:	272 Bytes/Characters Packed
BLOCK SIZE:	3264 Bytes/Characters Fixed Block Packed
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Serial Number - Organization Code - Subsidiary Cost Code - Job Order/ Project Order Number - Date
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
SERIAL NO	3 N	3-5
ORG CODE	5 AN	6-10
SUB COST CODE	9 AN	11-19
JO/PO NUMBER	6 AN	20-25
RECORD DATE YYMM	4 N	26-29
REG HRS WEEK TO DATE (2 Decimals)	7 P	30-33
REG HRS WEEK TO DATE ADJ (2 Decimals)	7 P	34-37
REG HRS MONTH TO DATE (2 Decimals)	9 P	38-42
REG HRS MONTH TO DATE ADJ (2 Decimals)	9 P	43-47

1.2.54 JOB ORDER/PROJECT ORDER MASTER - UPCA55M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REG HRS RUNNING TO DATE (2 Decimals)	11 P	48-52
OT HOL HOURS WEEK TO DATE (2 Decimals)	7 P	53-56
OT HOL HOURS WEEK TO DATE ADJ (2 Decimals)	7 P	58-61
OT HOL HOURS MONTH TO DATE (2 Decimals)	9 P	62-66
OT HOL HOURS MONTH TO DATE ADJ (2 Decimals)	9 P	67-71
HT HOL HOURS RUNNING TO DATE (2 Decimals)	11 P	72-77
COMP HRS WEEK TO DATE (2 Decimals)	7 P	78-81
COMP HRS WEEK TO DATE ADJ (2 Decimals)	7 P	82-85
COMP HRS MONTH TO DATE (2 Decimals)	9 P	86-90
COMP HRS MONTH TO DATE ADJ (2 Decimals)	9 P	91-95
COMP HRS RUNNING TO DATE (2 Decimals)	11 P	96-101
MIL HRS WEEK TO DATE (2 Decimals)	7 P	102-105
MIL HRS WEEK TO DATE ADJ (2 Decimals)	7 P	106-109
MIL HRS MONTH TO DATE (2 Decimals)	9 P	110-114
MIL HRS MONTH TO DATE ADJ (2 Decimals)	9 P	115-119

1.2.54 JOB ORDER/PROJECT ORDER MASTER - UPCA55M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
MIL HRS RUNNING TO DATE (2 Decimals)	11 P	120-125
REG PAY WEEK TO DATE (2 Decimals)	7 P	126-129
REG PAY WEEK TO DATE ADJ (2 Decimals)	7 P	130-133
REG PAY MONTH TO DATE (2 Decimals)	9 P	134-138
REG PAY MONTH TO DATE ADJ (2 Decimals)	9 P	139-143
REG PAY RUNNING TO DATE (2 Decimals)	11 P	144-149
OT HOL PAY WEEK TO DATE (2 Decimals)	7 P	150-153
OT HOL PAY WEEK TO DATE ADJ (2 Decimals)	7 P	154-157
OT HOL PAY MONTH TO DATE (2 Decimals)	9 P	158-162
OT HOL PAY MONTH TO DATE ADJ (2 Decimals)	9 P	163-167
OT HOL PAY RUNNING TO DATE (2 Decimals)	11 P	168-173
OTHER COMP WEEK TO DATE (2 Decimals)	7 P	174-177
OTHER COMP WEEK TO DATE ADJ (2 Decimals)	7 P	178-181
OTHER COMP MONTH TO DATE (2 Decimals)	9 P	182-186
OTHER COMP MONTH TO DATE ADJ (2 Decimals)	9 P	187-191

1.2.54 JOB ORDER/PROJECT ORDER MASTER - UPCA55M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OTHER COMP RUNNING TO DATE (2 Decimals)	11 P	192-197
CIV BENEFITS WEEK TO DATE (2 Decimals)	7 P	198-201
CIV BENEFITS WEEK TO DATE ADJ (2 Decimals)	7 P	202-205
CIV BENEFITS MONTH TO DATE (2 Decimals)	9 P	206-210
CIV BENEFITS MONTH TO DATE ADJ (2 Decimals)	9 P	211-215
CIV BENEFITS RUNNING TO DATE (2 Decimals)	11 P	216-221
CIV OVERHEAD WEEK TO DATE (2 Decimals)	7 P	222-225
CIV OVERHEAD WEEK TO DATE ADJ (2 Decimals)	7 P	226-229
CIV OVERHEAD MONTH TO DATE (2 Decimals)	9 P	230-234
CIV OVERHEAD MONTH TO DATE ADJ (2 Decimals)	9 P	235-239
CIV OVERHEAD RUNNING TO DATE (2 Decimals)	11 P	240-245
MIL LABOR COST WEEK TO DATE (2 Decimals)	7 P	246-249
MIL LABOR COST WEEK TO DATE ADJ (2 Decimals)	7 P	250-253
MIL LABOR COST MONTH TO DATE (2 Decimals)	9 P	254-258
MIL LABOR COST MONTH TO DATE ADJ (2 Decimals)	9 P	259-263
MIL LABOR COST RUNNING TO DATE (2 Decimals)	11 P	264-269

1.2.54 JOB ORDER/PROJECT ORDER MASTER - UPCA55M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
WK PUB IND	1 AN	270
(Blank Field)	2 AN	271-272

1.2.55 DAILY OR WEEKLY JOB ORDER/PROJECT ORDER REPORT TRANSACTION - UPCA551

FILE SUMMARY

FILE NAME:	Daily or Weekly Job Order/Project Order Report Transaction
FILE INDEX NUMBER:	UPCA551
PURPOSE:	Carries Job Order/Project Order Report transactions to sort, UPCA60, for sorting and subsequent production of Job Order/Project Order Cost Listing.
RECORD SIZE:	368 Bytes/Characters Display
BLOCK SIZE:	3312 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Organization Code - Subsidiary Cost Code - Job Order/Project Order Number
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

Request Transactions

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	2 AN	1-2
C KEY "A"	1 A	3
(Blank Field)	45 AN	4-48
C DATE "A"	4 N	49-52
DAILY DATE	5 N	53-57
WEEKLY DATE	5 N	58-62
WEEKLY PROD HOURS	2 N	63-64
SPLIT DATE	5 N	65-69

1.2.55 DAILY OR WEEKLY JOB ORDER/PROJECT ORDER REPORT TRANSACTION - UPCA551 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
BI-WEEKLY DATE	5 N	70-74
MONTHLY DATE	5 N	75-79
MONTH TOTAL HOURS	3 N	80-82
MONTH PROD HOURS	3 N	83-85
MONTHLY CODE	1 N	86
BEGINNING PAY PERIOD A	5 N	87-91
(Blank Field)	277 AN	92-368

1.2.55 DAILY OR WEEKLY JOB ORDER/PROJECT ORDER REPORT TRANSACTION - UPCA551 (CONT'D)

Report Frequency Selector Transaction

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
C KEY "B"	1 A	3
(Blank Field)	2 AN	4-5
SERIAL NUMBER	3 N	6-8
(Blank Field)	24 AN	9-32
REPORT FREQUENCY SELECTORS	18 AN	33-50
ADV MIL PERS EXP	1 AN	(33)
PR COST CERT	1 AN	(34)
PROG DATA DIMES	1 AN	(35)
WL-FEEDER	1 AN	(36)
RCS-1174	1 AN	(37)
RCS-48-PRINT	1 AN	(38)
RCS-48-PUNCH	1 AN	(39)
SF 113G	1 AN	(40)
OT-MGRL	1 AN	(41)
(Blank Field)	32 AN	42-73
COMMAND MANAGEMENT RATE (2 Decimals)	4 N	74-77
DEPT AGENCY	3 A	78-80
ACTIVITY ABBREV	5 A	81-85
SUBHEAD	4 N	86-89
ACTION DATE	4 N	90-93

1.2.55 DAILY OR WEEKLY JOB ORDER/PROJECT ORDER REPORT TRANSACTION - UPCA551 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
MAINT CODE	1 A	94
MAR KEY 11	2 N	95-96
(Blank Field)	272 AN	97-368

1.2.55 DAILY OR WEEKLY JOB ORDER/PROJECT ORDER REPORT TRANSACTION - UPCA551 (CONT'D)

Publishing Transaction

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
C KEY "J"	1 AN	3
(Blank Field)	14 AN	4-17
JOB ORDER	6 AN	18-23
(Blank Field)	345 AN	24-368

COMMENT: This transaction on file; daily or weekly cycle.

1.2.55 DAILY OR WEEKLY JOB ORDER/PROJECT ORDER REPORT TRANSACTION - UPCA551 (CONT'D)

Action Transaction

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
C KEY "R"	1 A	3
(Blank Field)	14 AN	4-17
JOB ORDER	6 AN	18-23
(Blank Field)	345 AN	24-368

COMMENT: This transaction on file; daily cycle only.

1.2.55 DAILY OR WEEKLY JOB ORDER/PROJECT ORDER REPORT TRANSACTION - UPCA551 (CONT'D)

Work Transaction

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
C KEY "W"	1 A	3
ORG	5 AN	4-8
SUB COST CODE	9 AN	9-17
JOB ORDER NUMBER	6 AN	18-23
ORG TITLE	24 AN	24-47
SUB TITLE	24 AN	48-71
REG CUR (2 Decimals)	9 N	72-80
REG ADJ (2 Decimals)	9 N	81-89
REG PRIOR (2 Decimals)	11 N	90-100
OT CUR (2 Decimals)	9 N	101-109
OT ADJ (2 Decimals)	9 N	110-118
OT PRIOR (2 Decimals)	11 N	119-129
COMP CUR (2 Decimals)	9 N	130-138
COMP ADJ (2 Decimals)	9 N	139-147
COMP PRIOR (2 Decimals)	11 N	148-158
MIL CUR (2 Decimals)	9 N	159-167

1.2.55 DAILY OR WEEKLY JOB ORDER/PROJECT ORDER REPORT TRANSACTION - UPCA551 (CONT'D)

FIELD ELEMENT	FIELD DEFINITION	POSITION IN RECORD
MIL ADJ (2 Decimals)	9 N	168-176
MIL PRIOR (2 Decimals)	11 N	177-187
BASE PAY CUR (2 Decimals)	9 N	188-196
BASE PAY ADJ (2 Decimals)	9 N	197-205
BASE PAY PRIOR (2 Decimals)	11 N	206-216
OT PAY CUR (2 Decimals)	9 N	217-225
OT PAY ADJ (2 Decimals)	9 N	226-234
OT PAY PRIOR (2 Decimals)	11 N	235-245
COMP PAY CUR (2 Decimals)	9 N	246-254
COMP PAY ADJ (2 Decimals)	9 N	255-263
COMP PAY PRIOR (2 Decimals)	11 N	264-274
FRINGE PAY CUR (2 Decimals)	9 N	275-283
FRINGE PAY ADJ (2 Decimals)	9 N	284-292
FRINGE PAY PRIOR (2 Decimals)	11 N	293-303
OVERHEAD CUR (2 Decimals)	9 N	304-312

1.2.55 DAILY OR WEEKLY JOB ORDER/PROJECT ORDER REPORT TRANSACTION - UPCA551 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OVERHEAD ADJ (2 Decimals)	9 N	313-321
OVERHEAD PRIOR (2 Decimals)	11 N	322-332
MIL PAY CUR (2 Decimals)	9 N	333-341
MIL PAY ADJ (2 Decimals)	9 N	342-350
MIL PAY PRIOR (2 Decimals)	11 N	351-361
(Blank Field)	7 AN	362-368

1.2.56 JOB ORDER/PROJECT ORDER MONTHLY REPORT TRANSACTION - UPCA552

FILE SUMMARY

FILE NAME:	Job Order/Project Order Monthly Report Transaction
FILE INDEX NUMBER:	UPCA552
PURPOSE:	Carries Job Order/Project Order Report transactions to sort, UPCE90 for sorting and subsequent production of Job Order/Project Order Cost Listing.
RECORD SIZE:	368 Bytes/Characters Display
BLOCK SIZE:	3312 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Organization Code - Subsidiary Cost Code - Job Order/Project Order Number
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCA551 except there is no Action Transaction used in UPCA552.

1.2.57 SORTED DAILY OR WEEKLY JOB ORDER/PROJECT ORDER - UPCA60S

FILE SUMMARY

FILE NAME:	Sorted Daily or Weekly Job Order/Project Order Transaction
FILE INDEX NUMBER:	UPCA60S
PURPOSE:	Carries sorted Daily or Weekly Job Order/Project Order Transactions to UPCA65 to produce Job Order/Project Order Cost Listing.
RECORD SIZE:	368 Bytes/Characters Display
BLOCK SIZE:	3312 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Job Order/Project Order Number - Transaction Code - Organization Code - Subsidiary Cost Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCA551.

1.2.58 SORTED SUB COST CODE DATA - UPCA90S

FILE SUMMARY

FILE NAME: Sorted Sub Cost Code Data

FILE INDEX NUMBER: UPCA90S

PURPOSE: Carries sorted Sub Cost Code data to produce Subsidiary Cost Code Listing.

RECORD SIZE: 168 Bytes/Characters Display

BLOCK SIZE: 3360 Bytes/Characters Fixed Block Display

ACCESS METHOD: Sequential

SEQUENCE: Activity Code - Organization Code - Subsidiary Cost Code - Non-Expense - Borrowed Personnel Key - Employee Name - SSN - Borrowed/Loaned Personnel - Organization Code Assigned for Borrowed/Loaned Personnel - Subsidiary Cost Code Assigned for Borrowed/Loaned Personnel

SUPPLEMENTAL DESCRIPTION: Record layout is same format as UPCA352. Note that all fields used as sequence keys do not exist in all records on this file. These records will be sorted on these positions and, if blank, will fall ahead of records with valid data. Problem programs subsequent to sort take this into account.

1.2.59 SORTED MANPOWER EXTRACT - UPCB10S

FILE SUMMARY

FILE NAME: Sorted Manpower Extract

FILE INDEX NUMBER: UPCB10S

PURPOSE: Carries Sorted Manpower Extract Records to create Manpower Position Control Listing.

RECORD SIZE: 216 Bytes/Characters Display

BLOCK SIZE: 3456 Bytes/Characters Fixed Block Display

ACCESS METHOD: Sequential

SEQUENCE: Activity Code - Organization Code - Sort Code - Grade - Step

SUPPLEMENTAL DESCRIPTION: Record layout is same format as UPCA282.

1.2.60 SORTED LABOR EXCEPTION HEADERS - UPCB20S

FILE SUMMARY

FILE NAME:	Sorted Labor Exception Headers
FILE INDEX NUMBER:	UPCB20S
PURPOSE:	Sort Labor Exception Headers into sequence.
RECORD SIZE:	80 Bytes/Characters Display
BLOCK SIZE:	3520 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Organization Code - Employee Name
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCA281.

1.2.61 SORTED NONSTANDARD EMPLOYEES - UPCB30S

FILE SUMMARY

FILE NAME:	Sorted Nonstandard Employees
FILE INDEX NUMBER:	UPCB30S
PURPOSE:	Sort Tour of Duty Employees into sequence.
RECORD SIZE:	80 Bytes/Characters Display
BLOCK SIZE:	3520 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Organization Code - Employee Name within Activity
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCA283.

1.2.62 SORTED SPLIT OR BIWEEKLY OR MONTHLY DATA - UPCC02S

FILE SUMMARY

FILE NAME:	Sorted Split or Biweekly or Monthly Data
FILE INDEX NUMBER:	UPCC02S
PURPOSE:	Carries sorted Split Biweekly/Monthly Data Records for breakout in UPC004.
RECORD SIZE:	168 Bytes/Characters Display
BLOCK SIZE:	3360 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Record Key - Activity Code - Subsidiary Cost Code - Organization Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCA352. Note that all fields used as sequence keys do not exist in all records on this file. These records will be sorted on these positions and if blank will fall ahead of records with valid data. Problem programs subsequent to sort take this into account.

1.2.63 SORTED COST EXTRACT - UPCC03S

FILE SUMMARY

FILE NAME:	Sorted Cost Extract
FILE INDEX NUMBER:	UPCC03S
PURPOSE:	To sequence record cost information for cost process.
RECORD SIZE:	247 Bytes/Characters Display - 192 Bytes/Characters Packed
BLOCK SIZE:	3456 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Social Security Number
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAA652.

1.2.64 BIWEEKLY/EOM DETAIL HISTORY.- UPCC041

FILE SUMMARY

FILE NAME:	Biweekly/EOM Detail History
FILE INDEX NUMBER:	UPCC041
PURPOSE:	To provide Labor Cost data based on Cost data input to the system.
RECORD SIZE:	128 Bytes/Characters Display
BLOCK SIZE:	3456 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	C Key - Activity Code - Subsidiary Cost Code - Organization Code
SUPPLEMENTAL DESCRIPTION:	Note that all fields used as sequence keys do not exist in all records on this file. These records will be sorted on these positions and if blank will fall ahead of records with valid data. Problem programs subsequent to sort take this into account.

FILE RECORD LAYOUT

C Key A

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	2 AN	1-2
C KEY A	1 AN	3
(Blank Field)	41 AN	4-44
DIMES DATE YYMM	4 N	45-48
JULIAN DATE	4 N	49-52
DAILY DATE	5 N	53-57
WEEKLY DATE	5 N	58-62
WEEKLY PROD HRS	2 N	63-64
SPLIT P/P DATE	5 N	65-69

1.2.64 BIWEEKLY/EOM DETAIL HISTORY - UPCC041 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
BI-WEEKLY DATE	5 N	70-74
MONTHLY DATE	5 N	75-79
MONTHLY TOTAL HRS	3 N	80-82
MONTHLY PROD HRS	3 N	83-85
MONTHLY CD	1 N	86
BEGINNING DATE OF PAY PERIOD	5 N	87-91
CYCLE CD 1	1 AN	92
CYCLE CD 2	1 AN	93
CUR HOURS	6 AN	94-99
PROD	3 N	(94-96)
TOTAL	3 N	(97-99)
NEW MO IND	1 AN	100
WEEKLY DATE	10 AN	101-110
BEGINNING DAY OF WEEK YYDDD	5 N	(101-105)
END DAY OF WEEK YYDDD	5 N	(106-110)
END OF MONTH DATE YYDDD	5 N	111-115
BEGINNING DAY OF MONTH YYDDD	5 N	116-120
PREV MONTH HOURS	8 AN	121-128
TOTAL	3 N	(121-123)
PROD	3 N	(124-126)
(Blank Field)	2 AN	(127-128)

1.2.64 BIWEEKLY/EOM DETAIL HISTORY - UPCC041 (CONT'D)

C Key J

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
C KEY J	1 A	3
(Blank Field)	2 AN	4-5
ORG CODE	5 A	6-10
SUB COST CODE	9 AN	11-19
DLA COST CODE	5 AN	(11-15)
LAB TYPE	1 AN	(16)
FCTL ID	3 AN	(17-19)
(Blank Field)	29 AN	20-48
JULIAN DATE	4 N	49-52
(Blank Field)	14 AN	53-66
HOURS WORKED	5 N	67-71
(Blank Field)	42 AN	72-113
NEX FLAG	1 A	114
(Blank Field)	14 AN	115-128

1.2.64 BIWEEKLY/EOM DETAIL HISTORY - UPCC041 (CONT'D)

Key L

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
KEY L	1 AN	3
MIL-FLAG	1 AN	4
TERM-FLAG	1 AN	5
ORG CODE	5 AN	6-10
SUBSIDIARY COST CODE	9 AN	11-19
SOCIAL SECURITY NUMBER	9 AN	20-28
JOB ORDER NUMBER	6 AN	29-34
ORG CODE ASSIGNED	5 AN	35-39
SUBSIDIARY COST CODE ASSIGNED	9 AN	40-48
JULIAN DATE	4 N	49-52
EMPLOYEE NAME	31 AN	53-83
HRS-WORK-CD	1 AN	84
HOURS WORKED	12 AN	85-96
REG (2 Decimals)	4 P	(85-87)
O/T (2 Decimals)	4 P	(88-90)
COMP (2 Decimals)	4 P	(91-93)
HOL (2 Decimals)	4 P	(94-96)
A/L HRS (2 Decimals)	4 P	97-99
S/L HRS (2 Decimals)	4 P	100-102
OTH-LV-CD	1 AN	103

1.2.64 BIWEEKLY/EOM DETAIL HISTORY - UPCC041 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OTHER LEAVE HRS (2 Decimals)	4 P	104-106
REPL-CD	1 AN	107
B/L-CD	1 AN	108
HRLY RATE (2 Decimals)	4 P	109-111
O/T RATE (3 Decimals)	5 P	112-114
GRADE/RANK CODE	4 AN	115-118
ASGND/UNASGND	1 AN	119
CIV/MIL-CD	1 AN	120
B/L-KEY	1 AN	121
SCC-FLAG	1 AN	122
REV-FLAG	1 AN	123
D/W-FLAG	1 AN	124
(Blank Field)	3 AN	125-127
HIST CD	1 AN	128

1.2.65 CONTROL DATA - UPCC042

FILE SUMMARY

FILE NAME:	Control Data
FILE INDEX NUMBER:	UPCC042
PURPOSE:	To provide request date and Report Frequency Selectors.
RECORD SIZE:	128 Bytes/Characters Display
BLOCK SIZE:	3456 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	C Key - Activity Code - Subsidiary Cost Code - Organization Code
SUPPLEMENTAL DESCRIPTION:	Note that all fields used as sequence keys do not exist in all records on this file. These records will be sorted on these positions and if blank will fall ahead of records with valid data. Problem programs subsequent to sort take this into account.

FILE RECORD LAYOUT

C Key A

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	2 AN	1-2
C KEY A	1 AN	3
(Blank Field)	41 AN	4-44
DIMES DATE YYMM	4 N	45-48
JULIAN DATE	4 N	49-52
DAILY DATE	5 N	53-57
WEEKLY DATE	5 N	58-62
WEEKLY PROD HRS	2 N	63-64
SPLIT P/P DATE	5 N	65-69

1.2.65 CONTROL DATA - UPCC042 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
BIWEEKLY DATE	5 N	70-74
MONTHLY DATE	5 N	75-79
MONTHLY TOTAL HRS	3 N	80-82
MONTHLY PROD HRS	3 N	83-85
MONTHLY CD	1 N	86
BEGINNING DATE OF PAY PERIOD	5 N	87-91
CYCLE CD 1	1 AN	92
CYCLE CD 2	1 AN	93
CUR HOURS	6 AN	94-99
PROD	3 N	(94-96)
TOTAL	3 N	(97-99)
NEW MO IND	1 AN	100
WEEKLY DATE	10 AN	101-110
BEGINNING DAY OF WEEK YYDDD	5 N	(101-105)
END DAY OF WEEK YYDDD	5 N	(106-110)
END-OF-MONTH DATE YYDDD	5 N	111-115
BEGINNING DAY OF MONTH YYDDD	5 N	116-120
PREV MONTH HOURS	8 AN	121-128
TOTAL	3 N	(121-123)
PROD	3 N	(124-126)
(Blank Field)	2 AN	(127-128)

1.2.65 CONTROL DATA - UPCC042 (CONT'D)

C Key B

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
C KEY B	1 A	3
(Blank Field)	1 AN	4
RERUN CODE	1 N	5
RERUN REQUEST DATES (YYMM)	72 AN	6-77
1	4 N	(6-9)
2	4 N	(10-13)
3	4 N	(14-17)
(Blank Field)	106 AN	18-123
RERUN ACT ABBR	5 AN	124-128

1.2.65 CONTROL DATA - UPCC042 (CONT'D)

C Key C

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
C KEY C	1 A	3
(Blank Field)	16 AN	4-19
DIR ORG CD	1 AN	20
(Blank Field)	4 AN	21-24
D/W CODE	1 AN	25
(Blank Field)	28 AN	26-53
RPT/FREQUENCY SEL	12 AN	54-65
(Blank Field)	1 AN	(54)
(Blank Field)	1 AN	(55)
(Blank Field)	1 AN	(56)
RCS 48 A	1 AN	(57)
COST CERT	1 AN	(58)
DIMES	1 AN	(59)
WL FDR	1 AN	(60)
RCS 1174	1 AN	(61)
RCS 48 L	1 AN	(62)
RCS 48 C	1 AN	(63)
SF 113G	1 AN	(64)
OT MGRL	1 AN	(65)
(Blank Field)	16 AN	66-81
ACTIVITY ABBREVIATION	5 AN	82-86
SERIAL NO	3 N	87-89
SUB HEAD	4 N	90-93
(Blank Field)	34 AN	94-127
DoD CD	1 AN	128

1.2.65 CONTROL DATA - UPCC042 (CONT'D)

C Key G

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
C KEY G	1 A	3
(Blank Field)	2 AN	4-5
ORG CODE	5 A	6-10
SUB COST CODE	9 AN	11-19
DLA COST CODE	5 AN	(11-15)
LAB TYPE	1 AN	(16)
FCTL ID	3 AN	(17-19)
(Blank Field)	9 AN	20-28
JOB ORDER NR	6 AN	29-34
1ST POS	1 AN	(29)
LOW ORDER	5 AN	(30-34)
(Blank Field)	14 AN	35-48
JULIAN DATE	4 N	49-52
YEAR/MONTH AFFECTED	4 N	53-56
ELEMENT CODE	2 N	57-58
AMOUNT OF HRS/DOLLARS	8 N	59-66
ELEMENT CODE	2 N	67-68
AMOUNT OF HRS/DOLLARS	8 N	69-76
ELEMENT CODE	2 N	77-78
AMOUNT OF HRS/DOLLARS	8 N	79-86
ELEMENT CODE	2 N	87-88
AMOUNT OF HRS/DOLLARS	8 N	89-96
(Blank Field)	32 AN	97-128

1.2.65 CONTROL DATA - UPCC042 (CONT'D)

C Key H

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
C KEY H	1 A	3
(Blank Field)	2 AN	4-5
ORG CODE (FROM)	5 A	6-10
SUB COST CODE	9 AN	11-19
DLA COST CODE	5 AN	(11-15)
LAB TYPE	1 AN	(16)
FCTL IND	3 AN	(17-19)
(Blank Field)	9 AN	20-28
LOW VALUE IND	6 AN	29-34
ORG CODE (TO)	5 A	35-39
SUB COST CODE (TO)	9 AN	40-48
DLA COST CODE	5 AN	(40-44)
LAB TYPE	1 AN	(45)
FCTL ID	3 AN	(46-48)
JULIAN DATE	4 N	49-52
JOB ORDER IND	1 A	53
(Blank Field)	75 AN	54-128

1.2.65 CONTROL DATA - UPCC042 (CONT'D)

C Key N

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
C KEY N	1 A	3
(Blank Field)	7 AN	4-10
DLA COST CODE	5 AN	11-15
(Blank Field)	37 AN	16-52
YEAR/MONTH AFFECTED	4 N	53-56
OBJECT CLASS 1	3 N	57-59
AMOUNT OF DOLLARS	7 N	60-66
OBJECT CLASS 2	3 N	67-69
AMOUNT OF DOLLARS	7 N	70-76
OBJECT CLASS 3	3 N	77-79
AMOUNT OF DOLLARS	7 N	80-86
OBJECT CLASS 4	3 N	87-89
AMOUNT OF DOLLARS	7 N	90-96
OBJECT CLASS 5	3 N	97-99
AMOUNT OF DOLLARS	7 N	100-106
OBJECT CLASS 6	3 N	107-109
AMOUNT OF DOLLARS	7 N	110-116
(Blank Field)	12 AN	117-128

1.2.65 CONTROL DATA - UPCC042 (CONT'D)

Key M, RCD NO. 1

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
KEY M	1 AN	3
RCD NO 1	1 AN	4
TRANS IND	1 AN	5
(Blank Field)	14 AN	6-19
DLA COST CODE	5 AN	20-24
(Blank Field)	24 AN	25-48
CORR YYMM	4 N	49-52
CEILING DATA	48 AN	53-100
FPT	8 NS	(53-60)
PTP	8 NS	(61-68)
PTT	8 NS	(69-76)
FTT	8 NS	(77-84)
INSTRMNT	8 NS	(85-92)
MSH	8 NS	(93-100)
(Blank Field)	24 AN	101-124
TRANS DATE	4 N	125-128

1.2.65 CONTROL DATA - UPCC042 (CONT'D)

Key M, RCD NO. 2

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
KEY M	1 AN	3
RCD NO 2	1 AN	4
TRANS IND	1 AN	5
(Blank Field)	14 AN	6-19
DLA COST CODE	5 AN	20-24
(BLank Field)	24 AN	25-48
CORR YYMM	4 N	49-52
NONCEILING DATA	48 AN	53-100
SIS	8 NS	(53-60)
SEY	8 NS	(61-68)
WTO	8 NS	(69-76)
FJF	8 NS	(77-84)
OTHER	8 NS	(85-92)
EXTRA FIELD	8 NS	(93-100)
(Blank Field)	24 AN	101-124
TRANS DATE	4 N	125-128

COMMENT: SF 113G Adjustment RCD 2.

1.2.66 SUMMARY HISTORY INQUIRIES - UPCC043

FILE SUMMARY

FILE NAME:	Summary History Inquiries
FILE INDEX NUMBER:	UPCC043
PURPOSE:	To provide Summary History Inquiry Request and Report Frequency Selectors.
RECORD SIZE:	128 Bytes/Characters Display
BLOCK SIZE:	3456 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	C Key - Activity Code - Subsidiary Cost Code - Organization Code
SUPPLEMENTAL DESCRIPTION:	Note that all fields used as sequence keys do not exist in all records on this file. These records will be sorted on these positions and if blank will fall ahead of records with valid data. Problem programs subsequent to sort take this into account.

FILE RECORD LAYOUT

C Key A

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	2 AN	1-2
C KEY A	1 AN	3
(Blank Field)	41 AN	4-44
DIMES DATE YYMM	4 N	45-48
JULIAN DATE	4 N	49-52
DAILY DATE	5 N	53-57
WEEKLY DATE	5 N	58-62
WEEKLY PROD HRS	2 N	63-64
SPLIT P/P DATE	5 N	65-69

1.2.66 SUMMARY HISTORY INQUIRIES - UPCC043 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
BI-WEEKLY DATE	5 N	70-74
MONTHLY DATE	5 N	75-79
MONTHLY TOTAL HRS	3 N	80-82
MONTHLY PROD HRS	3 N	83-85
MONTHLY CD	1 N	86
BEGINNING DATE OF PAY PERIOD	5 N	87-91
CYCLE CD 1	1 AN	92
CYCLE CD 2	1 AN	93
CUR HOURS	6 AN	94-99
PROD	3 N	(94-96)
TOTAL	3 N	(97-99)
NEW MO IND	1 AN	100
WEEKLY DATE	10 AN	101-110
BEGINNING DAY OF WEEK YYDDD	5 N	(101-105)
END DAY OF WEEK YYDDD	5 N	(106-110)
END-OF-MONTH DATE YYDDD	5 N	111-115
BEGINNING DAY OF MONTH YYDDD	5 N	116-120
(Blank Field)	8 AN	121-128

1.2.66 SUMMARY HISTORY INQUIRIES - UPCC043 (CONT'D)

C Key C

DATA ELEMENT	FIELD DEFINITIOn	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
C KEY C	1 AN	3
(Blank Field)	16 AN	4-19
DIR ORG CD	1 AN	20
(Blank Field)	4 AN	21-24
D/W CODE	1 AN	25
(Blank Field)	31 AN	26-56
RPT/FREQUENCY SEL	9 AN	57-65
RCS 48 A	1 AN	(57)
COST CERT	1 AN	(58)
DIMES	1 AN	(59)
WL FDR	1 AN	(60)
RCS 1174	1 AN	(61)
RCS 48 L	1 AN	(62)
RCS 48 C	1 AN	(63)
SF 113G	1 AN	(64)
OT MGRL	1 AN	(65)
(Blank Field)	16 AN	66-81
ACTIVITY ABBREVIATION	5 AN	82-86
SERIAL NO	3 N	87-89
SUB HEAD	4 N	90-93
(Blank Field)	35 AN	94-128

1.2.66 SUMMARY HISTORY INQUIRIES - UPCC043 (CONT'D)

C Key E

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
C KEY E	1 A	3
(Blank Field)	2 AN	4-5
ORG CODE	5 A	6-10
SUB COST CODE	9 AN	11-19
DLA COST CODE	5 AN	(11-15)
LAB TYPE	1 AN	(16)
FCTL ID	3 AN	(17-19)
(Blank Field)	29 AN	20-48
JULIAN DATE	4 N	49-52
(Blank Field)	76 AN	53-128

1.2.67 DSSIAL BASE PERIOD TRANSACTION - UPCC044

FILE SUMMARY

FILE NAME:	DSSIAL Base Period Transaction
FILE INDEX NUMBER:	UPCC044
PURPOSE:	Carries Workload/Standard Hours Adjustment and Base Period Maintenance data.
RECORD SIZE:	128 Bytes/Characters Display
BLOCK SIZE:	3456 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Schedule Request Record (Key "A") - RF-Selector Records (Key "C") by Activity Code - DSSIAL Base Period Transaction (Key "Q") by Activity Code - DSA Cost Code - Action Indicator Code - Julian Date
SUPPLEMENTAL DESCRIPTION:	Note that all fields used as sequence keys do not exist on all records on this file. Subsequent problem programs take this into account.

FILE RECORD LAYOUT

C Key A

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	2 AN	1-2
C KEY A	1 AN	3
(Blank Field)	41 AN	4-44
DIMES DATE YYMM	4 N	45-48
JULIAN DATE YDDD	4 N	49-52
DAILY DATE YYDDD	5 N	53-57
WEEKLY DATE YYDDD	5 N	58-62
WEEKLY PROD HOURS	2 N	63-64
SPLIT P/P DATE YYDDD	5 N	65-69

1.2.67 DSSIAL BASE PERIOD TRANSACTION - UPCC044 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
BIWEEKLY DATE YYDDD	5 N	70-74
MONTHLY DATE YYDDD	5 N	75-79
MONTHLY TOTAL HOURS	3 N	80-82
MONTHLY PROD HOURS	3 N	83-85
MONTHLY CD	1 AN	86
BEGINNING DATE OF PAY PERIOD	5 N	87-91
CYCLE CD 1	1 AN	92
CYCLE CD 2	1 AN	93
CURRENT HOURS	6 AN	94-99
PROD	3 N	(94-96)
TOTAL	3 N	(97-99)
NEW MO IND	1 AN	100
WEEKLY DATE	10 AN	101-110
BEGINNING DAY OF WEEK YYDDD	5 N	(101-105)
END DAY OF WEEK YYDDD	5 N	(106-110)
END-OF-MONTH DATE YYDDD	5 N	111-115
BEGINNING DAY OF MONTH YYDDD	5 N	116-120
(Blank Field)	8 AN	121-128

1.2.67 DSSIAL BASE PERIOD TRANSACTIONS - UPCC044 (CONT'D)

C Key C

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
C KEY C	1 AN	3
(Blank Field)	16 AN	4-19
DIR ORG CD	1 AN	20
(Blank Field)	4 AN	21-24
D/W CODE	1 AN	25
(Blank Field)	31 AN	26-56
RPT/FREQUENCY SEL	9 AN	57-65
RCS 48 A	1 AN	(57)
COST CERT	1 AN	(58)
DIMES	1 AN	(59)
WL FDR	1 AN	(60)
RCS 1174	1 AN	(61)
RCS 48 L	1 AN	(62)
RCS 48 C	1 AN	(63)
SF 113G	1 AN	(64)
OT MGRL	1 AN	(65)
(Blank Field)	16 AN	66-81
ACTIVITY ABBREVIATION	5 AN	82-86
SERIAL NO	3 N	87-89
SUB HEAD	4 N	90-93
(Blank Field)	34 AN	94-127
DoD CD	1 AN	128

1.2.67 DSSIAL BASE PERIOD TRANSACTIONS - UPCC044 (CONT'D)

C Key Q

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
C KEY Q	1 AN	3
(Blank Field)	16 AN	4-19
DLA COST CODE	5 AN	20-24
BASE IND	1 AN	25
(Blank Field)	23 AN	26-48
JULIAN DATE YYDDD	4 N	49-52
BASE MONTHS	48 AN	53-100
MONTH 1	4 N	(53-56)
MONTH 2	4 N	(57-60)
MONTH 3	4 N	(61-64)
MONTH 4	4 N	(65-68)
MONTH 5	4 N	(69-72)
MONTH 6	4 N	(73-76)
MONTH 7	4 N	(77-80)
MONTH 8	4 N	(81-84)
MONTH 9	4 N	(85-88)
MONTH 10	4 N	(89-92)
MONTH 11	4 N	(93-96)
MONTH 12	4 N	(97-100)
(Blank Field)	28 AN	101-128

1.2.68 RECONCILED BIWEEKLY DATA - UPCC051

FILE SUMMARY

FILE NAME:	Reconciled Biweekly Data
FILE INDEX NUMBER:	UPCC051
PURPOSE:	Carries Reconciled Biweekly Data Records to Sort, UPCC10, for sorting to sequence for biweekly processing.
RECORD SIZE:	800 Bytes/Characters Packed
BLOCK SIZE:	3200 Bytes/Characters Fixed Block Packed
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Subsidiary Cost Code - Organization Code
SUPPLEMENTAL DESCRIPTION:	Type "A" Record exists only on the first biweekly cycle of the month.

FILE RECORD LAYOUT

Type A Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 A	1-2
ZEROS	3 N	3-5
HIGH-VALUES	9 AN	6-14
HIGH-VALUES	5 AN	15-19
PERIOD	4 AN	20-23
YR	2 N	(20-21)
MO	2 N	(22-23)
NUMBER OF ARMY OFFICERS ON BOARD (2 Decimals)	8 P	24-28
NUMBER OF ARMY ENLISTED ON BOARD (2 Decimals)	8 P	29-33
NUMBER OF NAVY OFFICERS ON BOARD (2 Decimals)	8 P	34-38

1.2.68 RECONCILED BIWEEKLY DATA - UPCC051 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
NUMBER OF NAVY ENLISTED ON BOARD (2 Decimals)	8 P	39-43
NUMBER OF MARINE CORPS OFFICERS ON BOARD (2 Decimals)	8 P	44-48
NUMBER OF MARINE CORPS ENLISTED ON BOARD (2 Decimals)	8 P	49-53
NUMBER OF AIR FORCE OFFICERS ON BOARD (2 Decimals)	8 P	54-58
NUMBER OF AIR FORCE ENLISTED ON BOARD (2 Decimals)	8 P	59-63
ZEROS (2 Decimals)	8 P	64-68
Repeat Elements 64-68 145 Times (2 Decimals)	8 P	69-793
(Blank Field)	6 AN	794-799
RCD CD "A"	1 AN	800

1.2.68 RECONCILED BIWEEKLY DATA - UPCC051 (CONT'D)

TYPE B RECORD

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 A	1-2
SERIAL NO	3 N	3-5
SUB COST CODE	9 AN	6-14
DLA COST CODE	5 AN	(6-10)
LAB TYPE	1 AN	(11)
FCTL ID	3 AN	(12-14)
ORG CODE	5 A	15-19
PERIOD	4 AN	20-23
YR	2 N	(20-21)
MO	2 N	(22-23)
REG HOURS (FTP-GS) (2 Decimals)	8 P	24-28
REG HOURS (FTP-WB) (2 Decimals)	8 P	29-33
REG HOURS (FTP-MW) (2 Decimals)	8 P	34-38
REG HOURS (FTT-GS) (2 Decimals)	8 P	39-43
REG HOURS (FTT-WB) (2 Decimals)	8 P	44-48
REG HOURS (FTT-MW) (2 Decimals)	8 P	49-53
REG HOURS (FTT-SEY) (2 Decimals)	8 P	54-58
REG HOURS (PT-GS) (2 Decimals)	8 P	59-63
REG HOURS (PT-WB) (2 Decimals)	8 P	64-68
REG HOURS (PT-MW) (2 Decimals)	8 P	69-73

1.2.68 RECONCILED BIWEEKLY DATA - UPCC051 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REG HOURS (PT-SEY) (2 Decimals)	8 P	74-78
REG HOURS (INT-GS) (2 Decimals)	8 P	79-83
REG HOURS (INT-WB) (2 Decimals)	8 P	84-88
REG HOURS (INT-MW) (2 Decimals)	8 P	89-93
REG HOURS (INT-SEY) (2 Decimals)	8 P	94-98
ANNUAL LEAVE HOURS (FTP-GS) (2 Decimals)	8 P	99-103
ANNUAL LEAVE HOURS (FTP-WB) (2 Decimals)	8 P	104-108
ANNUAL LEAVE HOURS (FTP-MW) (2 Decimals)	8 P	109-113
ANNUAL LEAVE HOURS (FTT-GS) (2 Decimals)	8 P	114-118
ANNUAL LEAVE HOURS (FTT-WB) (2 Decimals)	8 P	119-123
ANNUAL LEAVE HOURS (FTT-MW) (2 Decimals)	8 P	124-128
ANNUAL LEAVE HOURS (FTT-SEY) (2 Decimals)	8 P	129-133
ANNUAL LEAVE HOURS (PT-GS) (2 Decimals)	8 P	134-138
ANNUAL LEAVE HOURS (PT-WB) (2 Decimals)	8 P	139-143
ANNUAL LEAVE HOURS (PT-MW) (2 Decimals)	8 P	144-148
ANNUAL LEAVE HOURS (PT-SEY) (2 Decimals)	8 P	149-153

1.2.68 RECONCILED BIWEEKLY DATA - UPCC051 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SICK LEAVE HOURS (FTP-GS) (2 Decimals)	8 P	154-158
SICK LEAVE HOURS (FTP-WB) (2 Decimals)	8 P	159-163
SICK LEAVE HOURS (FTP-MW) (2 Decimals)	8 P	164-168
SICK LEAVE HOURS (FTT-GS) (2 Decimals)	8 P	169-173
SICK LEAVE HOURS (FTT-WB) (2 Decimals)	8 P	174-178
SICK LEAVE HOURS (FTT-MW) (2 Decimals)	8 P	179-183
SICK LEAVE HOURS (FTT-SEY) (2 Decimals)	8 P	184-188
SICK LEAVE HOURS (PT-GS) (2 Decimals)	8 P	189-193
SICK LEAVE HOURS (PT-WB) (2 Decimals)	8 P	194-198
SICK LEAVE HOURS (PT-MW) (2 Decimals)	8 P	199-203
SICK LEAVE HOURS (PT-SEY) (2 Decimals)	8 P	204-208
HOLIDAY LEAVE HOURS (FTP-GS) (2 Decimals)	8 P	209-213
HOLIDAY LEAVE HOURS (FTP-WB) (2 Decimals)	8 P	214-218
HOLIDAY LEAVE HOURS (FTP-MW) (2 Decimals)	8 P	219-223
HOLIDAY LEAVE HOURS (FTT-GS) (2 Decimals)	8 P	224-228
HOLIDAY LEAVE HOURS (FTT-WB) (2 Decimals)	8 P	229-233

1.2.68 RECONCILED BIWEEKLY DATA - UPCC051 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
HOLIDAY LEAVE HOURS (FTT-MW) (2 Decimals)	8 P	234-238
HOLIDAY LEAVE HOURS (FTT-SEY) (2 Decimals)	8 P	239-243
HOLIDAY LEAVE HOURS (PT-GS) (2 Decimals)	8 P	244-248
HOLIDAY LEAVE HOURS (PT-WB) (2 Decimals)	8 P	249-253
HOLIDAY LEAVE HOURS (PT-MW) (2 Decimals)	8 P	254-258
HOLIDAY LEAVE HOURS (PT-SEY) (2 Decimals)	8 P	259-263
OTHER LEAVE HOURS (FTP-GS) (2 Decimals)	8 P	264-268
OTHER LEAVE HOURS (FTP-WB) (2 Decimals)	8 P	269-273
OTHER LEAVE HOURS (FTP-MW) (2 Decimals)	8 P	274-278
OTHER LEAVE HOURS (FTT-GS) (2 Decimals)	8 P	279-283
OTHER LEAVE HOURS (FTT-WB) (2 Decimals)	8 P	284-288
OTHER LEAVE HOURS (FTT-MW) (2 Decimals)	8 P	289-293
OTHER LEAVE HOURS (FTT-SEY) (2 Decimals)	8 P	294-298
OTHER LEAVE HOURS (PT-GS) (2 Decimals)	8 P	299-303
OTHER LEAVE HOURS (PT-WB) (2 Decimals)	8 P	304-308
OTHER LEAVE HOURS (PT-MW) (2 Decimals)	8 P	309-313

1.2.68 RECONCILED BIWEEKLY DATA - UPCC051 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OTHER LEAVE HOURS (PT-SEY) (2 Decimals)	8 P	314-318
TERMINAL LEAVE HOURS (CIVILIAN) (2 Decimals)	8 P	319-323
OVERTIME HOURS WORKED (CIVILIAN) (2 Decimals)	8 P	324-328
HOLIDAY HOURS WORKED (CIVILIAN) (2 Decimals)	8 P	329-333
COMP HOURS WORKED (CIVILIAN) (2 Decimals)	8 P	334-338
REG HOURS (MILITARY) (2 Decimals)	8 P	339-343
LEAVE HOURS (MILITARY) (2 Decimals)	8 P	344-348
OTHER PROD HOURS (NONEXPENSE) (2 Decimals)	8 P	349-353
OC 11.1 (a) BASE PAY PRODUCTIVE (FTP-GS) (2 Decimals)	8 P	354-358
OC 11.1 (b) BASE PAY PRODUCTIVE (FTP-WB) (2 Decimals)	8 P	359-363
OC 11.1 (c) BASE PAY PRODUCTIVE (FTP-MW) (2 Decimals)	8 P	364-368
OC 11.31 (a) BASE PAY PRODUCTIVE (FTT-GS) (2 Decimals)	8 P	369-373
OC 11.31 (b) BASE PAY PRODUCTIVE (FTT-WB) (2 Decimals)	8 P	374-378
OC 11.31 (c) BASE PAY PRODUCTIVE (FTT-MW) (2 Decimals)	8 P	379-383
OC 11.31 (d) BASE PAY PRODUCTIVE (FTT-SEY) (2 Decimals)	8 P	384-388
OC 11.32 (a) BASE PAY PRODUCTIVE (PT-GS) (2 Decimals)	8 P	389-393

1.2.68 RECONCILED BIWEEKLY DATA - UPCC051 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OC 11.32 (b) BASE PAY PRODUCTIVE (PT-WB) (2 Decimals)	8 P	394-398
OC 11.32 (c) BASE PAY PRODUCTIVE (PT-MW) (2 Decimals)	8 P	399-403
OC 11.32 (d) BASE PAY PRODUCTIVE (PT-SEY) (2 Decimals)	8 P	404-408
OC 11.33 (a) BASE PAY PRODUCTIVE (INT-GS) (2 Decimals)	8 P	409-413
OC 11.33 (b) BASE PAY PRODUCTIVE (INT-WB) (2 Decimals)	8 P	414-418
OC 11.33 (c) BASE PAY PRODUCTIVE (INT-MW) (2 Decimals)	8 P	419-423
OC 11.33 (d) BASE PAY PRODUCTIVE (INT-SEY) (2 Decimals)	8 P	424-428
OC 11.1 (a) ANNUAL LEAVE PAY (FTP-GS) (2 Decimals)	8 P	429-433
OC 11.1 (b) ANNUAL LEAVE PAY (FTP-WB) (2 Decimals)	8 P	434-438
OC 11.1 (c) ANNUAL LEAVE PAY (FTP-MW) (2 Decimals)	8 P	439-443
OC 11.31 (a) ANNUAL LEAVE PAY (FTT-GS) (2 Decimals)	8 P	444-448
OC 11.31 (b) ANNUAL LEAVE PAY (FTT-WB) (2 Decimals)	8 P	449-453
OC 11.31 (c) ANNUAL LEAVE PAY (FTT-MW) (2 Decimals)	8 P	454-458
OC 11.31 (d) ANNUAL LEAVE PAY (FTT-SEY) (2 Decimals)	8 P	459-463
OC 11.32 (a) ANNUAL LEAVE PAY (PT-GS) (2 Decimals)	8 P	464-468
OC 11.32 (b) ANNUAL LEAVE PAY (PT-WB) (2 Decimals)	8 P	469-473

1.2.68 RECONCILED BIWEEKLY DATA - UPCC051 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OC 11.32 (c) ANNUAL LEAVE PAY (PT-MW) (2 Decimals)	8 P	474-478
OC 11.32 (d) ANNUAL LEAVE PAY (PT-SEY) (2 Decimals)	8 P	479-483
OC 11.1 (a) SICK LEAVE PAY (FTP-GS) (2 Decimals)	8 P	484-488
OC 11.1 (b) SICK LEAVE PAY (FTP-WB) (2 Decimals)	8 P	489-493
OC 11.1 (c) SICK LEAVE PAY (FTP-MW) (2 Decimals)	8 P	494-498
OC 11.31 (a) SICK LEAVE PAY (FTT-GS) (2 Decimals)	8 P	499-503
OC 11.31 (b) SICK LEAVE PAY (FTT-WB) (2 Decimals)	8 P	504-508
OC 11.31 (c) SICK LEAVE PAY (FTT-MW) (2 Decimals)	8 P	509-513
OC 11.31 (d) SICK LEAVE PAY (FTT-SEY) (2 Decimals)	8 P	514-518
OC 11.32 (a) SICK LEAVE PAY (PT-GS) (2 Decimals)	8 P	519-523
OC 11.32 (b) SICK LEAVE PAY (PT-WB) (2 Decimals)	8 P	524-528
OC 11.32 (c) SICK LEAVE PAY (PT-MW) (2 Decimals)	8 P	529-533
OC 11.32 (d) SICK LEAVE PAY (PT-SEY) (2 Decimals)	8 P	534-538
OC 11.1 (a) HOLIDAY LEAVE PAY (FTP-GS) (2 Decimals)	8 P	539-543
OC 11.1 (b) HOLIDAY LEAVE PAY (FTP-WB) (2 Decimals)	8 P	544-548
OC 11.1 (c) HOLIDAY LEAVE PAY (FTP-MW) (2 Decimals)	8 P	549-553

1.2.68 RECONCILED BIWEEKLY DATA - UPCC051 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OC 11.31 (a) HOLIDAY LEAVE PAY (FTT-GS) (2 Decimals)	8 P	554-558
OC 11.31 (b) HOLIDAY LEAVE PAY (FTT-WB) (2 Decimals)	8 P	559-563
OC 11.31 (c) HOLIDAY LEAVE PAY (FTT-MW) (2 Decimals)	8 P	564-568
OC 11.31 (d) HOLIDAY LEAVE PAY (FTT-SEY) (2 Decimals)	8 P	569-573
OC 11.32 (a) HOLIDAY LEAVE PAY (PT-GS) (2 Decimals)	8 P	574-578
OC 11.32 (b) HOLIDAY LEAVE PAY (PT-WB) (2 Decimals)	8 P	579-583
OC 11.32 (c) HOLIDAY LEAVE PAY (PT-MW) (2 Decimals)	8 P	584-588
OC 11.32 (d) HOLIDAY LEAVE PAY (PT-SEY) (2 Decimals)	8 P	589-593
OC 11.1 (a) OTHER PAID LEAVE (FTP-GS) (2 Decimals)	8 P	594-598
OC 11.1 (b) OTHER PAID LEAVE (FTP-WB) (2 Decimals)	8 P	599-603
OC 11.1 (c) OTHER PAID LEAVE (FTP-MW) (2 Decimals)	8 P	604-608
OC 11.31 (a) OTHER PAID LEAVE (FTT-GS) (2 Decimals)	8 P	609-613
OC 11.31 (b) OTHER PAID LEAVE (FTT-WB) (2 Decimals)	8 P	614-618
OC 11.31 (c) OTHER PAID LEAVE (FTT-MW) (2 Decimals)	8 P	619-623
OC 11.31 (d) OTHER PAID LEAVE (FTT-SEY) (2 Decimals)	8 P	624-628
OC 11.32 (a) OTHER PAID LEAVE (PT-GS) (2 Decimals)	8 P	629-633

1.2.68 RECONCILED BIWEEKLY DATA - UPCC051 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OC 11.32 (b) OTHER PAID LEAVE (PT-WB) (2 Decimals)	8 P	634-638
OC 11.32 (c) OTHER PAID LEAVE (PT-MW) (2 Decimals)	8 P	639-643
OC 11.32 (d) OTHER PAID LEAVE (PT-SEY) (2 Decimals)	8 P	644-648
OC 11.2 TERMINAL LEAVE PAYMENTS (ALL) (2 Decimals)	8 P	649-653
OC 11.51 OVERTIME PAY (2 Decimals)	8 P	654-658
OC 11.52 HOLIDAY PREMIUM PAY (2 Decimals)	8 P	659-663
OC 11.61 SUNDAY PREMIUM PAY (2 Decimals)	8 P	664-668
OC 11.62 NIGHT DIFFERENTIAL PAY (2 Decimals)	8 P	669-673
OC 11.63 HAZARDOUS PREMIUM PAY (2 Decimals)	8 P	674-678
OC 11.65 PREMIUM IN LIEU OF OVERTIME (2 Decimals)	8 P	679-683
OC 11.69 OTHER COMPENSATION (2 Decimals)	8 P	684-688
OC 11.64 CASH AWARDS (2 Decimals)	8 P	689-693
OC 12.3 LIFE INSURANCE (2 Decimals)	8 P	694-698
OC 12.4 HEALTH BENEFITS (2 Decimals)	8 P	699-703
OC 12.5 RETIREMENT (2 Decimals)	8 P	704-708
OC 12.6 FICA (2 Decimals)	8 P	709-713

1.2.68 RECONCILED BIWEEKLY DATA - UPCC051 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OC 12.8 QUARTERS ALLOWANCE (2 Decimals)	8 P	714-718
OC 13.1 SEVERANCE PAY (2 Decimals)	8 P	719-723
ADVANCE COSTS (ARMY OFFICERS) (2 Decimals)	8 P	724-728
ADVANCE COSTS (ARMY ENLISTED) (2 Decimals)	8 P	729-733
ADVANCE COSTS (NAVY OFFICERS) (2 Decimals)	8 P	734-738
ADVANCE COSTS (NAVY ENLISTED) (2 Decimals)	8 P	739-743
ADVANCE COSTS (MARINE CORPS OFFICERS) (2 Decimals)	8 P	744-748
ADVANCE COSTS (MARINE CORPS ENLISTED) (2 Decimals)	8 P	749-753
ADVANCE COSTS (AIR FORCE OFFICERS) (2 Decimals)	8 P	754-758
ADVANCE COSTS (AIR FORCE ENLISTED) (2 Decimals)	8 P	759-763
ACTUAL COSTS (MILITARY) (2 Decimals)	8 P	764-768
OC 11.66 POST DIFFERENTIAL (2 Decimals)	8 P	769-773
OC 11.67 CASH AWARDS OTHER (2 Decimals)	8 P	774-778
EXTRA-FLD (2 Decimals)	8 P	779-783
TENURE GRP	1 AN	784
(Blank Field)	4 AN	785-788

1.2.68 RECONCILED BIWEEKLY DATA - UPCC051 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
EXTRA-FLD (2 Decimals)	8 P	789-793
PAY-PLAN-CL	2 AN	794-795
SPEC-PRO-ID	2 AN	796-797
TYPE-APPT	1 AN	798
WORK-SCHED	1 AN	799
RCD-CD-"B"	1 AN	800

1.2.69 UNPROCESSED EMPLOYEES - UPCC052

FILE SUMMARY

FILE NAME:	Unprocessed Employees
FILE INDEX NUMBER:	UPCC052
PURPOSE:	Carries work records of unidentifiable employees to Sort, UPCC06, for subsequent production of the Unprocessed Employees Listing.
RECORD SIZE:	80 Bytes/Characters Packed
BLOCK SIZE:	3520 Bytes/Characters Fixed Block Packed
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Social Security Number
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 A	1-2
PAY BLOCK	2 AN	3-4
EMPLOYEE REPORT NAME	31 AN	5-35
SOCIAL SECURITY NUMBER	9 N	36-44
SUB COST CODE	9 AN	45-53
DLA COST CODE	5 AN	(45-49)
LAB TYPE	1 AN	(50)
FCTL ID	3 AN	(51-53)
ORG CODE	5 A	54-58
(Blank Field)	1 AN	59
HOURS WORKED (2 Decimals)	6 P	60-63
HOURS LEAVE (2 Decimals)	6 P	64-67

1.2.69 UNPROCESSED EMPLOYEES - UPCC052 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OBJECT CLASS 11 (2 Decimals)	7 P	68-71
OBJECT CLASS 12 (2 Decimals)	6 P	72-75
OBJECT CLASS 13 (2 Decimals)	6 P	76-79
(Blank Field)	1 AN	80

1.2.70 SORTED UNPROCESSED EMPLOYEES - UPCC06S

FILE SUMMARY

FILE NAME:	Sorted Unprocessed Employees
FILE INDEX NUMBER:	UPCC06S
PURPOSE:	Carries sorted unidentifiable employees to program UPCC07 to produce the Unprocessed Employees Listing.
RECORD SIZE:	80 Bytes/Characters Packed
BLOCK SIZE:	3520 Bytes/Characters Fixed Block Packed
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Pay Block Number - Employee Report Name
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCC052.

1.2.71 SORTED RECONCILED BIWEEKLY DATA - UPCC10S

FILE SUMMARY

FILE NAME: Sorted Reconciled Biweekly Data

FILE INDEX NUMBER: UPCC10S

PURPOSE: Carries Sorted Reconciled Biweekly Data Records to Biweekly Subsidiary Cost Code Adjustment.

RECORD SIZE: 800 Bytes/Characters Packed

BLOCK SIZE: 3200 Bytes/Characters Fixed Block Packed

ACCESS METHOD: Sequential

SEQUENCE: Activity Code - Subsidiary Cost Code - Organization Code

SUPPLEMENTAL DESCRIPTION: Record layout is same format as UPCC051.

NOTE: Type "A" Record exists only on the first biweekly cycle of the month.

1.2.72 ADJUSTED BIWEEKLY DATA - UPCC151

FILE SUMMARY

FILE NAME: Adjusted Biweekly Data

FILE INDEX NUMBER: UPCC151

PURPOSE: Carries Adjusted Biweekly Data Records to Sort UPCC20 for sorting and subsequent processing.

RECORD SIZE: 800 Bytes/Characters Packed

BLOCK SIZE: 3200 Bytes/Characters Fixed Block Packed

ACCESS METHOD: Sequential

SEQUENCE: Activity Code - Subsidiary Cost Code - Organization Code

SUPPLEMENTAL DESCRIPTION: Record layout is same format as UPCC051.

NOTE: Type "A" Record exists only on the first biweekly cycle of the month.

1.2.73 SORTED ADJUSTED BIWEEKLY DATA - UPCC20S

FILE SUMMARY

FILE NAME:	Sorted Adjusted Biweekly Data
FILE INDEX NUMBER:	UPCC20S
PURPOSE:	Carries Sorted Adjusted Biweekly Data Records to post Biweekly Manhour Cost Corrections.
RECORD SIZE:	800 Bytes/Characters Packed
BLOCK SIZE:	3200 Bytes/Characters Fixed Block Packed
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Subsidiary Cost Code - Organization Code - Record Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCC051.
	NOTE: Type "A" Record exists only the first biweekly cycle of the month.

1.2.74 CORRECTED BIWEEKLY DATA - UPCC251

FILE SUMMARY

FILE NAME:	Corrected Biweekly Data
FILE INDEX NUMBER:	UPCC251
PURPOSE:	Carries Corrected Biweekly Data Records to produce Biweekly Payroll Cost Certification and update Summary History Master.
RECORD SIZE:	408 Bytes/Characters Packed
BLOCK SIZE:	3264 Bytes/Characters Fixed Block Packed
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Subsidiary Cost Code - Organization Code - Record Code
SUPPLEMENTAL DESCRIPTION:	Type "A" Record exists only on the first biweekly cycle of the month.

FILE RECORD LAYOUT

Type A Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 A	1-2
ZEROS	3 N	3-5
HIGH VALUES	9 AN	6-14
HIGH VALUES	5 AN	15-19
PERIOD	4 AN	20-23
YR	2 N	(20-21)
MO	2 N	(22-23)
NUMBER OF ARMY OFFICERS ON BOARD (2 Decimals)	8 P	24-28
NUMBER OF ARMY ENLISTED ON BOARD (2 Decimals)	8 P	29-33
NUMBER OF NAVY OFFICERS ON BOARD (2 Decimals)	8 P	34-38

1.2.74 CORRECTED BIWEEKLY DATA - UPCC251 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
NUMBER OF NAVY ENLISTED ON BOARD (2 Decimals)	8 P	39-43
NUMBER OF MARINE CORPS OFFICERS ON BOARD (2 Decimals)	8 P	44-48
NUMBER OF MARINE CORPS ENLISTED ON BOARD (2 Decimals)	8 P	49-53
NUMBER OF AIR FORCE OFFICERS ON BOARD (2 Decimals)	8 P	54-58
NUMBER OF AIR FORCE ENLISTED ON BOARD (2 Decimals)	8 P	59-63
ZEROS (2 Decimals)	8 P	64-68
Repeat Elements 64-68 67 Times (2 Decimals)	8 P	69-403
(Blank Field)	4 AN	404-407
RCD CD "A"	1 AN	408

1.2.74 CORRECTED BIWEEKLY DATA - UPCC251 (CONT'D)

Type C Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 A	1-2
SERIAL NO	3 AN	3-5
SUB COST CODE	9 AN	6-14
DLA COST CODE	5 AN	(6-10)
LAB TYPE	1 AN	(11)
FCTL ID	3 AN	(12-14)
ORG CODE	5 A	15-19
PERIOD	4 AN	20-23
YR	2 N	(20-21)
MO	2 N	(22-23)
REG HOURS (FTP-GS) (2 Decimals)	8 P	24-28
REG HOURS (FTP-WB) (2 Decimals)	8 P	29-33
REG HOURS (FTP-MW) (2 Decimals)	8 P	34-38
REG HOURS (FTT-GS) (2 Decimals)	8 P	39-43
REG HOURS (FTT-WB) (2 Decimals)	8 P	44-48
REG HOURS (FTT-MW) (2 Decimals)	8 P	49-53
REG HOURS (FTT-SEY) (2 Decimals)	8 P	54-58
REG HOURS (PT-GS) (2 Decimals)	8 P	59-63
REG HOURS (PT-WB) (2 Decimals)	8 P	64-68
REG HOURS (PT-MW) (2 Decimals)	8 P	69-73

1.2.74 CORRECTED BIWEEKLY DATA - UPCC251 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REG HOURS (PT-SEY) (2 Decimals)	8 P	74-78
REG HOURS (INT-GS) (2 Decimals)	8 P	79-83
REG HOURS (INT-WB) (2 Decimals)	8 P	84-88
REG HOURS (INT-MW) (2 Decimals)	8 P	89-93
REG HOURS (INT-SEY) (2 Decimals)	8 P	94-98
ANNUAL LEAVE HOURS (CIVILIAN) (2 Decimals)	8 P	99-103
SICK LEAVE HOURS (CIVILIAN) (2 Decimals)	8 P	104-108
HOLIDAY LEAVE HOURS (CIVILIAN) (2 Decimals)	8 P	109-113
OTHER LEAVE HOURS (CIVILIAN) (2 Decimals)	8 P	114-118
TERMINAL LEAVE HOURS (CIVILIAN) (2 Decimals)	8 P	119-123
OVERTIME HOURS WORKED (CIVILIAN) (2 Decimals)	8 P	124-128
HOLIDAY HOURS WORKED (CIVILIAN) (2 Decimals)	8 P	129-133
COMP HOURS WORKED (CIVILIAN) (2 Decimals)	8 P	134-138
REG HOURS (MILITARY) (2 Decimals)	8 P	139-143
LEAVE HOURS (MILITARY) (2 Decimals)	8 P	144-148
OTHER PROD HOURS (NON-EXPENSE) (2 Decimals)	8 P	149-153

1.2.74 CORRECTED BIWEEKLY DATA - UPCC251 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OC 11.1 BASE PAY PRODUCTIVE (FULL TIME PERM) (2 Decimals)	8 P	154-158
OC 11.31 BASE PAY PRODUCTIVE (FULL TIME TEMP) (2 Decimals)	8 P	159-163
OC 11.32 BASE PAY PRODUCTIVE (PART TIME) (2 Decimals)	8 P	164-168
OC 11.33 BASE PAY PRODUCTIVE (INTERMITTENT) (2 Decimals)	8 P	169-173
OC 11.1 ANNUAL LEAVE PAY (FULL TIME PERM) (2 Decimals)	8 P	174-178
OC 11.31 ANNUAL LEAVE PAY (FULL TIME TEMP) (2 Decimals)	8 P	179-183
OC 11.32 ANNUAL LEAVE PAY (PART TIME) (2 Decimals)	8 P	184-188
OC 11.1 SICK LEAVE PAY (FULL TIME PERM) (2 Decimals)	8 P	189-193
OC 11.31 SICK LEAVE PAY (FULL TIME TEMP) (2 Decimals)	8 P	194-198
OC 11.32 SICK LEAVE PAY (PART TIME) (2 Decimals)	8 P	199-203
OC 11.1 HOLIDAY LEAVE PAY (FULL TIME PERM) (2 Decimals)	8 P	204-208
OC 11.31 HOLIDAY LEAVE PAY (FULL TIME TEMP) (2 Decimals)	8 P	209-213
OC 11.32 HOLIDAY LEAVE PAY (PART TIME) (2 Decimals)	8 P	214-218
OC 11.1 OTHER PAID LEAVE (FULL TIME PERM) (2 Decimals)	8 P	219-223
OC 11.31 OTHER PAID LEAVE (FULL TIME TEMP) (2 Decimals)	8 P	224-228
OC 11.32 OTHER PAID LEAVE (PART TIME) (2 Decimals)	8 P	229-233

1.2.74 CORRECTED BIWEEKLY DATA - UPCC251 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OC 11.2 TERMINAL LEAVE PAY (ALL) (2 Decimals)	8 P	234-238
OC 11.4 SPECIAL SVC PAY (GS) (2 Decimals)	8 P	239-243
OC 11.51 OVERTIME PAY (2 Decimals)	8 P	244-248
OC 11.52 HOLIDAY PREMIUM PAY (2 Decimals)	8 P	249-253
OC 11.61 SUNDAY PREMIUM PAY (2 Decimals)	8 P	254-258
OC 11.62 NIGHT DIFFERENTIAL PAY (2 Decimals)	8 P	259-263
OC 11.63 HAZARDOUS PREMIUM PAY (2 Decimals)	8 P	264-268
OC 11.65 PREMIUM IN LIEU OF OVERTIME (2 Decimals)	8 P	269-273
OC 11.69 OTHER COMPENSATION (2 Decimals)	8 P	274-278
OC 11.64 CASH AWARDS (2 Decimals)	8 P	279-283
OC 12.2 UNIFORM ALLOWANCES (2 Decimals)	8 P	284-288
OC 12.3 LIFE INSURANCE (2 Decimals)	8 P	289-293
OC 12.4 HEALTH BENEFITS (2 Decimals)	8 P	294-298
OC 12.5 RETIREMENT (2 Decimals)	8 P	299-303
OC 12.6 FICA (2 Decimals)	8 P	304-308
OC 12.7 MOVING EXPENSES (2 Decimals)	8 P	309-313

1.2.74 CORRECTED BIWEEKLY DATA - UPCC251 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OC 12.8 QUARTERS ALLOWANCE (2 Decimals)	8 P	314-318
OC 12.9 OTHER BENEFITS (2 Decimals)	8 P	319-323
OC 13.1 SEVERANCE PAY (2 Decimals)	8 P	324-328
OC 13.9 OTHER FORMER PERS BENEFITS (2 Decimals)	8 P	329-333
ADVANCE COSTS (ARMY OFFICERS) (2 Decimals)	8 P	334-338
ADVANCE COSTS (ARMY ENLISTED) (2 Decimals)	8 P	339-343
ADVANCE COSTS (NAVY OFFICERS) (2 Decimals)	8 P	344-348
ADVANCE COSTS (NAVY ENLISTED) (2 Decimals)	8 P	349-353
ADVANCE COSTS (MARINE CORPS OFFICERS) (2 Decimals)	8 P	354-358
ADVANCE COSTS (MARINE CORPS ENLISTED) (2 Decimals)	8 P	359-363
ADVANCE COSTS (AIR FORCE OFFICERS) (2 Decimals)	8 P	364-368
ADVANCE COSTS (AIR FORCE ENLISTED) (2 Decimals)	8 P	369-373
ACTUAL COSTS (MILITARY) (2 Decimals)	8 P	374-378
OC 11.66 POST DIFFERENT (2 Decimals)	8 P	379-383
OC 11.67 CASH AWARDS OTHER (2 Decimals)	8 P	384-388
ZEROS (2 Decimals)	8 P	389-393

1.2.74 CORRECTED BIWEEKLY DATA - UPCC251 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ZEROS (2 Decimals)	8 P	394-398
ZEROS (2 Decimals)	8 P	399-403
(Blank Field)	4 AN	404-407
RCD CD "C"	1 AN	408

1.2.75 SF 113G HISTORY FILE - UPCC33M

FILE SUMMARY

FILE NAME:	SF 113G History File
FILE INDEX NUMBER:	UPCC33M
PURPOSE:	Contains from 1 to 12 months employee counts, straight time hours and overtime hours used to format the Monthly SF 113G Reports.
RECORD SIZE:	192 Bytes/Characters Packed
BLOCK SIZE:	3456 Bytes/Characters Fixed Block Packed
ACCESS METHOD:	Sequential
SEQUENCE:	Record Type - Activity Code - DLA Cost Code - Date
SUPPLEMENTAL DESCRIPTION:	There is only one type "A" Record and it is the first record on the file. The remaining records are type "B". File increases in size through the Fiscal Year, from one type "B" Record per account from October to a maximum of 12 in September.

FILE RECORD LAYOUT

Type A Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OCT-HRS	3 N	1-3
NOV-HRS	3 N	4-6
DEC-HRS	3 N	7-9
JAN-HRS	3 N	10-12
FEB-HRS	3 N	13-15
MAR-HRS	3 N	16-18
APR-HRS	3 N	19-21
MAY-HRS	3 N	22-24
JUN-HRS	3 N	25-27

1.2.75 SF 113G HISTORY FILE - UPCC33M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
JUL-HRS	3 N	28-30
AUG-HRS	3 N	31-33
SEP-HRS	3 N	34-36
(Blank Field)	155 AN	37-191
RCD CD "A"	1 AN	192

1.2.75 SF 113G HISTORY FILE - UPCC33M (CONT'D)

Type B Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
DLA CST CD	5 AN	3-7
DT-YR-MT	4 AN	8-11
YR	2 N	(8-9)
MM	2 N	(10-11)
FTP-CNT	6 PS	12-15
PTP-CNT	6 PS	16-19
PTT-CNT	6 PS	20-23
FTT-CNT	6 PS	24-27
INTRMT-CNT	6 PS	28-31
MSH-CNT	6 PS	32-35
SIS-CNT	6 PS	36-39
SEY-CNT	6 PS	40-43
WTO-CNT	6 PS	44-47
FJF-CNT	6 PS	48-51
OTHR-CNT	6 PS	52-55
FTP-STRT-HRS (2 Decimals)	10 PS	56-61
PTP-STRT-HRS (2 Decimals)	10 PS	62-67
PTT-STRT-HRS (2 Decimals)	10 PS	68-73
FTT-STRT-HRS (2 Decimals)	10 PS	74-79
INTRMT-STRT-HRS (2 Decimals)	10 PS	80-85

1.2.75 SF 113G HISTORY FILE - UPCC33M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
MSH-STRT-HRS (2 Decimals)	10 PS	86-91
SIS-STRT-HRS (2 Decimals)	10 PS	92-97
SEY-STRT-HRS (2 Decimals)	10 PS	98-103
WTO-STRT-HRS (2 Decimals)	10 PS	104-109
FHF-STRT-HRS (2 Decimals)	10 PS	110-115
OTHR-STRT-HRS (2 Decimals)	10 PS	116-121
FTP-OT-HRS (2 Decimals)	10 PS	122-127
PTP-OT-HRS (2 Decimals)	10 PS	128-133
PTT-OT-HRS (2 Decimals)	10 PS	134-139
FTT-OT-HRS (2 Decimals)	10 PS	140-145
INTRMT-OT-HRS (2 Decimals)	10 PS	146-151
MSH-OT-HRS (2 Decimals)	10 PS	152-157
SIS-OT-HRS (2 Decimals)	10 PS	158-163
SEY-OT-HRS (2 Decimals)	10 PS	164-169
WTO-OT-HRS (2 Decimals)	10 PS	170-175
FJF-OT-HRS (2 Decimals)	10 PS	176-181

1.2.75 SF 113G HISTORY FILE - UPCC33M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OTHR-OT HRS (2 Decimals)	10 PS	182-187
(Blank Field)	4 AN	188-191
RCD CD "B"	1 AN	192

READEX FICHE

1.2.76 END-OF-MONTH DATA - UPCC351

FILE SUMMARY

FILE NAME:	End-of-Month Data
FILE INDEX NUMBER:	UPCC351
PURPOSE:	Carries End-of-Month Data Records to Sort UPCC40 for sorting and subsequent processing.
RECORD SIZE:	800 Bytes/Characters Packed
BLOCK SIZE:	3200 Bytes/Characters Fixed Block Packed
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Organization Code - Subsidiary Cost Code
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 A	1-2
SERIAL NO	3 N	3-5
SUB COST CODE	9 AN	6-14
DLA COST CODE	5 AN	(6-10)
LAB TYPE	1 AN	(17)
FCTL ID	3 AN	(12-14)
ORG CODE	5 A	15-19
PERIOD	4 N	20-23
YR	2 N	(20-21)
MO	2 N	(22-23)
REG HOURS (FTP-GS) (2 Decimals)	8 P	24-28
REG HOURS (FTP-WB) (2 Decimals)	8 P	29-33
REG HOURS (FTP-MW) (2 Decimals)	8 P	34-38

1.2.76 END-OF-MONTH DATA - UPCC351 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REG HOURS (FTT-GS) (2 Decimals)	8 P	39-43
REG HOURS (FTT-WB) (2 Decimals)	8 P	44-48
REG HOURS (FTT-MM) (2 Decimals)	8 P	49-53
REG HOURS (FTT-SEY) (2 Decimals)	8 P	54-58
REG HOURS (PT-GS) (2 Decimals)	8 P	59-63
REG HOURS (PT-WB) (2 Decimals)	8 P	64-68
REG HOURS (PT-MW) (2 Decimals)	8 P	69-73
REG HOURS (PT-SEY) (2 Decimals)	8 P	74-78
REG HOURS (INT-GS) (2 Decimals)	8 P	79-83
REG HOURS (INT-WB) (2 Decimals)	8 P	84-88
REG HOURS (INT-MW) (2 Decimals)	8 P	89-93
REG HOURS (INT-SEY) (2 Decimals)	8 P	94-98
ANNUAL LEAVE HOURS (FTP-GS) (2 Decimals)	8 P	99-103
ANNUAL LEAVE HOURS (FTP-WB) (2 Decimals)	8 P	104-108
ANNUAL LEAVE HOURS (FTP-MW) (2 Decimals)	8 P	109-113
ANNUAL LEAVE HOURS (FTT-GS) (2 Decimals)	8 P	114-118

1.2.76 END-OF-MONTH DATA - UPCC351 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ANNUAL LEAVE HOURS (FTT-WB) (2 Decimals)	8 P	119-123
ANNUAL LEAVE HOURS (FTT-MW) (2 Decimals)	8 P	124-128
ANNUAL LEAVE HOURS (FTT-SEY) (2 Decimals)	8 P	129-133
ANNUAL LEAVE HOURS (PT-GS) (2 Decimals)	8 P	134-138
ANNUAL LEAVE HOURS (PT-WB) (2 Decimals)	8 P	139-143
ANNUAL LEAVE HOURS (PT-MW) (2 Decimals)	8 P	144-148
ANNUAL LEAVE HOURS (PT-SEY) (2 Decimals)	8 P	149-153
SICK LEAVE HOURS (FTP-GS) (2 Decimals)	8 P	154-158
SICK LEAVE HOURS (FTP-WB) (2 Decimals)	8 P	159-163
SICK LEAVE HOURS (FTP-MW) (2 Decimals)	8 P	164-168
SICK LEAVE HOURS (FTT-GS) (2 Decimals)	8 P	169-173
SICK LEAVE HOURS (FTT-WB) (2 Decimals)	8 P	174-178
SICK LEAVE HOURS (FTT-MW) (2 Decimals)	8 P	179-183
SICK LEAVE HOURS (FTT-SEY) (2 Decimals)	8 P	184-188
SICK LEAVE HOURS (PT-GS) (2 Decimals)	8 P	189-193
SICK LEAVE HOURS (PT-WB) (2 Decimals)	8 P	194-198

1.2.76 END-OF-MONTH DATA - UPCC351 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SICK LEAVE HOURS (PT-MW) (2 Decimals)	8 P	199-203
SICK LEAVE HOURS (PT-SEY) (2 Decimals)	8 P	204-208
HOLIDAY LEAVE HOURS (FTP-GS) (2 Decimals)	8 P	209-213
HOLIDAY LEAVE HOURS (FTP-WB) (2 Decimals)	8 P	214-218
HOLIDAY LEAVE HOURS (FTP-MW) (2 Decimals)	8 P	219-223
HOLIDAY LEAVE HOURS (FTT-GS) (2 Decimals)	8 P	224-228
HOLIDAY LEAVE HOURS (FTT-WB) (2 Decimals)	8 P	229-233
HOLIDAY LEAVE HOURS (FTT-MW) (2 Decimals)	8 P	234-238
HOLIDAY LEAVE HOURS (FTT-SEY) (2 Decimals)	8 P	239-243
HOLIDAY LEAVE HOURS (PT-GS) (2 Decimals)	8 P	244-248
HOLIDAY LEAVE HOURS (PT-WB) (2 Decimals)	8 P	249-253
HOLIDAY LEAVE HOURS (PT-MW) (2 Decimals)	8 P	254-258
HOLIDAY LEAVE HOURS (PT-SEY) (2 Decimals)	8 P	259-263
OTHER LEAVE HOURS (FTP-GS) (2 Decimals)	8 P	264-268
OTHER LEAVE HOURS (FTP-WB) (2 Decimals)	8 P	269-273
OTHER LEAVE HOURS (FTP-MW) (2 Decimals)	8 P	274-278

1.2.76 END-OF-MONTH DATA - UPCC351 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OTHER LEAVE HOURS (FTT-GS) (2 Decimals)	8 P	279-283
OTHER LEAVE HOURS (FTT-WB) (2 Decimals)	8 P	284-288
OTHER LEAVE HOURS (FTT-MW) (2 Decimals)	8 P	289-293
OTHER LEAVE HOURS (FTT-SEY) (2 Decimals)	8 P	294-298
OTHER LEAVE HOURS (PT-GS) (2 Decimals)	8 P	299-303
OTHER LEAVE HOURS (PT-WB) (2 Decimals)	8 P	304-308
OTHER LEAVE HOURS (PT-MW) (2 Decimals)	8 P	309-313
OTHER LEAVE HOURS (PT-SEY) (2 Decimals)	8 P	314-318
ZEROS (2 Decimals)	8 P	319-323
OVERTIME HOURS WORKED (CIVILIAN) (2 Decimals)	8 P	324-328
HOLIDAY HOURS WORKED (CIVILIAN) (2 Decimals)	8 P	329-333
COMP HOURS WORKED (CIVILIAN) (2 Decimals)	8 P	334-338
REG HOURS (MILITARY) (2 Decimals)	8 P	339-343
LEAVE HOURS (MILITARY) (2 Decimals)	8 P	344-348
OTHER PROD HOURS (NONEXPENSE) (2 Decimals)	8 P	349-353
OC 11.1 (a) BASE PAY PRODUCTIVE (FTP-GS) (2 Decimals)	8 P	354-358

1.2.76 END-OF-MONTH DATA - UPCC351 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OC 11.1 (b) BASE PAY PRODUCTIVE (FTP-WB) (2 Decimals)	8 P	359-363
OC 11.1 (c) BASE PAY PRODUCTIVE (FTP-MW) (2 Decimals)	8 P	364-368
OC 11.31 (a) BASE PAY PRODUCTIVE (FTT-GS) (2 Decimals)	8 P	369-373
OC 11.31 (b) BASE PAY PRODUCTIVE (FTT-WB) (2 Decimals)	8 P	374-378
OC 11.31 (c) BASE PAY PRODUCTIVE (FTT-MW) (2 Decimals)	8 P	379-383
OC 11.31 (d) BASE PAY PRODUCTIVE (FTT-SEY) (2 Decimals)	8 P	384-388
OC 11.32 (a) BASE PAY PRODUCTIVE (PT-GS) (2 Decimals)	8 P	389-393
OC 11.32 (b) BASE PAY PRODUCTIVE (PT-WB) (2 Decimals)	8 P	394-398
OC 11.32 (c) BASE PAY PRODUCTIVE (PT-MW) (2 Decimals)	8 P	399-403
OC 11.32 (d) BASE PAY PRODUCTIVE (PT-SEY) (2 Decimals)	8 P	404-408
OC 11.33 (a) BASE PAY PRODUCTIVE (INT-GS) (2 Decimals)	8 P	409-413
OC 11.33 (b) BASE PAY PRODUCTIVE (INT-WB) (2 Decimals)	8 P	414-418
OC 11.33 (c) BASE PAY PRODUCTIVE (INT-MW) (2 Decimals)	8 P	419-423
OC 11.33 (d) BASE PAY PRODUCTIVE (INT-SEY) (2 Decimals)	8 P	424-428
OC 11.1 (a) ANNUAL LEAVE PAY (FTP-GS) (2 Decimals)	8 P	429-433
OC 11.1 (b) ANNUAL LEAVE PAY (FTP-WB) (2 Decimals)	8 P	434-438

1.2.76 END-OF-MONTH DATA - UPCC351 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OC 11.1 (c) ANNUAL LEAVE PAY (FTP-MW) (2 Decimals)	8 P	439-443
OC 11.31 (a) ANNUAL LEAVE PAY (FTT-GS) (2 Decimals)	8 P	444-448
OC 11.31 (b) ANNUAL LEAVE PAY (FTT-WB) (2 Decimals)	8 P	449-453
OC 11.31 (c) ANNUAL LEAVE PAY (FTT-MW) (2 Decimals)	8 P	454-458
OC 11.31 (d) ANNUAL LEAVE PAY (FTT-SEY) (2 Decimals)	8 P	459-463
OC 11.32 (a) ANNUAL LEAVE PAY (PT-GS) (2 Decimals)	8 P	464-468
OC 11.32 (b) ANNUAL LEAVE PAY (PT-WB) (2 Decimals)	8 P	469-473
OC 11.32 (c) ANNUAL LEAVE PAY (PT-MW) (2 Decimals)	8 P	474-478
OC 11.32 (d) ANNUAL LEAVE PAY (PT-SEY) (2 Decimals)	8 P	479-483
OC 11.1 (a) SICK LEAVE PAY (FTP-GS) (2 Decimals)	8 P	484-488
OC 11.1 (b) SICK LEAVE PAY (FTP-WB) (2 Decimals)	8 P	489-493
OC 11.1 (c) SICK LEAVE PAY (FTP-MW) (2 Decimals)	8 P	494-498
OC 11.31 (a) SICK LEAVE PAY (FTT-GS) (2 Decimals)	8 P	499-503
OC 11.31 (b) SICK LEAVE PAY (FTT-WB) (2 Decimals)	8 P	504-508
OC 11.31 (c) SICK LEAVE PAY (FTT-MW) (2 Decimals)	8 P	509-513
OC 11.31 (d) SICK LEAVE PAY (FTT-SEY) (2 Decimals)	8 P	514-518

1.2.76 END-OF-MONTH DATA - UPCC351 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OC 11.32 (a) SICK LEAVE PAY (PT-GS) (2 Decimals)	8 P	519-523
OC 11.32 (b) SICK LEAVE PAY (PT-WB) (2 Decimals)	8 P	524-528
OC 11.32 (c) SICK LEAVE PAY (PT-MW) (2 Decimals)	8 P	529-533
OC 11.32 (d) SICK LEAVE PAY (PT-SEY) (2 Decimals)	8 P	534-538
OC 11.1 (a) HOLIDAY LEAVE PAY (FTP-GS) (2 Decimals)	8 P	539-543
OC 11.1 (b) HOLIDAY LEAVE PAY (FTP-WB) (2 Decimals)	8 P	544-548
OC 11.1 (c) HOLIDAY LEAVE PAY (FTP-MW) (2 Decimals)	8 P	549-553
OC 11.31 (a) HOLIDAY LEAVE PAY (FTT-GS) (2 Decimals)	8 P	554-558
OC 11.31 (b) HOLIDAY LEAVE PAY (FTT-WB) (2 Decimals)	8 P	559-563
OC 11.31 (c) HOLIDAY LEAVE PAY (FTT-MW) (2 Decimals)	8 P	564-568
OC 11.31 (d) HOLIDAY LEAVE PAY (FTT-SEY) (2 Decimals)	8 P	569-573
OC 11.32 (a) HOLIDAY LEAVE PAY (PT-GS) (2 Decimals)	8 P	574-578
OC 11.32 (b) HOLIDAY LEAVE PAY (PT-WB) (2 Decimals)	8 P	579-583
OC 11.32 (c) HOLIDAY LEAVE PAY (PT-MW) (2 Decimals)	8 P	584-588
OC 11.32 (d) HOLIDAY LEAVE PAY (PT-SEY) (2 Decimals)	8 P	589-593
OC 11.1 (a) OTHER PAID LEAVE (FTP-GS) (2 Decimals)	8 P	594-598

1.2.76 END-OF-MONTH DATA - UPCC351 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OC 11.1 (b) OTHER PAID LEAVE (FTP-WB) (2 Decimals)	8 P	599-603
OC 11.1 (c) OTHER PAID LEAVE (FTP-MW) (2 Decimals)	8 P	604-608
OC 11.31 (a) OTHER PAID LEAVE (FTT-GS) (2 Decimals)	8 P	609-613
OC 11.31 (b) OTHER PAID LEAVE (FTT-WB) (2 Decimals)	8 P	614-618
OC 11.31 (c) OTHER PAID LEAVE (FTT-MW) (2 Decimals)	8 P	619-623
OC 11.31 (d) OTHER PAID LEAVE (FTT-SEY) (2 Decimals)	8 P	624-628
OC 11.32 (a) OTHER PAID LEAVE (PT-GS) (2 Decimals)	8 P	629-633
OC 11.32 (b) OTHER PAID LEAVE (PT-WB) (2 Decimals)	8 P	634-638
OC 11.32 (c) OTHER PAID LEAVE (PT-MW) (2 Decimals)	8 P	639-643
OC 11.32 (d) OTHER PAID LEAVE (PT-SEY) (2 Decimals)	8 P	644-648
ZEROS (2 Decimals)	8 P	649-653
OC 11.51 OVERTIME PAY (2 Decimals)	8 P	654-658
OC 11.52 HOLIDAY PREMIUM PAY (2 Decimals)	8 P	659-663
ZEROS (2 Decimals)	8 P	664-668
Repeat Elements 664-668 5 Times. (2 Decimals)	8 P	669-693
OC 12.3 LIFE INSURANCE (2 Decimals)	8 P	694-698

1.2.76 END-OF-MONTH DATA - UPCC351 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OC 12.4 HEALTH BENEFITS (2 Decimals)	8 P	699-703
OC 12.5 RETIREMENT (2 Decimals)	8 P	704-708
OC 12.6 FICA (2 Decimals)	8 P	709-713
ZEROS (2 Decimals)	8 P	714-718
Repeat Elements 714-718 9 Times. (2 Decimals)	8 P	719-763
ACTUAL COST (MILITARY) (2 Decimals)	8 P	764-768
ZEROS (2 Decimals)	8 P	769-773
ZEROS (2 Decimals)	8 P	774-778
EXTRA-FLD (2 Decimals)	8 P	779-783
TENURE GRP	1 AN	784
GEOG LOCATION CODE	9 AN	785-793
PAY-PLAN-CL	2 AN	794-795
SPECIAL PROGRAM ID	2 AN	796-797
TYPE APPT	1 AN	798
WORK SCHED CD	1 AN	799
RCD CD "B"	1 AN	800

1.2.77 SORTED END OF MONTH DATA - UPCC40S

FILE SUMMARY

FILE NAME:	Sorted End of Month Data
FILE INDEX NUMBER:	UPCC40S
PURPOSE:	Carries Sorted End-of-Month Data Records in proper sequence to post corrections and consolidate end-of-month data.
RECORD SIZE:	800 Bytes/Characters Packed
BLOCK SIZE:	3200 Bytes/Characters Fixed Block Packed
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Subsidiary Cost Code - Organization Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCC351.

1.2.78 CORRECTED END-OF-MONTH DATA - UPCC421

FILE SUMMARY

FILE NAME:	Corrected End-of-Month Data
FILE INDEX NUMBER:	UPCC421
PURPOSE:	Carries Corrected End-of-Month Data Records to Sort UPCC43 for sorting and subsequent processing.
RECORD SIZE:	672 Bytes/Characters Packed
BLOCK SIZE:	3360 Bytes/Characters Fixed Block Packed
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Subsidiary Cost Code - Organization Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCC60M (Type "X" Record only).

1.2.79 SORTED CORRECTED END-OF-MONTH DATA - UPCC43S

FILE SUMMARY

FILE NAME:	Sorted Corrected End-of-Month Data
FILE INDEX NUMBER:	UPCC43S
PURPOSE:	Carries Sorted Corrected End-of-Month Data Records to produce End-of-Month Payroll Cost Certification and update End-of-Month data to Summary History Master.
RECORD SIZE:	672 Bytes/Characters Packed
BLOCK SIZE:	3360 Bytes/Characters Fixed Block Packed
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Subsidiary Cost Code - Organization Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCC60M (Type "X" Record only).

1.2.80 COST CORRECTED HISTORY - UPCC501

FILE SUMMARY

FILE NAME:	Cost Corrected History
FILE INDEX NUMBER:	UPCC501
PURPOSE:	Carries Summary History Records (which did not incur Summary Transfer Action) to Summary History Consolidation.
RECORD SIZE:	672 Bytes/Characters Packed
BLOCK SIZE:	3360 Bytes/Characters Fixed Block Packed
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Subsidiary Cost Code - Organization Code - Date (Year and Month) - Record Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCC60M (Type "M" and Type "X" Records only).

1.2.81 SUMMARY CHANGED HISTORY - UPCC502

FILE SUMMARY

FILE NAME:	Summary Changed History
FILE INDEX NUMBER:	UPCC502
PURPOSE:	Carries Summary History Records which have control field changes to UPCC55 for sorting and subsequent processing.
RECORD SIZE:	672 Bytes/Characters Packed
BLOCK SIZE:	3360 Bytes/Characters Fixed Block Packed
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Subsidiary Cost Code - Organization Code - Date (Year and Month) - Record Code
SUPPLEMENTAL DESCRIPTION:	Same format as UPCC60M. NOTE: Type "A" Record exists only on the first biweekly cycle of the month.

1.2.82 NON-LABOR COST HISTORY MASTER - UPCC52M

FILE SUMMARY

FILE NAME:	Non-Labor Cost History Master
FILE INDEX NUMBER:	UPCC52M
PURPOSE:	Carries Non-Labor Cost History Records, cumulative three months, for subsequent processing.
RECORD SIZE:	160 Bytes/Characters Packed
BLOCK SIZE:	2240 Bytes/Characters Fixed Block Packed
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - DLA Cost Code - Date (Year and Month)
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT:

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 A	1-2
(Blank Field)	3 A	3-5
DLA COST CODE	5 AN	6-10
PERIOD	4 AN	11-14
YR	2 N	(11-12)
MO	2 N	(13-14)
OBJ CLASS 21 TRAVEL	7 P	15-18
OBJ CLASS 22 TRANS OF THINGS	7 P	19-22
OBJ CLASS 23.1 RENTS AND UTILITIES	7 P	23-26
OBJ CLASS 23.2 COMMUNICATIONS	7 P	27-30
OBJ CLASS 24 PRINT AND REPRODUCTION	7 P	31-34
OBJ CLASS 25.1 PUR EQUIP AND MAINT (INTRADoD)	7 P	35-38

1.2.82 NON-LABOR COST HISTORY MASTER - UPCC52M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OBJ CLASS 25.2 PUR EQUIP AND MAINT (COMMER)	7 P	39-42
OBJ CLASS 25.8 OTH PURCHASE SERVICES (INTRADoD)	7 P	43-46
OBJ CLASS 25.9 OTH PURCHASE SERVICES (COMMER)	7 P	47-50
OBJ CLASS 26 SUPPLIES AND MATERIAL	7 P	51-54
OBJ CLASS 31 EQUIPMENT	7 P	55-58
OBJ CLASS 80 SERVICE CREDITS	7 P	59-62
OBJ CLASS 99 TOTAL O&M COST	7 P	63-66
OBJ CLASS 10.0 UNPAID MOVING EXPENSE	7 P	67-70
OBJ CLASS 25.3 FOREIGN NATIONAL EXPENSE	7 P	71-74
ZEROS	7 P	75-78
FYTD OBJ CLASS 21 TRAVEL	8 P	79-83
FYTD OBJ CLASS 22 TRANS OF THINGS	8 P	84-88
FYTD OBJ CLASS 23.1 RENTS AND UTILITIES	8 P	89-93
FYTD OBJ CLASS 23.2 COMMUNICATIONS	8 P	94-98
FYTD OBJ CLASS 24 PRINT AND REPRODUCTION	8 P	99-103
FYTD OBJ CLASS 25.1 PUR EQUIP AND MAINT (INTRADoD)	8 P	104-108
FYTD OBJ CLASS 25.2 PUR EQUIP AND MAINT (COMMER)	8 P	109-113
FYTD OBJ CLASS 25.8 OTH PURCHASE SERVICES (INTRADoD)	8 P	114-118
FYTD OBJ CLASS 25.9 OTH PURCHASE SERVICES (COMMER)	8 P	119-123
FYTD OBJ CLASS 26 SUPPLIES AND MATERIAL	8 P	124-128
FYTD OBJ CLASS 31 EQUIPMENT	8 P	129-133

1.2.82 NON-LABOR COST HISTORY MASTER - UPCC52M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
FYTD OBJ CLASS 80 SERVICE CREDITS	8 N	134-138
FYTD OBJ CLASS 99 TOTAL O&M COST	8 N	139-143
FYTD OBJ CLASS 10.0 UNPAID MOVING EXPENSE	8 N	144-148
FYTD OBJ CLASS 25.3 FOREIGN NATIONAL EXPENSE	8 N	149-153
ZEROS	8 N	154-158
(Blank Field)	2 AN	159-160

1.2.83 SORTED SUMMARY CHANGED HISTORY - UPCC55S

FILE SUMMARY

FILE NAME:	Sorted Summary Changed History
FILE INDEX NUMBER:	UPCC55S
PURPOSE:	Carries Resequenced Summary History Records to program UPCC60 for subsequent processing.
RECORD SIZE:	672 Bytes/Characters Packed
BLOCK SIZE:	3360 Bytes/Characters Fixed Block Packed
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Subsidiary Cost Code - Organization Code - Date (Year and Month) - Record Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCC60M. NOTE: Type "A" Record exists only on the first biweekly cycle of the month.

1.2.84 SUMMARY HISTORY MASTER - UPCC60M

FILE SUMMARY

FILE NAME:	Summary History Master
FILE INDEX NUMBER:	UPCC60M
PURPOSE:	Carries Summary History Records, cumulative three months for subsequent processing, this or next cycle as applicable.
RECORD SIZE:	672 Bytes/Characters Packed
BLOCK SIZE:	3360 Bytes/Characters Fixed Block Packed
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Subsidiary Cost Code - Organization Code - Date (Year and Month) - Record Code
SUPPLEMENTAL DESCRIPTION:	Type "A" Record exists only on the first biweekly cycle of the month and will not exist on the final resolved file from program UPCC60. Type "X" Record is generated during an End-of-Month cycle and exists until the next Monthly 2 Schedule is executed.

FILE RECORD LAYOUT

Type A Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 A	1-2
ZEROS	3 N	3-5
SUB COST CD FIELD		6-14
HIGH VALUES	9 AN	(6-14)
ORG CD FLD		15-19
HIGH VALUES	5 AN	(15-19)
PERIOD	4 AN	20-23
YR	2 N	(20-21)
MO	2 N	(22-23)

1.2.84 SUMMARY HISTORY MASTER - UPCC60M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
NUMBER OF ARMY OFFICERS ON BOARD (2 Decimals)	8 P	24-28
NUMBER OF ARMY ENLISTED ON BOARD (2 Decimals)	8 P	29-33
NUMBER OF NAVY OFFICERS ON BOARD (2 Decimals)	8 P	34-38
NUMBER OF NAVY ENLISTED ON BOARD (2 Decimals)	8 P	39-43
NUMBER OF MARINE CORPS OFFICERS ON BOARD (2 Decimals)	8 P	44-48
NUMBER OF MARINE CORPS ENLISTED ON BOARD (2 Decimals)	8 P	49-53
NUMBER OF AIR FORCE OFFICERS ON BOARD (2 Decimals)	8 P	54-58
NUMBER OF AIR FORCE ENLISTED ON BOARD (2 Decimals)	8 P	59-63
ZEROS (2 Decimals)	8 P	64-68
Repeat Elements 64-68 67 Times (2 Decimals)	8 P	69-403
ZEROS (2 Decimals)	10 P	404-409
Repeat Elements 404-409 42 Times (2 Decimals)	10 P	410-661
(Blank Field)	10 AN	662-671
RCDCD A	1 AN	672

1.2.84 SUMMARY HISTORY MASTER - UPCC60M (CONT'D)

Type M Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 A	1-2
SERIAL NO	3 N	3-5
SUB COST CODE	9 AN	6-14
DLA COST CODE	5 AN	(6-10)
LAB TYPE	1 AN	(11)
FCTL ID	3 AN	(12-14)
ORG CODE	5 A	15-19
PERIOD	4 AN	20-23
YR	2 N	(20-21)
MO	2 N	(22-23)
REG HOURS (FTP-GS) (2 Decimals)	8 P	24-28
REG HOURS (FTP-WB) (2 Decimals)	8 P	29-33
REG HOURS (FTP-MW) (2 Decimals)	8 P	34-38
REG HOURS (FTT-GS) (2 Decimals)	8 P	39-43
REG HOURS (FTT-WB) (2 Decimals)	8 P	44-48
REG HOURS (FTT-MW) (2 Decimals)	8 P	49-53
REG HOURS (FTT-SEY) (2 Decimals)	8 P	54-58
REG HOURS (PT-GS) (2 Decimals)	8 P	59-63
REG HOURS (PT-WB) (2 Decimals)	8 P	64-68
REG HOURS (PT-MW) (2 Decimals)	8 P	69-73

1.2.84 SUMMARY HISTORY MASTER - UPCC60M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REG HOURS (PT-SEY) (2 Decimals)	8 P	74-78
REG HOURS (INT-GS) (2 Decimals)	8 P	79-83
REG HOURS (INT-WB) (2 Decimals)	8 P	84-88
REG HOURS (INT-MW) (2 Decimals)	8 P	89-93
REG HOURS (INT-SEY) (2 Decimals)	8 P	94-98
ANNUAL LEAVE HOURS (CIVILIAN) (2 Decimals)	8 P	99-103
SICK LEAVE HOURS (CIVILIAN) (2 Decimals)	8 P	104-108
HOLIDAY LEAVE HOURS (CIVILIAN) (2 Decimals)	8 P	109-113
OTHER LEAVE HOURS (CIVILIAN) (2 Decimals)	8 P	114-118
TERMINAL LEAVE HOURS (CIVILIAN) (2 Decimals)	8 P	119-123
OVERTIME HOURS WORKED (CIVILIAN) (2 Decimals)	8 P	124-128
HOLIDAY HOURS WORKED (CIVILIAN) (2 Decimals)	8 P	129-133
COMP HOURS WORKED (CIVILIAN) (2 Decimals)	8 P	134-138
REG HOURS (MILITARY) (2 Decimals)	8 P	139-143
LEAVE HOURS (MILITARY) (2 Decimals)	8 P	144-148

1.2.84 SUMMARY HISTORY MASTER - UPCC60M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OTHER PROD HOURS (NONEXPENSE) (2 Decimals)	8 P	149-153
OC 11.1 BASE PAY PRODUCTIVE (FULL TIME PERM) (2 Decimals)	8 P	154-158
OC 11.31 BASE PAY PRODUCTIVE (FULL TIME TEMP) (2 Decimals)	8 P	159-163
OC 11.32 BASE PAY PRODUCTIVE (PART TIME) (2 Decimals)	8 P	164-168
OC 11.33 BASE PAY PRODUCTIVE (INTERMT) (2 Decimals)	8 P	169-173
OC 11.1 ANNUAL LEAVE PAY (FULL TIME PERM) (2 Decimals)	8 P	174-178
OC 11.31 ANNUAL LEAVE PAY (FULL TIME TEMP) (2 Decimals)	8 P	179-183
OC 11.32 ANNUAL LEAVE PAY (PART TIME) (2 Decimals)	8 P	184-188
OC 11.1 SICK LEAVE PAY (FULL TIME PERM) (2 Decimals)	8 P	189-193
OC 11.31 SICK LEAVE PAY (FULL TIME TEMP) (2 Decimals)	8 P	194-198
OC 11.32 SICK LEAVE PAY (PART TIME) (2 Decimals)	8 P	199-203
OC 11.1 HOLIDAY LEAVE PAY (FULL TIME PERM) (2 Decimals)	8 P	204-208
OC 11.31 HOLIDAY LEAVE PAY (FULL TIME TEMP) (2 Decimals)	8 P	209-213
OC 11.32 HOLIDAY LEAVE PAY (PART TIME) (2 Decimals)	8 P	214-218
OC 11.1 OTHER PAID LEAVE (FULL TIME PERM) (2 Decimals)	8 P	219-223

1.2.84 SUMMARY HISTORY MASTER - UPCC60M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OC 11.31 OTHER PAID LEAVE (FULL TIME TEMP) (2 Decimals)	8 P	224-228
OC 11.32 OTHER PAID LEAVE (PART TIME) (2 Decimals)	8 P	229-233
OC 11.2 TERMINAL LEAVE PAY (ALL) (2 Decimals)	8 P	234-238
OC 11.4 SPECIAL SERVICE PAY (GS) (2 Decimals)	8 P	239-243
OC 11.51 OVERTIME PAY (2 Decimals)	8 P	244-248
OC 11.52 HOLIDAY PREMIUM PAY (2 Decimals)	8 P	249-253
OC 11.61 SUNDAY PREMIUM PAY (2 Decimals)	8 P	254-258
OC 11.62 NIGHT DIFFERENT PAY (2 Decimals)	8 P	259-263
OC 11.63 HAZARDOUS PREMIUM PAY (2 Decimals)	8 P	264-268
OC 11.65 PREMIUM IN LIEU OF OVERTIME (2 Decimals)	8 P	269-273
OC 11.69 OTHER COMPENSATION (2 Decimals)	8 P	274-278
OC 11.64 CASH AWARDS (2 Decimals)	8 P	279-283
OC 12.2 UNIFORM ALLOWANCES (2 Decimals)	8 P	284-288
OC 12.3 LIFE INSURANCE (2 Decimals)	8 P	289-293
OC 12.4 HEALTH BENEFITS (2 Decimals)	8 P	294-298

1.2.84 SUMMARY HISTORY MASTER - UPCC60M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OC 12.5 RETIREMENT (2 Decimals)	8 P	299-303
OC 12.6 FICA (2 Decimals)	8 P	304-308
OC 12.7 MOVING EXPENSES (2 Decimals)	8 P	309-313
OC 12.8 QUARTERS ALLOWANCE (2 Decimals)	8 P	314-318
OC 12.9 OTHER BENEFITS (2 Decimals)	8 P	319-323
OC 13.1 SEVERANCE PAY (2 Decimals)	8 P	324-328
OC 13.9 OTHER FORMER PERS BENEFITS (2 Decimals)	8 P	329-333
ADVANCE COSTS (ARMY OFFICERS) (2 Decimals)	8 P	334-338
ADVANCE COSTS (ARMY ENLISTED) (2 Decimals)	8 P	339-343
ADVANCE COSTS (NAVY OFFICERS) (2 Decimals)	8 P	344-348
ADVANCE COSTS (NAVY ENLISTED) (2 Decimals)	8 P	349-353
ADVANCE COSTS (MARINE CORPS OFFICERS) (2 Decimals)	8 P	354-358
ADVANCE COSTS (MARINE CORPS ENLISTED) (2 Decimals)	8 P	359-363
ADVANCE COSTS (AIR FORCE OFFICERS) (2 Decimals)	8 P	364-368
ADVANCE COSTS (AIR FORCE ENLISTED) (2 Decimals)	8 P	369-373

1.2.84 SUMMARY HISTORY MASTER - UPCC60M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTUAL COSTS (MILITARY) (2 Decimals)	8 P	374-378
OC 11.66 POST DIFFERENT (2 Decimals)	8 P	379-383
OC 11.67 CASH AWARDS OTHER (2 Decimals)	8 P	384-388
ZEROS (2 Decimals)	8 P	389-393
ZEROS (2 Decimals)	8 P	394-398
ZEROS (2 Decimals)	8 P	399-403
FYTD REGULAR HOURS (CIVILIAN) (2 Decimals)	10 P	404-409
FYTD PAID (2 Decimals)	10 P	410-415
FYTD OVERTIME HOURS WORKED (CIVILIAN) (2 Decimals)	10 P	416-421
FYTD COMP HOURS WORKED (CIVILIAN) (2 Decimals)	10 P	422-427
FYTD REG HOURS (MILITARY) (2 Decimals)	10 P	428-433
FYTD LEAVE HOURS (MILITARY) (2 Decimals)	10 P	434-439
FYTD OTHER PROD HOURS (NONEXPENSE) (2 Decimals)	10 P	440-445
FYTD OC 11.1 BASE PAY PRODUCTIVE (2 Decimals)	10 P	446-451
FYTD OC 11.3 BASE PAY PRODUCTIVE (2 Decimals)	10 P	452-457

1.2.84 SUMMARY HISTORY MASTER - UPCC60M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
FYTD OC 11.1 ANNUAL LEAVE PAY (2 Decimals)	10 P	458-463
FYTD OC 11.3 ANNUAL LEAVE PAY (2 Decimals)	10 P	464-469
FYTD OC 11.1 SICK LEAVE PAY (2 Decimals)	10 P	470-475
FYTD OC 11.3 SICK LEAVE PAY (2 Decimals)	10 P	476-481
FYTD OC 11.1 HOLIDAY LEAVE PAY (2 Decimals)	10 P	482-487
FYTD OC 11.3 HOLIDAY LEAVE PAY (2 Decimals)	10 P	488-493
FYTD OC 11.1 OTHER PAID LEAVE (2 Decimals)	10 P	494-499
FYTD OC 11.3 OTHER PAID LEAVE (2 Decimals)	10 P	500-505
FYTD OC 11.2 TERMINAL LEAVE PAY (2 Decimals)	10 P	506-511
FYTD OC 11.4 SPECIAL SERVICE PAY (2 Decimals)	10 P	512-517
FYTD OC 11.5 OVERTIME AND HOLIDAY PREMIUM PAY (2 Decimals)	10 P	518-523
FYTD OC 11.6 OTHER COMPENSATIONS PAY (2 Decimals)	10 P	524-529
ZEROS (2 Decimals)	10 P	530-535
FYTD OC 12.2 UNIFORM ALLOWANCES (2 Decimals)	10 P	536-541
FYTD OC 12.3 LIFE INSURANCE (2 Decimals)	10 P	542-547
FYTD OC 12.4 HEALTH BENEFITS (2 Decimals)	10 P	548-553

1.2.84 SUMMARY HISTORY MASTER - UPCC60M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
FYTD OC 12.5 RETIREMENT (2 Decimals)	10 P	554-559
FYTD OC 12.6 FICA (2 Decimals)	10 P	560-565
FYTD OC 12.7 MOVING EXPENSES (2 Decimals)	10 P	566-571
FYTD OC 12.8 QUARTERS ALLOWANCE (2 Decimals)	10 P	572-577
FYTD OC 12.9 OTHER BENEFITS (2 Decimals)	10 P	578-583
FYTD OC 13 SEVERANCE PAY AND OTHER FORMER PERS BENEFITS (2 Decimals)	10 P	584-589
FYTD ADVANCE COSTS (ARMY OFFICERS) (2 Decimals)	10 P	590-595
FYTD ADVANCE COSTS (ARMY ENLISTED) (2 Decimals)	10 P	596-601
FYTD ADVANCE COSTS (NAVY OFFICERS) (2 Decimals)	10 P	602-607
FYTD ADVANCE COSTS (NAVY ENLISTED) (2 Decimals)	10 P	608-613
FYTD ADVANCE COSTS (MARINE CORPS OFFICERS) (2 Decimals)	10 P	614-619
FYTD ADVANCE COSTS (MARINE CORPS ENLISTED) (2 Decimals)	10 P	620-625
FYTD ADVANCE COSTS (AIR FORCE OFFICERS) (2 Decimals)	10 P	626-631
FYTD ADVANCE COSTS (AIR FORCE ENLISTED) (2 Decimals)	10 P	632-637
FYTD ADVANCE COSTS (MILITARY) (2 Decimals)	10 P	638-643

1.2.84 SUMMARY HISTORY MASTER - UPCC60M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
FYTD TERMINAL LEAVE HOURS (2 Decimals)	10 P	644-649
ZEROS (2 Decimals)	10 P	650-655
ZEROS (2 Decimals)	10 P	656-661
(Blank Field)	5 AN	662-666
DLT IND	1 AN	667
RECIPR DATE	4 AN	668-671
YR	2 N	(668-669)
MO	2 N	(670-671)
RCD CD "M"	1 AN	672

1.2.84 SUMMARY HISTORY MASTER - UPCC60M (CONT'D)

TYPE X Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 A	1-2
SERIAL NO	3 N	3-5
SUB COST CODE	9 AN	6-14
DLA COST CODE	5 AN	(6-10)
LAB TYPE	1 AN	(11)
FCTL ID	3 AN	(12-14)
ORG CODE	5 A	15-19
PERIOD	4 AN	20-23
YR	2 N	(20-21)
MO	2 N	(22-23)
REG HOURS (FTP-GS) (2 Decimals)	8 P	24-28
REG HOURS (FTP-WB) (2 Decimals)	8 P	29-33
REG HOURS (FTP-MW) (2 Decimals)	8 P	34-38
REG HOURS (FTT-GS) (2 Decimals)	8 P	39-43
REG HOURS (FTT-WB) (2 Decimals)	8 P	44-48
REG HOURS (FTT-MW) (2 Decimals)	8 P	49-53
REG HOURS (FTT-SEY) (2 Decimals)	8 P	54-58
REG HOURS (PT-GS) (2 Decimals)	8 P	59-63
REG HOURS (PT-WB) (2 Decimals)	8 P	64-68
REG HOURS (PT-MW) (2 Decimals)	8 P	69-73

1.2.84 SUMMARY HISTORY MASTER - UPCC60M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REG HOURS (PT-SEY) (2 Decimals)	8 P	74-78
REG HOURS (INT-GS) (2 Decimals)	8 P	79-83
REG HOURS (INT-WB) (2 Decimals)	8 P	84-88
REG HOURS (INT-MW) (2 Decimals)	8 P	89-93
REG HOURS (INT-SEY) (2 Decimals)	8 P	94-98
ANNUAL LEAVE HOURS (CIVILIAN) (2 Decimals)	8 P	99-103
SICK LEAVE HOURS (CIVILIAN) (2 Decimals)	8 P	104-108
HOLIDAY LEAVE HOURS (CIVILIAN) (2 Decimals)	8 P	109-113
OTHER LEAVE HOURS (CIVILIAN) (2 Decimals)	8 P	114-118
ZEROS (2 Decimals)	8 P	119-123
OVERTIME HOURS WORKED (CIVILIAN) (2 Decimals)	8 P	124-128
HOLIDAY HOURS WORKED (CIVILIAN) (2 Decimals)	8 P	129-133
COMP HOURS WORKED (CIVILIAN) (2 Decimals)	8 P	134-138
REG HOURS (MILITARY) (2 Decimals)	8 P	139-143
LEAVE HOURS (MILITARY) (2 Decimals)	8 P	144-148
OTHER PROD HOURS (NONEXPENSE) (2 Decimals)	8 P	149-153

1.2.84 SUMMARY HISTORY MASTER - UPCC60M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OC 11.1 BASE PAY PRODUCTIVE (FULL TIME PERM) (2 Decimals)	8 P	154-158
OC 11.31 BASE PAY PRODUCTIVE (FULL TIME TEMP) (2 Decimals)	8 P	159-163
OC 11.32 BASE PAY PRODUCTIVE (PART TIME) (2 Decimals)	8 P	164-168
OC 11.33 BASE PAY PRODUCTIVE (INTERMT) (2 Decimals)	8 P	169-173
OC 11.1 ANNUAL LEAVE PAY (FULL TIME PERM) (2 Decimals)	8 P	174-178
OC 11.31 ANNUAL LEAVE PAY (FULL TIME TEMP) (2 Decimals)	8 P	179-183
OC 11.32 ANNUAL LEAVE PAY (PART TIME) (2 Decimals)	8 P	184-188
OC 11.1 SICK LEAVE PAY (FULL TIME PERM) (2 Decimals)	8 P	189-193
OC 11.31 SICK LEAVE PAY (FULL TIME TEMP) (2 Decimals)	8 P	194-198
OC 11.32 SICK LEAVE PAY (PART TIME) (2 Decimals)	8 P	199-203
OC 11.1 HOLIDAY LEAVE PAY (FULL TIME PERM) (2 Decimals)	8 P	204-208
OC 11.31 HOLIDAY LEAVE PAY (FULL TIME TEMP) (2 Decimals)	8 P	209-213
OC 11.32 HOLIDAY LEAVE PAY (PART TIME) (2 Decimals)	8 P	214-218
OC 11.1 OTHER PAID LEAVE (FULL TIME PERM) (2 Decimals)	8 P	219-223
OC 11.31 OTHER PAID LEAVE (FULL TIME TEMP) (2 Decimals)	8 P	224-228
OC 11.32 OTHER PAID LEAVE (PART TIME) (2 Decimals)	8 P	229-233

1.2.84 SUMMARY HISTORY MASTER - UPCC60M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ZEROS (2 Decimals)	8 P	234-238
ZEROS (2 Decimals)	8 P	239-243
OC 11.51 OVERTIME PAY (2 Decimals)	8 P	244-248
OC 11.52 HOLIDAY PREMIUM PAY (2 Decimals)	8 P	249-253
ZEROS (2 Decimals)	8 P	254-258
Repeat Elements 254-258 6 Times (2 Decimals)	8 P	259-288
OC 12.3 LIFE INSURANCE (2 Decimals)	8 P	289-293
OC 12.4 HEALTH BENEFITS (2 Decimals)	8 P	294-298
OC 12.5 RETIREMENT (2 Decimals)	8 P	299-303
OC 12.6 FICA (2 Decimals)	8 P	304-308
ZEROS (2 Decimals)	8 P	309-313
Repeat Elements 309-313 12 Times (2 Decimals)	8 P	314-373
ACTUAL COSTS (MILITARY) (2 Decimals)	8 P	374-378
ZEROS (2 Decimals)	8 P	379-383
Repeat Elements 379-383 4 Times (2 Decimals)	8 P	384-403
ZEROS (2 Decimals)	10 P	404-409

1.2.84 SUMMARY HISTORY MASTER - UPCC60M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
Repeat Elements 404-409 43 Times (2 Decimals)	10 P	410-668
EOM JULIAN DATE	4 N	669-671
RCD CD "X"	1 AN	672

1.2.85 CURRENT MONTH HISTORY EXTRACT - UPCC601

FILE SUMMARY

FILE NAME:	Current Month History Extract
FILE INDEX NUMBER:	UPCC601
PURPOSE:	Carries Current Month History Extract Records to monthly processing.
RECORD SIZE:	672 Bytes/Characters Packed
BLOCK SIZE:	3360 Bytes/Characters Fixed Block Packed
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Subsidiary Cost Code - Organization Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCC60M (Type "M" Record only).

1.2.86 INQUIRY DATA - UPCC602

FILE SUMMARY

FILE NAME:	Inquiry Data
FILE INDEX NUMBER:	UPCC602
PURPOSE:	Carries Inquiry Data records to sort, UPCC65 for sorting to proper sequence for Inquiry Listing.
RECORD SIZE:	672 Bytes/Characters Packed
BLOCK SIZE:	3360 Bytes/Characters Fixed Block Packed
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Subsidiary Cost Code - Organization Code - Date (Year and Month)
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCC60M (Type "M" Record only).

1.2.87 END-OF-MONTH DATA EXTRACT - UPCC604

FILE SUMMARY

FILE NAME:	End-of-Month Data Extract
FILE INDEX NUMBER:	UPCC604
PURPOSE:	Carries the calculated End-of-Month/Split Data, (with sign reversal) to program UPCC15 for first of the month biweekly processing.
RECORD SIZE:	800 Bytes/Characters Packed
BLOCK SIZE:	3200 Bytes/Characters Fixed Block Packed
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Subsidiary Cost Code - Organization Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCC051 (Type "B" Record only).

1.2.88 PREVIOUS QUARTER FYTD BASE AND OT/HOLIDAY PAY - UPCC605

FILE SUMMARY

FILE NAME:	Previous Quarter FYTD Base and OT/Holiday Pay
FILE INDEX NUMBER:	UPCC605
PURPOSE:	Used in program UPCE95 in computing current quarter Base and Overtime/Holiday Pay for the Overtime Managerial Report.
RECORD SIZE:	32 Bytes/Characters Packed
BLOCK SIZE:	3520 Bytes/Characters Fixed Block Packed
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Subsidiary Cost Code - Organization Code
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
ORG CODE	5 AN	3-7
SUBSIDIARY COST CODE	9 AN	8-16
DATE YYMM	4 N	17-20
FYTD BASE PAY (2 Decimals)	6 P	21-26
FYTD OT/HLDY PAY (2 Decimals)	6 P	27-32

1.2.89 SORTED LAPER HISTORY MASTER - UPCC81S

FILE SUMMARY

FILE NAME:	Sorted LAPER History Master
FILE INDEX NUMBER:	UPCC81S
PURPOSE:	Sort LAPER History Master File into 613 (DSSIAL) sequence.
RECORD SIZE:	208 Bytes/Characters Packed
BLOCK SIZE:	3328 Bytes/Characters Fixed Block Packed
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - DLA C/C (613) - Organization Code - Labor Type - PSN - Record Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCA45M.

1.2.90 DSSIAL BASE PERIOD MASTER - UPCC82M

FILE SUMMARY

FILE NAME:	DSSIAL Base Period Master
FILE INDEX NUMBER:	UPCC82M
PURPOSE:	Carries DSSIAL Base Period Master data for recycle in subsequent processing and creating detail Summary Standard Interface Analysis Listing monthly.
RECORD SIZE:	72 Bytes/Characters Display
BLOCK SIZE:	3456 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - DLA C/C (613) - Organization Code - Labor Type - PSN
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DSSIAL Base Period Master - 1

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
BMI ACT CD	2 AN	1-2
BMI 613-CD	5 AN	3-7
(Blank Field)	10 AN	8-17
BMI RCD "1"	1 AN	18
BMI MNTH - 01	4 AN	19-22
BMI MNTH - 02	4 AN	23-26
BMI MNTH - 03	4 AN	27-30
BMI MNTH - 04	4 AN	31-34
BMI MNTH - 05	4 AN	35-38
BMI MNTH - 06	4 AN	39-42
BMI MNTH - 07	4 AN	43-46

1.2.90 DSSIAL BASE PERIOD MASTER - UPCC82M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
BMI MNTH - 08	4 AN	47-50
BMI MNTH - 09	4 AN	51-54
BMI MNTH - 10	4 AN	55-58
BMI MNTH - 11	4 AN	59-62
BMI MNTH - 12	4 AN	63-66
(Blank Field)	6 AN	67-72

1.2.90 DSSIAL BASE PERIOD MASTER - UPCC82M (CONT'D)

DSSIAL Base Period Master - 2

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
BM2 ACT CD	2 AN	1-2
BM2 613-CD	5 N	3-7
BM2 ORG-CD	5 AN	8-12
BM2 LBR CD	1 AN	13
BM2 PSN	4 AN	14-17
BM2 RCD CD "2"	1 AN	18
BM2-WL PROC-ALL	8 NS	19-26
BM2-STD Hours (2 Decimals)	10 NS	27-36
BM2-WL PROC-MIS	8 NS	37-44
(Blank Field)	28 AN	45-72

1.2.91 EXTRACTED PROPOSED BASE PERIOD DATA - UPCC831

FILE SUMMARY

FILE NAME:	Extracted Proposed Base Period Data
FILE INDEX NUMBER:	UPCC831
PURPOSE:	Carries Extracted Proposed Base Period Data Records to Sort, UPCC84, for sorting and subsequent processing.
RECORD SIZE:	80 Bytes/Characters Display
BLOCK SIZE:	3520 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - DLA C/C (613) - Organization Code - Labor Type - PSN
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

Cycle CD 0

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	2 AN	1-2
CYCLE DATE	5 AN	3-7
(Blank Field)	10 AN	8-17
CYCLE CD 0	1 AN	18
(Blank Field)	62 AN	19-80

1.2.91 EXTRACTED PROPOSED BASE PERIOD DATA - UPCC831 (CONT'D)

PBI CD "1"

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
PBI ACT CD	2 AN	1-2
PBI 613-CD	5 AN	3-7
(Blank Field)	10 AN	8-17
PBI CD 1	1 AN	18
PBI RCD CD 1	1 AN	19
PBI MNTH-01	4 AN	20-23
PBI MNTH-02	4 AN	24-27
PBI MNTH-03	4 AN	28-31
PBI MNTH-04	4 AN	32-35
PBI MNTH-05	4 AN	36-39
PBI MNTH-06	4 AN	40-43
PBI MNTH-07	4 AN	44-47
PBI MNTH-08	4 AN	48-51
PBI MNTH-09	4 AN	52-55
PBI MNTH-10	4 AN	56-59
PBI MNTH-11	4 AN	60-63
PBI MNTH-12	4 AN	64-67
PBI WL-PROC MIS 613-CD	8 NS	68-75
PB1 ABRV	5 AN	76-80

1.2.91 EXTRACTED PROPOSED BASE PERIOD DATA - UPCC831 (CONT'D)

PB2 CD 1

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
PB2 ACT CD	2 AN	1-2
PB2 613-CD	5 AN	3-7
PB2 ORG-CD	5 AN	8-12
PB2 LBR CD	1 AN	13
PSN	4 AN	14-17
PB2 CD 1	1 AN	18
PB2 RCD CD 2	1 AN	19
PB2-WL PROC-ALL	8 NS	20-27
PB2-STD HOURS (2 Decimals)	10 NS	28-37
PB2-WL PROC-MIS	8 NS	38-45
(Blank Field)	35 AN	46-80

1.2.92 SORTED EXTRACTED PROPOSED BASE PERIOD DATA - UPCC84S

FILE SUMMARY

FILE NAME:	Sorted Extracted Proposed Base Period Data
FILE INDEX NUMBER:	UPCC84S
PURPOSE:	Carries sorted extracted proposed base period data to UPCC85 to produce Proposed Base Profiles Listing.
RECORD SIZE:	80 Bytes/Characters Display
BLOCK SIZE:	3520 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - DLA C/C (613) - Organization Code - Labor Type - PSN - Record Code 1 - Record Code 2
SUPPLEMENTAL DESCRIPTION:	If there are three purposes for one DLA C/C (613) Account, the Record Codes 1 and 2 on the Sorted File will be 11 for Propose Record, 12 for Data Record; 21 for Propose Record, 22 for Data Record; and 31 for Propose Record, 32 for Data Record.

1.2.93 SORTED SUMMARY HISTORY - UPCD05S

FILE SUMMARY

FILE NAME:	Sorted Summary History
FILE INDEX NUMBER:	UPCD05S
PURPOSE:	Carries Sorted Summary History Records to produce RCS DLA(M)48(C)MIN and DLA(M)1174 (C)MIN Rerun Reports.
RECORD SIZE:	1072 Bytes/Characters Display - 672 Bytes/ Characters Packed
BLOCK SIZE:	3360 Bytes/Characters Fixed Block Packed
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Date (Year and Month) - Subsidiary Cost Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCC60M.

1.2.94 SORTED NON-LABOR HISTORY - UPCD07S

FILE SUMMARY

FILE NAME:	Sorted Non-Labor History
FILE INDEX NUMBER:	UPCD07S
PURPOSE:	Carries sorted Non-Labor History Records to produce RCS DLA(M)48(C)MIN Rerun Reports.
RECORD SIZE:	256 Bytes/Characters Display - 160 Bytes/Characters Packed
BLOCK SIZE:	2240 Bytes/Characters Fixed Block Packed
ACCESS METHOD:	Sequential
SEQUENCE:	Activity - Date - DLA Cost Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCC52M.

1.2.95 CALCULATED FACTORS - CD10 - UPCD103

FILE SUMMARY

FILE NAME:	Calculated Factors - CD10
FILE INDEX NUMBER:	UPCD103
PURPOSE:	Carries calculated acceleration factors used in the preparation of the RCS DLA(M)48(C)MIN Report.
RECORD SIZE:	24 Bytes/Characters Display
BLOCK SIZE:	3504 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity - Date - Program-Project
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY	2 AN	1-2
DATE	4 N	3-6
PROG-PROJ	2 N	7-8
(Blank Field)	3 N	9-11
ACCEL-RATE (5 Decimals)	5 NS	12-16
(Blank Field)	8 AN	17-24

1.2.96 SORTED CURRENT MONTH HISTORY EXTRACT - UPCE05S

FILE SUMMARY

FILE NAME:	Sorted Current Month History Extract
FILE INDEX NUMBER:	UPCE05S
PURPOSE:	Carries Sorted Current Month History Extract Records to produce Detail Manhour Labor Cost Listing.
RECORD SIZE:	1072 Bytes/Characters Display, 672 Bytes/Characters Packed
BLOCK SIZE:	3360 Bytes/Characters Fixed Block Packed
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Organization Code - Subsidiary Cost Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCC60M.

1.2.97 MONTHLY WORK CENTER DATA - UPCE251

FILE SUMMARY

FILE NAME:	Monthly Work Center Data
FILE INDEX NUMBER:	UPCE251
PURPOSE:	Carries extracts of MAR titles, workload and hours to program UPCE26.
RECORD SIZE:	128 Bytes/Characters Display
BLOCK SIZE:	3456 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Organization Code - Subsidiary Cost Code - Performance Standard Number - Record Code
SUPPLEMENTAL DESCRIPTION:	All fields used as sequence keys do not exist in all records on this file. Subsequent problem programs take this into account.

FILE RECORD LAYOUT

Request Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	2 AN	1-2
RCD KEY "A"	1 AN	3
(Blank Field)	17 AN	4-20
FLOATING QUARTER PROD HOURS FACTORS	9 AN	21-29
3RD OLDEST MONTH	3 N	(21-23)
2ND OLDEST MONTH	3 N	(24-26)
1ST OLDEST MONTH	3 N	(27-29)
PROD HOURS FACTOR (FYTD)	4 N	30-33
MO CHG IND	1 AN	34
BEG WEEK DATE YYDDD	5 N	35-39
END WEEK DATE YYDDD	5 N	40-44

1.2.97 MONTHLY WORK CENTER DATA - UPCE251 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIMES DATE YYMM	4 N	45-48
JULIAN DATE YDDD	4 N	49-52
DAILY REQUEST DATE YYDDD	5 N	53-57
WEEKLY REQUEST DATE YYDDD	5 N	58-62
WEEKLY PROD HOURS	2 N	63-64
SPLIT REQUEST DATE YYDDD	5 N	65-69
BIWEEKLY REQUEST DATE YYDDD	5 N	70-74
MONTHLY REQUEST DATE YYDDD	5 N	75-79
MONTHLY HOUR FACTORS	6 AN	80-85
TOTAL HRS FACTOR	3 N	(80-82)
PROD HRS FACTOR	3 N	(83-85)
MONTH CD	1 AN	86
BEGINNING DATE OF PAY PERIOD YYDDD	5 AN	87-91
CYCLE CD 1	1 AN	92
CYCLE CD 2	1 AN	93
MONTH-TO-DATE HOURS FACTOR	6	94-99
PROD HRS FACTOR	3 N	(94-96)
TOTAL HRS FACTOR	3 N	(97-99)
(Blank Field)	28 AN	100-127
RCD CD "1"	1 AN	128

1.2.97 MONTHLY WORK CENTER DATA - UPCE251 (CONT'D)

SCC/PSN Title

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
ORG CODE	5 AN	3-7
SUBSIDIARY COST CODE	9 AN	8-16
DLA COST CODE	5 N	(8-12)
LAB TYPE	1 N	(13)
FCTL ID	3 N	(14-16)
PSN	4 AN	17-20
SUB COST CODE TITLE	24 AN	21-44
UNIT OF MEASURE TITLE	24 AN	45-68
PERF STANDARD (4 Decimals)	7 N	69-75
(Blank Field)	49 AN	76-124
PERF TYPE	1 AN	125
MIS IND	1 AN	126
(Blank Field)	1 AN	127
RCD CD "2" OR "3"	1 AN	128

1.2.97 MONTHLY WORK CENTER DATA - UPCE251 (CONT'D)

Data Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 A	1-2
ORG CODE	5 AN	3-7
SUBSIDIARY COST CODE	9 AN	8-16
DLA COST CODE	5 N	(8-12)
LAB TYPE	1 AN	(13)
FCTL ID	3 N	(14-16)
PSN	4 AN	17-20
WORKLOAD RECEIVED (MONTH-TO-DATE)	8 N	21-28
WORKLOAD PROCESSED (MONTH-TO-DATE)	8 N	29-36
WORKLOAD PROCESSED (FYTD)	10 N	37-46
BAL-ON-HAND UNITS (CLOSING MO BAL)	6 N	47-52
ACTUAL PRODUCTIVE HOURS (MONTH-TO-DATE) (2 Decimals)	8 N	53-60
ACTUAL PRODUCTIVE HOURS (FYTD) (2 Decimals)	10 N	61-70
ANNUAL LEAVE HOURS (MONTH-TO-DATE) (2 Decimals)	8 N	71-78
SICK LEAVE HOURS (MONTH-TO-DATE) (2 Decimals)	8 N	79-86
OTHER LEAVE HOURS (MONTH-TO-DATE) (2 Decimals)	8 N	87-94
STANDARD HOURS (MONTH-TO-DATE) (2 Decimals)	8 N	95-102
STANDARD HOURS (FYTD) (2 Decimals)	12 N	103-114
STANDARD HOURS (STRKING BASE) (2 Decimals)	8 N	115-122

1.2.97 MONTHLY WORK CENTER DATA - UPCE251 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	2 AN	123-124
PERF TYPE	1 AN	125
MIS IND	1 AN	126
LAST RCD IND	1 AN	127
RCD CD "4"	1 AN	128

1.2.98 WORKLOAD FEEDER WORK FILE - UPCE252

FILE SUMMARY

FILE NAME:	Workload Feeder Work File
FILE INDEX NUMBER:	UPCE252
PURPOSE:	Carries data to program UPCE60 to produce the Workload Feeder Listing.
RECORD SIZE:	104 Bytes/Characters Display
BLOCK SIZE:	3432 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Record Key - Work Count ID - Organization Code - Subsidiary Cost Code - Performance Standard Number
SUPPLEMENTAL DESCRIPTION:	All fields used as sequence keys do not exist in all records on this file. Subsequent problem programs take this into account.

FILE SUMMARY

Request Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
LOW VALUES	2 AN	1-2
RCD KEY "A"	1 AN	3
LOW VALUES	41 AN	4-44
DIMES DATE YYMM	4 N	45-48
JULIAN DATE	4 N	49-52
DAILY REQUEST DATE YYDDD	5 N	53-57
WEEKLY REQUEST DATE YYDDD	5 N	58-62
WEEKLY PROD HOURS	2 N	63-64
SPLIT EOM REQUEST DATE YYDDD	5 N	65-69
BIWEEKLY REQUEST DATE YYDDD	5 N	70-74

1.2.98 WORKLOAD FEEDER WORK FILE - UPCE252 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
MONTHLY REQUEST DATE YYDDD	5 N	75-79
MONTHLY HOURS	6 AN	80-85
TOTAL	3 N	(80-82)
PROD	3 N	(83-85)
MONTHLY CODE	1 AN	86
BEGINNING DATE OF PAY PERIOD YYDDD	5 N	87-91
CYCLE CD 1	1 AN	92
CYCLE CD 2	1 AN	93
CURRENT MONTH-TO-DATE HOURS	6 AN	94-99
PROD	3 N	(94-96)
TOTAL	3 N	(97-99)
(Blank Field)	5 AN	100-104

1.2.98 WORKLOAD FEEDER WORK FILE - UPCE252 (CONT'D)

RF Selector Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
RCD KEY "C"	1 AN	3
LOW VALUES	41 AN	4-44
(Blank Field)	4 AN	45-48
JULIAN DATE YDDD	4 N	49-52
(Blank Field)	24 AN	53-76
FDR RFS	1 AN	77
(Blank Field)	4 AN	78-81
ACTIVITY ABBREV	5 A	82-86
SERIAL NO	3 N	87-89
(Blank Field)	15 AN	90-104

1.2.98 WORKLOAD FEEDER WORK FILE - UPCE252 (CONT'D)

Work Load Data Record

DATA ELEMENT	FIELD DEFINITION		POSITION IN RECORD
ACTIVITY CODE	2 AN		1-2
RCD KEY "2"	1 AN		3
WORK COUNT ID	5 AN		4-8
ORG CODE	5 AN		9-13
SUB COST CODE	9 AN		14-22
DLA COST CODE	5 AN		(14-18)
LAB TYPE	1 AN		(19)
FCTL ID	3 AN		(20-22)
PERF STAND NO	4 N		23-26
SUB COST CODE TITLE (FOR LT3 & 5)	24 AN		27-50
UNIT OF MEASURE TITLE (FOR LT1 & 4)	24 AN	R	27-50
WORK UNITS PROCESSED	8 N		51-58
(Blank Field)	46 AN		59-104

1.2.99 MONTHLY HOURS SUMMATION - UPCE253

FILE SUMMARY

FILE NAME:	Monthly Hours Summation
FILE INDEX NUMBER:	UPCE253
PURPOSE:	Carries the summation of applicable Actual and Standard Hours (by Work Center) to program UPCE26 to calculate the Standard Hours for all Supervisory Labor Types and to calculate the percentage to be applied to the Unmeasured Labor Types in program UPCE27.
RECORD SIZE:	72 Bytes/Characters Display
BLOCK SIZE:	3456 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Organization Code
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
WORK CENTER CODE	5 AN	3-7
WORK CENTER ORGANIZATION TITLE	24 AN	8-31
W/C DEV CONTROL (2 Decimals)	2 N	32-33
W/C RPT IND	1 AN	34
ACTIVITY ABBREV	5 AN	35-39
ACTUAL PRODUCTIVE HOURS (FOR LAB-TYPES 1, 2, 3 & 4) MONTH-TO-DATE (2 Decimals)	10 N	40-49

1.2.99 MONTHLY HOURS SUMMATION - UPCE253 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTUAL PRODUCTIVE HOURS (FOR LAB-TYPES 1, 2, 3 & 5) MONTH-TO-DATE (2 Decimals)	10 N	50-59
STANDARD HOURS (FOR LAB-TYPES 1, 2 & 3) MONTH-TO-DATE (2 Decimals)	12 N	60-71
(Blank Field)	1 AN	72

1.2.100 MONTHLY LAPER DATA - UPCE261

FILE SUMMARY

FILE NAME:	Monthly LAPER Data
FILE INDEX NUMBER:	UPCE261
PURPOSE:	Carries extracts of MAR titles, workload, and hours to program UPCE27 to produce the Monthly Labor Production Effectiveness Listings.
RECORD SIZE:	128 Bytes/Characters Display
BLOCK SIZE:	3456 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Organization Code - Subsidiary Cost Code - Performance Standard Number - Record Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCE251. Note that all fields used as sequence keys do not exist on all records on this file. Subsequent problem programs take this into account.

1.2.101 MONTHLY PERCENT RECORD - UPCE262

FILE SUMMARY

FILE NAME:	Monthly Percent Record
FILE INDEX NUMBER:	UPCE262
PURPOSE:	Carries Work Center Titles, Deviation Control, Report Selectors, and Calculated Percentages (to be applied to all Unmeasured Labor Types) to program UPCE27.
RECORD SIZE:	64 Bytes/Characters Display
BLOCK SIZE:	3520 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Organization Code
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
WORK CENTER ORG CODE	5 AN	3-7
WORK CENTER ORGANIZATION TITLE	24 AN	8-31
W/C DEV CONTROL (2 Decimals)	2 N	32-33
W/C RPT IND	1 AN	34
ACTIVITY ABBREV	5 AN	35-39
CALC PCT (MONTH-TO-DATE) (4 Decimals)	5 N	40-44
STANDARD HOURS CURRENT (LT 1 & 3) (2 Decimals)	10 N	45-54
STANDARD HOURS BASE (LT 1 & 3) (2 Decimals)	10 N	55-64

1.2.102 MONTHLY SUMMARY/ORGANIZATION WORK FILE - UPCE274

FILE SUMMARY

FILE NAME:	Monthly Summary/Organization Work File
FILE INDEX NUMBER:	UPCE274
PURPOSE:	Carries MIS Workload, Calculated Standard Hours, and Actual Hours (both Productive and Nonproductive) for Subsequent Monthly LPE Reports.
RECORD SIZE:	104 Bytes/Characters Display
BLOCK SIZE:	3432 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Organization Code - Subsidiary Cost Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCA474. Note that all fields used as sequence keys do not exist on all records on this file. Subsequent problem programs take this into account.

1.2.103 MONTHLY-II LAPER WORK FILE - UPCE275

FILE SUMMARY

FILE NAME:	Monthly-II LAPER Work File
FILE INDEX NUMBER:	UPCE275
PURPOSE:	Carries Productive Hours Factors, Workload Processed, Calculated Standard Hours, and Actual Hours (both Month-To-Date and Fiscal Year-To-Date) to program UPCE81 to update both the Detail Workload History (UPCA45M) and the Summary Workload History (UPCE81M) Files.
RECORD SIZE:	104 Bytes/Characters Display
BLOCK SIZE:	3432 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Organization Code - Subsidiary Cost Code - Performance Standard Number
SUPPLEMENTAL DESCRIPTION:	All fields used as sequence keys do not exist in all records on this file. Subsequent problem programs take this into account.

FILE RECORD LAYOUT

Request Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	2 AN	1-2
RCD KEY "A"	1 A	3
(Blank Field)	17 AN	4-20
FLOATING QUARTER PROD HOURS FACTORS	9 AN	21-29
3RD OLDEST MONTH	3 N	(21-23)
2ND OLDEST MONTH	3 N	(24-26)
1ST OLDEST MONTH	3 N	(27-29)
PROD HOURS FACTOR (FYTD)	4 N	30-33
MO CHG IND	1 AN	34
BEG WEEK DATE YYDDD	5 N	35-39

1.2.103 MONTHLY-II LAPER WORK FILE - UPCE275 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
END WEEK DATE YYDDD	5 N	40-44
DIMES DATE YYMM	4 N	45-48
JULIAN YDDD	4 N	49-52
DAILY REQUEST DATE YYDDD	5 N	53-57
WEEKLY REQUEST DATE YYDDD	5 N	58-62
WEEKLY PROD HOURS	2 N	63-64
SPLIT REQUEST DATE YYDDD	5 N	65-69
BIWEEKLY REQUEST DATE YYDDD	5 N	70-74
MONTHLY REQUEST DATE YYDDD	5 N	75-79
MONTHLY HOURS FACTORS	6 AN	80-85
TOTAL HRS FACTOR	3 N	(80-82)
PROD HRS FACTOR	3 N	(83-85)
MONTH CD	1 N	86
BEGINNING DATE OF PAY PERIOD YYDDD	5 N	87-91
CYCLE CD 1	1 AN	92
CYCLE CD 2	1 AN	93
MONTH-TO-DATE HOURS FACTOR	6 AN	94-99
PROD HRS FACTOR	3 N	(94-96)
TOTAL HRS FACTOR	3 N	(97-99)
(Blank Field)	5 AN	100-104

1.2.103 MONTHLY-II LAPER WORK FILE - UPCE275 (CONT'D)

LPE Work Data Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 A	1-2
ORG CODE	5 AN	3-7
SUBSIDIARY COST CODE	9 AN	8-16
DLA COST CODE	5 N	(8-12)
LAB TYPE	1 N	(13)
FCTL ID	3 N	(14-16)
PSN	4 N	17-20
WORKLOAD PROCESSED (MONTH-TO-DATE)	8 N	21-28
WORKLOAD PROCESSED (FYTD)	10 N	29-38
STANDARD HOURS (MONTH-TO-DATE) (2 Decimals)	10 N	39-48
STANDARD HOURS (FYTD) (2 Decimals)	12 N	49-60
STANDARD HOURS (STRKING BASE) (2 Decimals)	10 N	61-70
ACTUAL PRODUCTIVE HOURS (MONTH-TO-DATE) (2 Decimals)	8 N	71-78
ACTUAL PRODUCTIVE HOURS (FYTD) (2 Decimals)	10 N	79-88
(Blank Field)	16 AN	89-104

1.2.104 DLA COST CODE MASTER - UPCE30M

FILE SUMMARY

FILE NAME:	DLA Cost Code Master
FILE INDEX NUMBER:	UPCE30M
PURPOSE:	Carries pertinent data to enable the rerun of the RCS DLA(M)48(C)MIN Report for any prior month or months during the preceding three months.
RECORD SIZE:	88 Bytes/Characters Display
BLOCK SIZE:	1672 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity - Date - DLA Cost Code
SUPPLEMENTAL DESCRIPTION:	There are two types of records carried in this file: i.e., Record Code of 1: Carried in ascending sequence, by months, the actual and productive manhours relative to the month specified. Record Code of 4: All DLA Cost Code relative to an activity.

FILE RECORD LAYOUT

Hours RCD CD 1

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
HOURS ACTIVITY	2 AN	1-2
(Blank Field)	3 AN	3-5
HOURS DATE YYMM	4 AN	6-9
(Blank Field)	5 AN	10-14
HOURS ACTUAL	4 AN	15-18

1.2.104 DLA COST CODE MASTER - UPCE30M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
HOURS PROD	4 AN	19-22
(Blank Field)	65 AN	23-87
HRS RCD CD 1	1 AN	88

1.2.104 DLA COST CODE MASTER - UPCE30M (CONT'D)

RCD CD 4

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 A	1-2
(Blank Field)	3 AN	3-5
DATE YYMM	4 AN	6-9
DLA COST CODE	5 N	10-14
DLA COST CODE TITLE	24 AN	15-38
(Blank Field)	49 AN	39-87
RCD CODE 4	1 A	88

1.2.105 CALCULATED FACTORS - CE30 - UPCE303

FILE SUMMARY

FILE NAME:	Calculated Factors - CE30
FILE INDEX NUMBER:	UPCE303
PURPOSE:	Carries calculated acceleration factors used in the preparation of the RCS DLA(M)48(C)MIN Report.
RECORD SIZE:	24 Bytes/Characters Display
BLOCK SIZE:	3504 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity - Program-Project
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY	2 AN	1-2
(Blank Field)	4 AN	3-6
PROG-PROJ	2 N	7-8
(Blank Field)	3 N	9-11
ACCEL-RATE (5 Decimals)	5 N	12-16
(Blank Field)	8 N	17-24

1.2.106 SORTED MANPOWER EXTRACT - UPCE40S

FILE SUMMARY

FILE NAME:	Sorted Manpower Extract
FILE INDEX NUMBER:	UPCE40S
PURPOSE:	Carries sorted Manpower Extract records to produce RCS DLA(M)1174(C)MIN B Reports.
RECORD SIZE:	216 Bytes/Characters Display
BLOCK SIZE:	3456 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - DLA Cost Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCA282

1.2.107 PROJECT AUTHORIZED SPACES COUNT - UPCE454

FILE SUMMARY

FILE NAME:	Project Authorized Spaces Count
FILE INDEX NUMBER:	UPCE454
PURPOSE:	Passes number of authorized spaces per project level to program UPCE85 for further processing. File is positive only on a quarterly basis.
RECORD SIZE:	24 Bytes/Characters Display
BLOCK SIZE:	960 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Project Level of DLA Cost Code
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
DIMES DLA COST CODE	2 AN	3-4
DIMES LAST THREE	3 AN	5-7
DIMES SPACES	5 N	8-12
(Blank Field)	12 AN	13-24

COMMENTS: File is used on a quarterly basis.

1.2.108 SORTED WORKLOAD FEEDER WORK FILE - UPCE60S

FILE SUMMARY

FILE NAME:	Sorted Workload Feeder Work File
FILE INDEX NUMBER:	UPCE60S
PURPOSE:	Carries Sorted Work Count ID and DLA Cost Code Title Records to produce Monthly Workload Feeder Listing.
RECORD SIZE:	104 Bytes/Characters Display
BLOCK SIZE:	3432 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - C Key - Work Count ID - Organization - DLA Cost Code - PSN
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCE252.

1.2.109 MONTHLY LPE FUNCTION/ORGANIZATION WORK FILE - UPCE712

FILE SUMMARY

FILE NAME:	Monthly LPE Function/Organization Work File
FILE INDEX NUMBER:	UPCE712
PURPOSE:	Create a work file utilized by the Monthly LPE Function/Organization Program which part thereof will subsequently be utilized (after update) by the Monthly LPE Division Summary by Function/Organization Program.
RECORD SIZE:	104 Bytes/Characters Display
BLOCK SIZE:	3432 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Organization Code - Subsidiary Cost Code
SUPPLEMENTAL DESCRIPTION:	Five different record types are created: Request Activity Abbreviation DLA Cost Code Shell Organization Titles Data Summary Record layout is same format as UPCA492.

1.2.110 MONTHLY LPE DIVISION FUNCTION/ORGANIZATION WORK FILE - UPCE713

FILE SUMMARY

FILE NAME:	Monthly LPE Division Function/Organization Work File
FILE INDEX NUMBER:	UPCE713
PURPOSE:	Create the Monthly Division Summary by Function/Organization Program Work File.
RECORD SIZE:	104 Bytes/Characters Display
BLOCK SIZE:	3432 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Organization Code - Subsidiary Cost Code
SUPPLEMENTAL DESCRIPTION:	Two record types are created: Organization Titles (Division through Unit) Data Summary Record layout is same format as UPCA493.

1.2.111 SORTED MONTHLY LPE FUNCTION/ORGANIZATION WORK FILE - UPCE72S

FILE SUMMARY

FILE NAME:	Sorted Monthly LPE Function/Organization Work File
FILE INDEX NUMBER:	UPCE72S
PURPOSE:	Sort records in sequence for Monthly LPE Function/Organization Program.
RECORD SIZE:	104 Bytes/Characters Display
BLOCK SIZE:	3432 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - DLA Cost Code - Organization Code - Record
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCA492.

1.2.112 MONTHLY LPE DIVISION FUNCTION/ORGANIZATION WORK FILE - UPCE732

FILE SUMMARY

FILE NAME:	Monthly LPE Division Function/Organization Work File
FILE INDEX NUMBER:	UPCE732
PURPOSE:	Create a work file to be utilized by the Monthly LPE Division Function/Organization Program.
RECORD SIZE:	104 Bytes/Characters Display
BLOCK SIZE:	3432 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - DLA Cost Code - Organization Code - Record Type
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCA512.

1.2.113 SORTED MONTHLY LPE DIVISION/FUNCTION WORK FILE - UPCE74S

FILE SUMMARY

FILE NAME:	Sorted Monthly LPE Division/Function Work File
FILE INDEX NUMBER:	UPCE74S
PURPOSE:	Carries sorted request, activity, and DLA Cost Title Records to UPCE76 to produce the Monthly Division/Function/Organization Listing.
RECORD SIZE:	104 Bytes/Characters Display
BLOCK SIZE:	3432 Bytes/Characters Fixed Block
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Division - DLA Cost Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCE732.

1.2.114 SORTED LPE DIVISION/FUNCTION/ORGANIZATION FILE - UPCE75S

FILE SUMMARY

FILE NAME:	Sorted LPE Division/Function/Organization File
FILE INDEX NUMBER:	UPCE75S
PURPOSE:	Carries Sorted Title and Summary Records to UPCE76 to produce the Monthly Division/Function/Organization Listing.
RECORD SIZE:	104 Bytes/Characters Display
BLOCK SIZE:	3432 Bytes/Characters Fixed Block
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Division - DLA Cost Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCE713.

1.2.115 FLOATING QUARTER DATA - UPCE811

FILE SUMMARY

FILE NAME:	Floating Quarter Data
FILE INDEX NUMBER:	UPCE811
PURPOSE:	Data used to produce the Labor Standards Maintenance Listing.
RECORD SIZE:	64 Bytes/Characters Display
BLOCK SIZE:	3456 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - DLA Cost Code - Organization Code - Performance Standard Number - Performance Standard Title - Performance Standard Type - Date
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

Request Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	2 AN	1-2
RCD KEY "A"	1 AN	3
MONTHLY REQUEST DATE	5 N	4-8
DIMES DATE	4 N	9-12
(Blank Field)	51 AN	13-63
RCD CD "1"	1 AN	64

1.2.115 FLOATING QUARTER DATA - UPCE811 (CONT'D)

Organization Titles

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CD	2 AN	1-2
DLA COST CODE	5 N	3-7
ORG CODE	5 AN	8-12
(Blank Field)	4 AN	13-16
ORGANIZATION TITLE	24 AN	17-40
(Blank Field)	23 AN	41-63
RCD CD "2"	1 AN	64

1.2.115 FLOATING QUARTER DATA - UPCE811 (CONT'D)

Data Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY CODE	2 AN	1-2
DLA COST CODE	5 N	3-7
ORG CODE	5 AN	8-12
PSN	4 N	13-16
PSN TITLE	24 AN	17-40
STAND TYPE	1 N	41
DATE OF STANDARD	4 N	42-45
3 MO FLOAT QTR HRS FACTOR	3 N	46-48
3 MO FLOATING QUARTER STANDARD HRS (2 Decimals)	9 N	49-57
(Blank Field)	6 AN	58-63
RCD CD "3"	1 AN	64

1.2.116 DSSIAL EXTRACT - UPCE812

FILE SUMMARY

FILE NAME:	DSSIAL Extract
FILE INDEX NUMBER:	UPCE812
PURPOSE:	Produce data to be used in preparing DSSIAL Listing.
RECORD SIZE:	104 Bytes/Characters Display
BLOCK SIZE:	3432 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Organization Code - Subsidiary Cost Code
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

RCD CD 1

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	2 AN	1-2
KEY "A"	1 AN	3
MONTHLY REQUEST DATE	5 N	4-8
(Blank Field)	95 AN	9-103
RCD CD 1	1 AN	104

1.2.116 DSSIAL EXTRACT - UPCE812 (CONT'D)

RCD CD 2

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACT CODE	2 AN	1-2
DLACC (613)	5 N	3-7
ORG CODE	5 AN	8-12
LAB TYPE	1 N	13
PSN	4 N	14-17
LOW 3 SCC	3 N	18-20
MIS ID	1 AN	21
CURRENT MONTH	16 AN	22-37
WORKLOAD PROCESSED	7 NS	(22-28)
STANDARD HOURS (2 Decimals)	9 NS	(29-37)
WORKLOAD PROCESSED (MO-01)	7 NS	38-44
WORKLOAD PROCESSED (MO-02)	7 NS	45-51
WORKLOAD PROCESSED (MO-03)	7 NS	52-58
STANDARD HOURS (MO-01) (2 Decimals)	9 NS	59-67
STANDARD HOURS (MO-02) (2 Decimals)	9 NS	68-76
STANDARD HOURS (MO-03) (2 Decimals)	9 NS	77-85
MONTHLY ACTUAL HOURS (2 Decimals)	10 NS	86-95
(Blank Field)	8 AN	96-103
RCD CD 2	1 AN	104

1.2.117 SORTED FLOATING QUARTER DATA - UPCE82S

FILE SUMMARY

FILE NAME:	Sorted Floating Quarter Data
FILE INDEX NUMBER:	UPCE82S
PURPOSE:	Sort data into proper sequence for input to UPCE83, Local Standards Maintenance.
RECORD SIZE:	64 Bytes/Characters Display
BLOCK SIZE:	3456 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Organization Code - DLA Cost Code - Performance Standard Number - Performance Standard Title - Date
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCE811.

1.2.118 SORTED SUMMARY/ORGANIZATION WORK FILE - UPCE84S

FILE SUMMARY

FILE NAME:	Sorted Summary/Organization Work File
FILE INDEX NUMBER:	UPCE84S
PURPOSE:	Sort data into proper sequence for input to UPCE85, Status of Authorized Positions.
RECORD SIZE:	104 Bytes/Characters Display
BLOCK SIZE:	3432 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - DLA Cost Code (First Five Positions of Subsidiary Cost Code)
SUPPLEMENTAL DESCRIPTION:	None

1.2.119 SORTED SUMMARY WORKLOAD EXTRACT - UPCE86S

FILE SUMMARY

FILE NAME: Sorted Summary Workload Extract

FILE INDEX NUMBER: UPCE86S

PURPOSE: Sort Summary Workload Extract into 613 (DSSIAL) Sequence.

RECORD SIZE: 104 Bytes/Characters Display

BLOCK SIZE: 3432 Bytes/Characters Fixed Block Display

ACCESS METHOD: Sequential

SEQUENCE: Activity Code - DLA C/C (613) - Organization Code - Labor Type - PSN

SUPPLEMENTAL DESCRIPTION: Record layout is same format as UPCE812.

1.2.120 DSSIAL WORK DATA - UPCE871

FILE SUMMARY

FILE NAME:	DSSIAL Work Data
FILE INDEX NUMBER:	UPCE871
PURPOSE:	Carries calculated work data to UPCE88 for report publishing process.
RECORD SIZE:	152 Bytes/Characters Display
BLOCK SIZE:	3496 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - DLA C/C (613) - Organization Code - Labor Type - PSN
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACT CD	2 AN	1-2
DLACC (613)	5 AN	3-7
ORG CD	5 AN	8-12
LBR TYPE	1 AN	13
PSN	4 N	14-17
CURRENT MONTH	26 AN	18-43
WL-PROC ALL	8 NS	(18-25)
STD-HRS ALL (2 Decimals)	10 NS	(26-35)
WL-PROC MIS	8 NS	(35-43)
WL-PROC MNTH 1	8 NS	44-51
STD-HRS MNTH 1 (2 Decimals)	10 NS	52-61
WL-PROC MIS-MNTH 1	8 NS	62-69
WL-PROC MNTH 2	8 NS	70-77

1.2.120 DSSIAL WORK DATA - UPCE871 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
STD-HRS MNTH 2 (2 Decimals)	10 NS	78-87
WL-PROC MIS-MNTH 2	8 NS	88-95
WL-PROC MNTH 3	8 NS	96-103
STD-HRS MNTH 3 (2 Decimals)	10 NS	104-113
WL-PROC MIS-MNTH 3	8 NS	114-121
BASE WL-PROC ALL	8 NS	122-129
BASE STD-HRS ALL (2 Decimals)	10 NS	130-139
BASE WL-PROC MIS	8 NS	140-147
(Blank Field)	5 AN	148-152

1.2.121 DSSIAL CONTROL HEADERS - UPCE872

FILE SUMMARY

FILE NAME:	DSSIAL Control Headers
FILE INDEX NUMBER:	UPCE872
PURPOSE:	Carries control headers to UPCE88 program for subsequent processing.
RECORD SIZE:	152 Bytes/Characters Display
BLOCK SIZE:	3496 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - DLA C/C (613)
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACT CD	2 AN	1-2
DLACC (613)	5 AN	3-7
IND RPT	1 AN	8
PERF INDEX (2 Decimals)	3 NS	9-11
DEV CTL (2 Decimals)	2 NS	12-13
SUMM STD (4 Decimals)	7 NS	14-20
WORK UNIT TITLE	24 AN	21-44
ACT ABRV	5 AN	45-49
MNTHLY REQ DATE	5 N	50-54
BASE MIS-PROC DLACC	8 NS	55-62
BASE STD-HRS DLACC (2 Decimals)	10 NS	63-72

1.2.121 DSSIAL CONTROL HEADERS - UPCE872 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CUR MNTH MIS-PROC DLACC	8 NS	73-80
CUR MNTH STD-HRS DLACC (2 Decimals)	10 NS	81-90
MIS-PROC MNTH 1 DLACC	8 NS	91-98
STD-HRS MNTH 1 DLACC (2 Decimals)	10 NS	99-108
MIS-PROC MNTH 2 DLACC	8 NS	109-116
STD-HRS MNTH 2 DLACC (2 Decimals)	10 NS	117-126
MIS-PROC MNTH 3 DLACC	8 NS	127-134
STD-HRS MNTH 3 DLACC (2 Decimals)	10 NS	135-144
(Blank Field)	8 AN	145-152

1.2.122 SORTED MONTHLY JOB ORDER/PROJECT ORDER TRANSACTION - UPCE90S

FILE SUMMARY

FILE NAME:	Sorted Monthly Job Order/Project Order Transaction
FILE INDEX NUMBER:	UPCE90S
PURPOSE:	Carries sorted Monthly Job Order/Project Order Transactions to UPCE92 to produce Job Order/Project Order Cost Listing.
RECORD SIZE:	368 Bytes/Characters Display
BLOCK SIZE:	3312 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Job Order/Project Order Number - Transaction Code - Organization Code - Subsidiary Cost Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPCA551 except there is no Action Transaction used UPCE90S.

VOLUME I APCAPS ADP SPECIFICATIONS

PART 2 DATA FORMATS

CHAPTER 5 PERSONNEL MANAGEMENT SYSTEM FILES

CHAPTER TABLE OF CONTENTS

1 GENERAL

SECT	DESCRIPTION	PAGE
1.1	Personnel Cross-Reference	I-2-5-1
1.2	Personnel Files Summary	I-2-5-5
1.2.1	Sorted PDI Transactions - UPEA01S	I-2-5-5
1.2.2	PDI Transactions - UPEA031	I-2-5-7
1.2.3	Sorted PDI Master File Maintenance - UPEA05S	I-2-5-8
1.2.4	PDI Master File - UPEA10M	I-2-5-11
1.2.5	Output Report - UPEA103	I-2-5-13
1.2.6	Sorted Data - UPEA15S	I-2-5-14
1.2.7	Pay and Personnel Incumbent Data - UPEA201	I-2-5-18
1.2.8	Valid Manpower Transactions Errors, and PD Number Actions - UPEA202	I-2-5-20
1.2.9	Requests (YKM) - UPEA203	I-2-5-22
1.2.10	Sorted Transactions - UPEA25S	I-2-5-23
1.2.11	Sorted PD Results - UPEA40S	I-2-5-25
1.2.12	PDI Report Records - UPEA451	I-2-5-26
1.2.13	Sorted PDI Report Records - UPEA50S	I-2-5-33
1.2.14	Report Data - UPEC102	I-2-5-39
1.2.15	EPR, PTDL and Pay History - UPEC103	I-2-5-63
1.2.16	Individual Nonpay Data - UPEC104	I-2-5-69
1.2.17	Reports Data - UPEC202	I-2-5-73
1.2.18	Data Bank Extract - UPEC204	I-2-5-74
1.2.19	SF 50 Data - UPEC206	I-2-5-75
1.2.20	Sorted Reports Data (PCS - RCD) - UPEC22S	I-2-5-83
1.2.21	Sorted Data Bank - UPEC23S	I-2-5-99
1.2.22	Sorted Employee Personnel Record - UPEC24S	I-2-5-126
1.2.23	Report Data - UPEC251	I-2-5-127
1.2.24	PAC 894 Adjustment - UPEC253	I-2-5-133
1.2.25	Position Classification Survey - UPEC257	I-2-5-135
1.2.26	Sorted Cancellation/Correction - UPEC32S	I-2-5-137
1.2.27	Employee Personnel Record - UPEC451	I-2-5-140
1.2.28	Pay History and PTDL - UPEC452	I-2-5-148
1.2.29	Sorted Pay History and PTDL - UPEC47S	I-2-5-152
1.2.30	PTDL Data, Remarks and PADs - UPEC501	I-2-5-153
1.2.31	Input to Pay History - UPEC502	I-2-5-156
1.2.32	Sorted PTDL Data - UPEC55S	I-2-5-159

SECT	DESCRIPTION	PAGE
1.2.33	Nonpay Balances after YJT Adjustments - UPEC651	I-2-5-162
1.2.34	YGT Nonpay Balances/Adjustments - UPEC671	I-2-5-164
1.2.35	Sorted Nonpay Adjustments/Balances - UPEC70S	I-2-5-169
1.2.36	Sorted Report Data - UPEC80S	I-2-5-170
1.2.37	Modified History Input - UPED251	I-2-5-171
1.2.38	Sorted History Data - UPED30S	I-2-5-172
1.2.39	Headquarters Invalid Transactions - UPED35M	I-2-5-173
1.2.40	Complete Headquarters Transactions - UPED351	I-2-5-177
1.2.41	Sorted Headquarters Transactions - UPED37S	I-2-5-178
1.2.42	New NOA Headquarters Records - UPED381	I-2-5-179
1.2.43	Sorted Transmit Data - UPED45S	I-2-5-180
1.2.44	Headquarters Master - UPED50M	I-2-5-181
1.2.45	Headquarters Data Bank Negatvie Transmit - UPED501	I-2-5-182
1.2.46	Headquarters Data Bank Tranmit - UPED502	I-2-5-190
1.2.47	Sorted Negative Transmit Data - UPED60S	I-2-5-191
1.2.48	Sorted Transmit Data for Printing - UPED65S	I-2-5-192
1.2.49	Sorted SF 50 Record - UPEE05S	I-2-5-193
1.2.50	SF 50 Record - UPEE101	I-2-5-201
1.2.51	SF 50 - 201 File - UPEE103	I-2-5-208
1.2.52	PCS Sorted PAC, Authority, Remarks and Description - UPEE271	I-2-5-209
1.2.53	SF 50 Sorted PAC, Authority, Remarks and Description - UPEE272	I-2-5-210
1.2.54	SF 50 Records - UPEE40S	I-2-5-211
1.2.55	Print Record for SFs 50 - UPEE451	I-2-5-219
1.2.56	Permanent Transaction Data File - UPEE452	I-2-5-220
1.2.57	Sorted SF 50 Format Records - UPEE50S	I-2-5-221
1.2.58	Personnel History Input - UPEF03S	I-2-5-222
1.2.59	Sorted Request YKMs - UPEF05S	I-2-5-223
1.2.60	Personnel History Master - UPEF15M	I-2-5-224
1.2.61	Break-in-Service - UPEF152	I-2-5-230
1.2.62	History Print Data - UPEF153	I-2-5-231
1.2.63	Sorted History Replies - UPEF17S	I-2-5-232
1.2.64	Sorted Inactive History - UPEF22S	I-2-5-233
1.2.65	SSN Change Records - UPEF30S	I-2-5-234
1.2.66	Inactive History - UPEF35M	I-2-5-235
1.2.67	Inactive Purged History - UPFF352	I-2-5-236
1.2.68	SSN History Change - UPEF401	I-2-5-237
1.2.69	Sorted Break-in-Service File - UPEF45S	I-2-5-238
1.2.70	PAC 894 - Adjustment - UPEF47S	I-2-5-239
1.2.71	PADs and Coded Remarks - UPEF502	I-2-5-240
1.2.72	Inactive SSN Change Record Sort - UPEF55S	I-2-5-241
1.2.73	SSN Change Records - UPEF651	I-2-5-242
1.2.74	Sorted Data Bank Extract - UPEG301	I-2-5-243
1.2.75	Selected Eligibles - UPEG302	I-2-5-245
1.2.76	Sorted Extract - UPEG31S	I-2-5-246
1.2.77	Sort and Format - UPEG451	I-2-5-247
1.2.78	Field Titles and Control Data - UPEG701	I-2-5-248

SECT	DESCRIPTION	PAGE
1.2.79	Selected Data - UPEG721	I-2-5-250
1.2.80	Reorganize Requests and Generated Transactions - UPEM101	I-2-5-251
1.2.81	Sorted Reorganization Requests - UPEM10S	I-2-5-257

VOLUME I APCAPS ADP SPECIFICATIONS

PART 2 DATA FORMATS

CHAPTER 5 PERSONNEL MANAGEMENT SYSTEM FILES

SECTION 1 GENERAL

1.1 PERSONNEL CROSS-REFERENCE

FILE ID NUMBER	TITLE	RECORD LENGTH	BLOCK SIZE
UPEA01S	Sorted PDI Transactions	80	1680
UPEA031	PDI Transactions	85	1785
UPEA05S	Sorted PDI Master File Maintenance	85	1785
UPEA10M	PDI Master File	130	3510
UPEA103	Output Report	18	3510
UPEA15S	Sorted Data	160	2240
UPEA201	Pay and Personnel Incumbent Data	160	2240
UPEA202	Valid Manpower Transactions Errors, and PD Number Actions	160	800
UPEA203	Requests (YKM)	80	80
UPEA25S	Sorted Transactions	160	800
UPEA40S	Sorted PD Results	50	3500
UPEA451	PDI Report Records	130	3510
UPEA50S	Sorted PDI Report Records	130	3510
UPEC102	Report Data	430	4300
UPEC103	EPR, PTDL and Pay History	550	3300
UPEC104	Individual Nonpay Data	400	4000
UPEC202	Reports Data	300	3000

READEX FICHE

FILE ID NUMBER	TITLE	RECORD LENGTH	BLOCK SIZE
UPEC204	Data Bank Extract	280	3360
UPEC206	SF 50 Data	320	3200
UPEC22S	Sorted Reports Data (PCS - RCD)	300	3000
UPEC23S	Sorted Data Bank	300	3600
UPEC24S	Sorted Employee Personnel Record	515	3605
UPEC251	Report Data	200	2000
UPEC253	PAC 894 Adjustment	100	1000
UPEC257	Position Classification Survey	200	2000
UPEC32S	Sorted Cancel/Correction	275	2750
UPEC451	Employee Personnel Record	550	3850
UPEC452	Pay History and PTDL	250	3500
UPEC47S	Sorted Pay History and PTDL	250	3500
UPEC501	PTDL Data, Remarks and PADs	300	3300
UPEC502	Input to Pay History	240	2400
UPEC55S	Sort PTDL Data	300	3300
UPEC651	Nonpay Balances/Adjustment Records	190	2280
UPEC671	YGT Nonpay Balances/Adjustment Records	190	2280
UPEC70S	Sorted Nonpay Adjustment Balances	190	2280
UPEC80S	Sorted Report Data	400	4000
UPED251	Modified History Input	530	4240
UPED30S	Sorted History Data	530	4240
UPED35M	Headquarters Invalid Transactions	250	3500
UPED351	Complete Headquarters Transactions	250	3500
UPED37S	Sorted Headquarters Transactions	250	3500

FILE ID NUMBER	TITLE	RECORD LENGTH	BLOCK SIZE
UPED381	New NOA Headquarters Records	250	3500
UPED45S	Sorted Transmit Data	250	3500
UPED50M	Headquarters Master	150	2700
UPED501	Headquarters Data Bank Negative Transmit	150	2700
UPED502	Headquarters Data Bank Transmit	150	2700
UPED60S	Sorted Negative Transmit Data	150	2700
UPED65S	Sorted Transmit Data for Printing	150	2700
UPEE05S	Sorted SF 50 Record	320	3200
UPEE101	SF 50 Record	392	3528
UPEE103	SF 50 - 201 File	66	660
UPEE271	PCS Sorted PAC, Authority, Remarks and Description	110	1100
UPEE272	SF 50 Sorted PAC, Authority, Remarks and Description	110	1100
UPEE40S	SF 50 Records	392	3528
UPEE451	Print Record for SF 50	137	1370
UPEE452	Permanent Transaction Data File	174	1740
UPEE50S	Sorted SF 50 Format Records	137	1370
UPEF03S	Personnel History Input	530	4240
UPEF05S	Sorted Request YKMs	80	80
UPEF15M	Personnel History Master	530	4240
UPEF152	Break-in-Service	42	420
UPEF153	History Print Data	553	3871
UPEF17S	Sorted History Replies	553	3871
UPEF22S	Sorted Inactive History	546	4368
UPEF30S	SSN Change Records	530	4240
UPEF35M	Inactive History	530	4240

FILE ID NUMBER	TITLE	RECORD LENGTH	BLOCK SIZE
UPEF352	Inactive Purged History	546	4368
UPEF401	SSN History Change	530	4240
UPEF45S	Sorted Break-in-Service File	42	420
UPEF47S	PAC-894-ADJ	100	1000
UPEF502	PADs and Coded Remarks	174	1740
UPEF55S	Inactive SSN Change Record Sort	530	4240
UPEF651	SSN Change Records	530	4240
UPEG301	Sorted Data Bank Extract	150	3450
UPEG302	Selected Eligibles	150	3450
UPEG31S	Sorted Extract	150	3450
UPEG451	Sort and Format	133	1330
UPEG701	Field Titles and Control Data	132	1320
UPEF721	Selected Data	132	1320
UPEM101	Reorganization Requests and Generated Transactions	133	1330
UPEM10S	Sorted Reorganization Requests	69	690

1.2 PERSONNEL FILES SUMMARY

1.2.1 SORTED PDI TRANSACTIONS - UPEA01S

FILE SUMMARY

FILE NAME:	Sorted PDI Transactions
FILE INDEX NUMBER:	UPEA01S
PURPOSE:	To provide PDI transactions in proper sequence for PDI maintenance and validation.
RECORD SIZE:	80 Bytes/Characters Display
BLOCK SIZE:	1680 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Occupation Series - Sort Code - Activity Code - PDI - DIC - Transaction Date
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

Sorted PDI Transactions - 1

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
TRANS-DIC	3 A	1-3
(Blank Field)	19 AN	4-22
OCC-SERIES	5 N	23-27
(Blank Field)	2 AN	28-29
TITLE-1	35 A	30-64
POS-CD	2 N	65-66
(Blank Field)	14 AN	67-80

1.2.1 SORTED PDI TRANSACTIONS - UPEA01S (CONT'D)

Sorted PDI Transactions - 2

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	29 AN	1-29
TITLE-2	25 A	30-54
(Blank Field)	26 AN	55-80

1.2.2 PDI TRANSACTIONS - UPEA031

FILE SUMMARY

FILE NAME:	PDI Transactions
FILE INDEX NUMBER:	UPEA031
PURPOSE:	To process YKP/YKQ DICs against Position Title Sort Code Table.
RECORD SIZE:	85 Bytes/Characters Display
BLOCK SIZE:	1785 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Occupation Series - Sort Code - Activity Code - PDI - DIC - Transaction Date
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
ERROR CODE	2 N	81-82
(Blank Field)	3 AN	83-85

1.2.3 SORTED PDI MASTER FILE MAINTENANCE - UPEA05S

FILE SUMMARY

FILE NAME:	Sorted PDI Master File Maintenance
FILE INDEX NUMBER:	UPEA05S
PURPOSE:	To record Sorted Position Description Maintenance Records (YKP, YKQ) for PDI File Maintenance.
RECORD SIZE:	85 Bytes/Characters Display
BLOCK SIZE:	1785 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity - Position Description Identification Number - DIC
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

Sorted PDI Master File Maintenance - 1

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YKP	3 A	1-3
RIC TO	3 A	4-6
(Blank Field)	2 AN	7-8
ACTIVITY	2 A	9-10
POSITION DESCRIPTION IDENTIFICATION NUMBER	6 AN	11-16
(Blank Field)	3 AN	17-19
MAINT CODE	1 A	20
PAY PLAN	2 A	21-22
OCCUPATIONAL SERIES	5 N	23-27
GRADE	2 N	28-29
POSITION TITLE (FIRST 35 POSITIONS)	35 AN	30-64

1.2.3 SORTED PDI MASTER FILE MAINTENANCE - UPEA05S (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
POSITION TITLE SORT CODE	2 N	65-66
RIC FROM	3 A	67-69
COMPETITIVE LEVEL CODE	3 N	70-72
FLSA	1 A	73
SEFI	1 AN	74
TRANSACTION DATE	6 AN	75-80
YY	2 N	(75-76)
MM	2 N	(77-78)
DD	2 N	(79-80)
TZ ERROR CODE	2 N	81-82
ZERO FILLED	3 N	83-85

NOTE: This document is required for all PDI Master File Maintenance. Maintenance Codes are as follows:

A = Add
C = Change (Position Title, Sort Code, FLSA, SEFI and COMP LVL)
D = Delete
N = Nullify
P = Pending Delete
R = Release
X = Change (any Data Field)

1.2.3 SORTED PDI MASTER FILE MAINTENENACE - UPEA05S (CONT'D)

Sorted PDI Master File Maintenance - 2

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DIC YKQ	3 A	1-3
RIC TO	3 A	4-6
(Blank Field)	2 AN	7-8
ACTIVITY	2 A	9-10
POSITION DESCRIPTION IDENTIFICATION NUMBER	6 AN	11-16
(Blank Field)	6 AN	17-22
OCC SERIES	5 N	23-27
(Blank Field)	2 AN	28-29
POSITION TITLE (LAST 25 POSITIONS)	25 A	30-54
(Blank Field)	10 AN	55-64
POSITION TITLE SORT CODE	2 N	65-66
(Blank Field)	8 AN	67-74
TRANSACTION DATE YYMMDD	6 N	75-80
TZ ERROR CODE	2 N	81-82
ZERO FILLED	3 N	83-85

NOTE: This document is required only when position title exceeds 35 positions and a Master is being added or a position title is being changed via the C or X Maintenance Codes.

1.2.4 PDI FILE MASTER - UPEA10M

FILE SUMMARY

FILE NAME:	PDI File Master
FILE INDEX NUMBER:	UPEA10M
PURPOSE:	To record PDI File Maintenance Transactions.
RECORD SIZE:	130 Bytes/Characters Display
BLOCK SIZE:	3510 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity - PDI
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	2 AN	1-2
ACTY-CD-PDI	2 A	3-4
PDI-NO	6 AN	5-10
POS-TITL	60 AN	11-70
POS-TITL-CD-SORT	2 N	71-72
COMPV-LVL-CD	3 N	73-75
FLSA-CD	1 A	76
PAY-PLAN-DESG	2 A	77-78
OCPNTNL-SERIES	5 N	79-83
GRADE	2 N	84-85
SAFI-CD	1 AN	86
POS-IND	1 N	87
(Blank Field)	14 AN	88-101

1.2.4 PDI FILE MASTER - UPEA10M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DT-LTST-VCNY-POS	6 AN	102-107
YY	2 N	(102-103)
MM	2 N	(104-105)
DD	2 N	(106-107)
(Blank Field)	1 AN	108
PNDG-DEL-CNTR	3 AN	109-111
INDICATOR	6 AN	112-117
XTRACT-RQSTD	1 AN	(112)
MOD-PNDG	1 AN	(113)
MOD-REL	1 AN	(114)
FC-ELIGBY	1 AN	(115)
YJA	1 AN	(116)
(Blank Field)	1 AN	(117)
MAINT-CD	1 A	118
ESTAB-DT	6 AN	119-124
YY	2 N	(119-120)
MM	2 N	(121-122)
DD	2 N	(123-124)
LST-CHN-DT	6 AN	125-130
YY	2 N	(125-126)
MM	2 N	(127-128)
DD	2 N	(129-130)

1.2.5 OUTPUT REPORT - UPEA103

FILE SUMMARY

FILE NAME:	Output Report
FILE INDEX NUMBER:	UPEA103
PURPOSE:	To create a listing of reports generated.
RECORD SIZE:	18 Bytes/Characters Display
BLOCK SIZE:	3510 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity - Report ID
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	3 AN	1-3
REPORT ID	8 AN	4-11
ACTIVITY CODE	2 AN	12-13
(Blank Field)	5 AN	14-18

1.2.6 SORTED DATA - UPEA15S

FILE SUMMARY

FILE NAME:	Sorted Data
FILE INDEX NUMBER:	UPEA15S
PURPOSE:	To record sorted transactions (YEA, YEC, YEP, YJA, YKA, YKB, YKP, YKQ, YKM, YEQ, YGA, YK_, YJ_, YF_) for processing with the Position Description Number Master File.
RECORD SIZE:	160 Bytes/Characters Display
BLOCK SIZE:	2240 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity - Position Number - Transaction Date - Sort Disc - Record Code
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

Sorted Data - 1

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
(Blank Field)	24 AN	81-104
(Blank Field)	5 AN	105-109
BLK NR	2 AN	110-111
SERIAL NR	3 AN	112-114
(Blank Field)	11 AN	115-125
ACT/ORG/CC ERR	7 AN	126-132
COL FR	2 AN	(126-127)
COL TO	2 AN	(128-129)
ERR CODE	3 AN	(130-132)
SSN ERR	7 AN	133-139
COL FR	2 AN	(133-134)
COL TO	2 AN	(135-136)
ERR CODE	3 AN	(137-139)

1.2.6 SORTED DATA - UPEA15S (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	7 AN	140-146
COL FR	2 AN	(140-141)
COL TO	2 AN	(142-143)
ERR CODE	3 AN	(144-146)
(Blank Field)	14 AN	147-160

COMMENT: DICs YK_, YJ_, YF_, YEQ and YGA.

1.2.6 SORTED DATA - UPEA15S (CONT'D)

Sorted Data - 2

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
SORT KEY	24 AN	81-104
(Blank Field)	2 AN	(81-82)
ACTIVITY	2 A	(83-84)
POSITION NUMBER	9 AN	(85-93)
TRANSACTION DATE	6 AN	(94-99)
YY	2 N	(94-95)
MM	2 N	(96-97)
DD	2 N	(98-99)
DIC	3 A	(100-102)
YKM REC CD	2 AN	(103-104)
(Blank Field)	5 AN	105-109
BLK NR	2 AN	110-111
SERIAL NR	3 AN	112-114
(Blank Field)	11 AN	115-125
ACT/ORG/CC ERR	7 AN	126-132
COL FR	2 AN	(126-127)
COL TO	2 AN	(128-129)
ERR CODE	3 AN	(130-132)
SSN ERR	7 AN	133-139
COL FR	2 AN	(133-134)
COL TO	2 AN	(135-136)
ERR CODE	3 AN	(137-139)
(Blank Field)	7 AN	140-146
COL FR	2 AN	(140-141)
COL TO	2 AN	(142-143)
ERR CODE	3 AN	(144-146)
(Blank Field)	14 AN	147-160

COMMENTS: DICs YEA, YEC, YEP, YJA, YKA, YKB, YKG, YKP, YKQ and YKM.

DIC Sort field for YKM will be "AAA"; for YKP "BBB" and for YKQ "CCC".

NOTE: Sort Key
YKM - Only DIC of AAA and YKM REC CD.
YKP and Q - ACT CD, six positions of Position Number (last three are zero), transaction date and spaces in YKM REC CD.

1.2.7 PAY AND PERSONNEL INCUMBENT DATA - UPEA201

FILE SUMMARY

FILE NAME:	Pay and Personnel Incumbent Data
FILE INDEX NUMBER:	UPEA201
PURPOSE:	After sorted into proper sequence, are edited against Data Bank and Master Tables.
RECORD SIZE:	160 Bytes/Characters Display
BLOCK SIZE:	2240 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity - Position Number - Transaction Date - DIC - Record Code
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
SORT KEY	29 AN	81-109
SSN	9 AN	(81-89)
PAC DT	6 AN	(90-95)
YY	2 AN	(90-91)
MM	2 AN	(92-93)
DD	2 AN	(94-95)
TRANS DT	6 AN	(96-101)
YY	2 AN	(96-97)
MM	2 AN	(98-99)
DD	2 AN	(100-101)
PAD	5 AN	(102-106)
DIC	3 AN	(107-109)
PAY BLOCK NR	2 AN	110-111
SERIAL NR	3 AN	112-114
PAY PLAN	2 AN	115-116
SERIES	5 AN	117-121
GRADE	2 AN	122-123

1.2.7 PAY AND PERSONNEL INCUMBENT DATA - UPEA201 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	2 AN	124-125
ACT/ORG/CST ERR	7 AN	126-132
COL FR	2 AN	(126-127)
COL TO	2 AN	(128-129)
ERR CD	3 AN	(130-132)
SSN ERR	7 AN	133-139
COL FR	2 AN	(133-134)
COL TO	2 AN	(135-136)
ERR CD	3 AN	(137-139)
PAC ERR	7 AN	140-146
COL FR	2 AN	(140-141)
COL TO	2 AN	(142-143)
ERR CD	3 AN	(144-146)
FUNC CL ERR	7 AN	147-153
COL FR	2 AN	(147-148)
COL TO	2 AN	(149-150)
ERR CD	3 AN	(151-153)
POS-NR ERR	7 AN	154-160
COL FR	2 AN	(154-155)
COL TO	2 AN	(156-157)
ERR CD	3 AN	(158-160)

COMMENTS: DICs YJ_s, YF_s, YGA, YEQ and YEP (YJA, YEP, YEQ, YGA, YF_, and all YK_s except YKA, B, C, P, Q and M).

1.2.8 VALID MANPOWER TRANSACTIONS ERRORS AND PD NUMBER ACTIONS - UPEA202

FILE SUMMARY

FILE NAME:	Valid Manpower Transactions Errrors, and PD Number Actions
FILE INDEX NUMBER:	UPEA202
PURPOSE:	To be used in manpower processing after sorted to proper sequence.
RECORD SIZE:	160 Bytes/Characters Display
BLOCK SIZE:	800 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity - Position Number - Transaction Date - DIC - Record Code
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
SORT KEY	13 AN	81-93
(Blank Field)	2 AN	(81-82)
ACTIVITY	2 A	(83-84)
POSITION NUMBER	9 AN	(85-93)
TRANSACTION DATE	6 AN	(94-99)
YY	2 AN	(94-95)
MM	2 AN	(96-97)
DD	2 AN	(98-99)
DIC	3 AN	(100-102)
YKM REC CD	2 AN	(103-104)
(Blank Field)	21 AN	105-125
ACT/ORG ERR	7 AN	126-132
COL FR	2 AN	(126-127)
COL TO	2 AN	(128-129)
ERR CD	3 AN	(130-132)

1.2.8 VALID MANPOWER TRANSACTIONS ERRORS AND PD NUMBER ACTIONS - UPEA202 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SSN ERR	7 AN	133-139
COL FR	2 AN	(133-134)
COL TO	2 AN	(135-136)
ERR CD	3 AN	(137-139)
COST-CD ERR	7 AN	140-146
COL FR	2 AN	(140-141)
COL TO	2 AN	(142-143)
ERR CD	3 AN	(144-146)
FUNC CL ERR	7 AN	147-153
COL FR	2 AN	(147-148)
COL TO	2 AN	(149-150)
ERR CD	3 AN	(151-153)
POS-NR ERR	7 AN	154-160
COL FR	2 AN	(154-155)
COL TO	2 AN	(156-157)
ERR CD	3 AN	(158-160)

COMMENT: DICs YEA, YEC, YKA, YKB, YKG, YKP, YKQ, and all YJ_s except YJA.

1.2.9 REQUESTS (YKM) - UPEA203

FILE SUMMARY

FILE NAME:	Requests (YKM)
FILE INDEX NUMBER:	UPEA203
PURPOSE:	Determines which reports are generated.
RECORD SIZE:	80 Bytes/Characters Display
BLOCK SIZE:	80 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity - Position Number - Transaction Date - DIC - Record Code
SUPPLEMENTAL DESCRIPTION:	Format and content same as UPAA022 record layouts.

1.2.10 SORTED TRANSACTIONS - UPEA25S

FILE SUMMARY

FILE NAME:	Sorted Transactions
FILE INDEX NUMBER:	UPEA25S
PURPOSE:	To record sorted transactions in preparation for further manpower processing.
RECORD SIZE:	160 Bytes/Characters Display
BLOCK SIZE:	800 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity - Position Number - Transaction Date - DIC
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
SORT KEY	24 AN	81-104
(Blank Field)	2 AN	(81-82)
ACTIVITY	2 AN	(83-84)
POSITION NUMBER	9 AN	(85-93)
TRANSACTION DATE	6 AN	(94-99)
YY	2 AN	(94-95)
MM	2 AN	(96-97)
DD	2 AN	(93-99)
DIC	3 AN	(100-102)
YKM REC CD	2 AN	(103-104)
(Blank Field)	21 AN	105-125
ACT/ORG/ERR	7 AN	126-132
COL FR	2 AN	(126-127)
COL TO	2 AN	(128-129)
ERR CD	3 AN	(130-132)

1.2.10 SORTED TRANSACTIONS - UPEA25S (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SSN ERR	7 AN	133-139
COL FR	2 AN	(133-134)
COL TO	2 AN	(135-136)
ERR CD	3 AN	(137-139)
COST-CD ERR	7 AN	140-146
COL FR	2 AN	(140-141)
COL TO	2 AN	(142-143)
ERR CD	3 AN	(144-146)
FUNC-CL ERR	7 AN	147-153
COL FR	2 AN	(147-148)
COL TO	2 AN	(149-150)
ERR CD	3 AN	(151-153)
POS-NR ERR	7 AN	154-160
COL FR	2 AN	(154-155)
COL TO	2 AN	(156-157)
ERR CD	3 AN	(158-160)

COMMENTS: DICs YEA, YEC, YKA, YKB, YKC, YKG, YKP, YKQ and all YJ_s except YJA.

1.2.11 SORTED PD RESULTS - UPEA40S

FILE SUMMARY

FILE NAME:	Sorted PD Results
FILE INDEX NUMBER:	UPEA40S
PURPOSE:	Used in later processing to determine when PDI Records can be dropped and what report records will be produced.
RECORD SIZE:	50 Bytes/Characters Display
BLOCK SIZE:	3500 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Position Number - SSN or Position Vacated Date - Record Status Code
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	2 AN	1-2
RESULT ACTIVITY	2 A	3-4
RESULT POS-NR	9 AN	5-13
PDI NO	6 AN	(5-10)
AI NO	3 N	(11-13)
SSN	9 N	14-22
RCD ID	1 AN	23
REQUEST	1 AN	24
ACTION	1 AN	25
POS-VAC DATE	6 N	26-31
(Blank Field)	1 AN	32
ORG	5 A	33-37
(Blank Field)	13 AN	38-50

1.2.12 PDI REPORT RECORDS - UPEA451

FILE SUMMARY

FILE NAME:	PDI Report Records
FILE INDEX NUMBER:	UPEA451
PURPOSE:	After being sorted into proper sequence, these records are used to prepare PDI Reports.
RECORD SIZE:	130 Bytes/Characters Display
BLOCK SIZE:	3510 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity - Position Number - Record Code
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

Number List Position Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT ID	2 AN	1-2
(Blank Field)	2 AN	3-4
ACTIVITY	2 AN	5-6
SORT POSITION NUMBER	9 AN	7-15
SSN	9 AN	16-24
DB RCD STATUS	1 AN	25
REQUEST CODE	1 AN	26
ACTION TAKEN	1 AN	27
POSITION VACATED DATE YYMMDD	6 AN	28-33
RPT UNMATCH CD	1 AN	34

1.2.12 PDI REPORT RECORDS - UPEA451 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ORG	5 AN	35-39
(Blank Field)	36 AN	40-75
POSITION NUMBER	9 AN	76-84
(Blank Field)	46 AN	85-130

COMMENT: Report Unmatch Code will contain "U" if there was no PDI Record to match D/B Record.

1.2.12 PDI REPORT RECORDS - UPEA451 (CONT'D)

Number List Master Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT ID	2 AN	1-2
(Blank Field)	2 AN	3-4
ACTIVITY	2 AN	5-6
SORT POSITION NO	9 AN	7-15
SORT POSITION DESCRIPTION IDENTIFICATION NUMBER	6 AN	(7-12)
LOW VALUES	3 AN	(13-15)
POSITION TITLE	60 AN	16-75
POSITION TITLE SORT CODE	2 AN	76-77
COMPETITIVE LEVEL	3 AN	78-80
FLSA	1 AN	81
PAY PLAN	2 AN	82-83
SERIES	5 AN	84-88
GRADE	2 AN	89-90
MAINT CODE	1 AN	91
XTRT REQ	1 AN	92
MOD REL	1 AN	93
MQD PEND	1 AN	94
POSITION DESCRIPTION ADDITIONAL IDENTICAL COUNT	5 AN	95-99
SAFI	1 AN	100
POS-IND	1 AN	101
(Blank Field)	29 AN	102-130

1.2.12 PDI REPORT RECORDS - UPEA451 (CONT'D)

Action List Position Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT ID	2 AN	1-2
(Blank Field)	2 AN	3-4
ACTIVITY	2 AN	5-6
SORT POSITION NUMBER	9 AN	7-15
SSN	9 AN	16-24
DB RCD STATUS	1 AN	25
REQUEST CODE	1 AN	26
ACTION TAKEN	1 AN	27
POSITION VACATED DATE YYMMDD	6 AN	28-33
(Blank Field)	1 AN	34
ORG	5 AN	35-39
(Blank Field)	36 AN	40-75
POSITION NUMBER	9 AN	76-84
(Blank Field)	46 AN	85-130

1.2.12 PDI REPORT RECORDS - UPEA451 (CONT'D)

Action List Master Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT ID	2 AN	1-2
(Blank Field)	2 AN	3-4
ACTIVITY	2 AN	5-6
SORT POSITION NO	9 AN	7-15
SORT POSITION DESCRIPTION IDENTIFICATION NUMBER	6 AN	(7-12)
LOW VALUES	3 AN	(13-15)
POSITION TITLE	60 AN	16-75
POSITION TITLE SORT CODE	2 AN	76-77
COMPETITIVE LEVEL	3 AN	78-80
FLSA	1 AN	81
PAY PLAN	2 AN	82-83
SERIES	5 AN	84-88
GRADE	2 AN	89-90
MAINT CODE	1 AN	91
XTRT REQ	1 AN	92
MOD REL	1 AN	93
MQD PEND	1 AN	94
POSITION DESCRIPTION ADDITIONAL IDENTICAL COUNT	5 AN	95-99
SAFI	1 AN	100
POS-IND	1 AN	101
(Blank Field)	29 AN	102-130

1.2.12 PDI REPORT RECORDS - UPEA451 (CONT'D)

Test Date Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT ID	2 A	1-2
LOW-VALUES	68 AN	3-70
TEST DATE	6 AN	71-76
YY	2 AN	(71-72)
MM	2 AN	(73-74)
DD	2 AN	(75-76)
(Blank Field)	54 AN	77-130

COMMENT: This record for functional test only to pos. test date from YKM-A for reports.

1.2.12 PDI REPORT RECORDS - UPEA451 (CONT'D)

Position Title List Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RPT ID "TL"	2 AN	1-2
(Blank Field)	2 AN	3-4
ACT	2 AN	5-6
SK PAY PLAN	2 AN	7-8
POSITION TITLE	60 AN	11-68
SK GRADE	2 AN	69-70
(Blank Field)	4 AN	71-74
PAY PLAN	2 AN	75-76
SERIES	5 AN	77-81
GRADE	2 AN	82-83
PDI NR	6 AN	84-89
POSITION TITLE SORT CODE	2 AN	90-91
COMPETITIVE LEVEL	3 AN	92-94
FLSA	1 AN	95
SEFI	1 AN	96
POS-IND	1 AN	97
(Blank Field)	33 AN	98-130

1.2.13 SORTED PDI REPORT RECORDS - UPEA50S

FILE SUMMARY

FILE NAME:	Sort PDI Report Records
FILE INDEX NUMBER:	UPEA50S
PURPOSE:	To record sorted PDI Reports for formatting.
RECORD SIZE:	130 Bytes/Characters Display
BLOCK SIZE:	27 Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Report ID - Activity Code and Pay Plan - Position Title - Grade or Position Number
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

Test Date Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT ID	2 A	1-2
LOW-VALUES	68 AN	3-70
TEST DATE	6 AN	71-76
YY	2 AN	(71-72)
MM	2 AN	(73-74)
DD	2 AN	(75-76)
(Blank Field)	54 AN	77-130

COMMENT: This record for functional test only, to pass test date from YKM-A for reports.

1.2.13 SORTED PDI REPORT RECORDS - UPEA50S (CONT'D)

Number List Position Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT ID	2 AN	1-2
(Blank Field)	2 AN	3-4
ACTIVITY	2 AN	5-6
SORT POSITION NUMBER	9 AN	7-15
SSN	9 AN	16-24
DB RCD STATUS	1 AN	25
REQUEST CODE	1 AN	26
ACTION TAKEN	1 AN	27
POSITION VACATED DATE YYMMDD	6 AN	28-33
(Blank Field)	1 AN	34
ORG	5 AN	35-39
(Blank Field)	36 AN	40-75
POSITION NUMBER	9 AN	76-84
(Blank Field)	46 AN	85-130

1.2.13 SORTED PDI REPORT RECORDS - UPEA50S (CONT'D)

Action List Master Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT ID	2 AN	1-2
(Blank Field)	2 AN	3-4
ACTIVITY	2 AN	5-6
SORT POSITION NO	9 AN	7-15
SORT POSITION DESCRIPTION IDENTIFICATION NUMBER	6 AN	(7-12)
LOW VALUES	3 AN	(13-15)
POSITION TITLE	60 AN	16-75
POSITION TITLE SORT CODE	2 AN	76-77
COMPETITIVE LEVEL	3 AN	78-80
FLSA	1 AN	81
PAY PLAN	2 AN	82-83
SERIES	5 AN	84-88
GRADE	2 AN	89-90
MAINT CODE	1 AN	91
XTRT REQ	1 AN	92
MOD REL	1 AN	93
MOD PEND	1 AN	94
POSITION DESCRIPTION ADDITIONAL INDENTICAL COUNT	5 AN	95-99
SAFI	1 AN	100
(Blank Field)	30 AN	101-130

1.2.13 SORTED PDI REPORT RECORDS - UPEA50S (CONT'D)

Action List Position Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT ID	2 AN	1-2
(Blank Field)	2 AN	3-4
ACTIVITY	2 AN	5-6
SORT POSITION NUMBER	9 AN	7-15
SSN	9 AN	16-24
DB RCD STATUS	1 AN	25
REQUEST CODE	1 AN	26
ACTION TAKEN	1 AN	27
POSITION VACATED DATE YYMMDD	6 AN	28-33
(Blank Field)	1 AN	34
ORG	5 AN	35-39
(Blank Field)	36 AN	40-75
POSITION NUMBER	9 AN	76-84
(Blank Field)	46 AN	85-130

1.2.13 SORTED PDI REPORT RECORDS - UPEA50S (CONT'D)

Position Title List Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RPT ID "TL"	2 AN	1-2
(Blank Field)	2 AN	3-4
ACTIVITY	2 AN	5-6
SK PAY PLAN	2 AN	7-8
POSITION TITLE	60 AN	9-68
SK GRADE	2 AN	69-70
(Blank Field)	4 AN	72-74
PAY PLAN	2 AN	75-76
SERIES	5 AN	77-81
GRADE	2 AN	82-83
PDI NR	6 AN	84-89
POSITION TITLE SORT CODE	2 AN	90-91
COMPETITIVE LEVEL	3 AN	92-94
FLSA	1 AN	95
SAFI	1 AN	96
(Blank Field)	34 AN	97-130

COMMENT: Sequenced on first 70 bytes.

1.2.13 SORTED PDI REPORT RECORDS - UPEA50S (CONT'D)

Number List Master Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT ID	2 AN	1-2
(Blank Field)	2 AN	3-4
ACTIVITY	2 AN	5-6
SORT POSITION NO	9 AN	7-15
SORT POSITION DESCRIPTION IDENTIFICATION NUMBER	6 AN	(7-12)
LOW VALUES	3 AN	(13-15)
POSITION TITLE	60 AN	16-75
POSITION TITLE SORT CODE	2 AN	76-77
COMPETITIVE LEVEL	3 AN	78-80
FLSA	1 AN	81
PAY PLAN	2 AN	82-83
SERIES	5 AN	84-88
GRADE	2 AN	89-90
MAINT CODE	1 AN	91
XTRT REQ	1 AN	92
MOD REL	1 AN	93
MOD PEND	1 AN	94
POSITION DESCRIPTION ADDITIONAL INDENTICAL COUNT	5 AN	95-99
SAFI	1 AN	100
(Blank Field)	30 AN	101-130

1.2.14 REPORT DATA - UPEC102

FILE SUMMARY

FILE NAME:	Report Data
FILE INDEX NUMBER:	UPEC102
PURPOSE:	To provide data for specific Personnel Reports and an extract to the Data Bank.
RECORD SIZE:	430 Bytes/Characters Display
BLOCK SIZE:	4300 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Random
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

Message List

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT ID C10A	4 AN	1-4
ACTIVITY CODE	2 AN	5-6
ORG CD	5 AN	7-11
SSN	9 AN	12-20
EMPLOYEE NAME	27 AN	21-47
MSG CODE	4 AN	48-51
MSG DATE 1	6 AN	52-57
MSG DATE 2	6 AN	58-63
MSG DATE 3	6 AN	64-69
MSG HRS 1	7 N	70-76
MSG HRS 2	7 N	77-83

1.2.14 REPORT DATA - UPEC102 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
MSG CODE 1	1 AN	84
MSG CODE 2	1 AN	85
POSITION NO	9 AN	86-94
NON-STANDARD PAY RATE	7 N	95-101
PAY BASIC	1 AN	102
LOGIC KEY	2 AN	103-104
PAC	5 AN	105-109
RTD	5 AN	110-114
NR DAYS ADJ	3 N	115-117
CYCLE IND	3 AN	118-120
(Blank Field)	310 AN	121-430

1.2.14 REPORT DATA - UPEC102 (CONT'D)

NS-TBL-SEL

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT ID C10B	4 AN	1-4
(Blank Field)	2 AN	5-6
ACTIVITY CODE	2 AN	7-8
SORT ORGANIZATION CODE	5 AN	9-13
(Blank Field)	1 AN	14
TABLE - SELECTOR-CD	2 AN	15-16
PAY-PLAN	2 AN	17-18
GRADE	2 AN	19-20
EMPLOYEE NAME	27 AN	21-47
SSAN	9 AN	48-56
ORGANIZATION CODE	5 AN	57-61
(Blank Field)	1 AN	62
OCCUPS SERIES	5 AN	63-67
STEP	2 AN	68-69
PAY-DETER	1 AN	70-
PAY-BASIS	2 AN	71-72
BASIC-PAY	7 N	73-79
HOURLY-RATE	4 N	80-83
GEOGRAPHIC LOCATION CODE	9 AN	84-92
WGI-DUE-DATE	6 AN	93-98
(Blank Field)	332 AN	99-430

1.2.14 REPORT DATA - UPEC102 (CONT'D)

WGI Listing

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT ID C10D	4 AN	1-4
(Blank Field)	2 AN	5-6
ORG CODE	5 AN	7-11
SSN	9 AN	12-20
EMPLOYEE NAME	27 AN	21-47
LAST EQUIVALENT INCREASE DATE	6 AN	48-53
WGI DUE DATE	6 AN	54-59
WGI EFF DATE	6 AN	60-65
WGI NONPAY HOURS	6 N	66-71
CURRENT WGI NONPAY HOURS	5 N	72-76
TOUR OF DUTY CHANGE DATE	6 AN	77-82
PRIOR NP IND	3 AN	83-85
(Blank Field)	1 AN	86
PAY PERIOD ENDING DATE	6 AN	87-92
PEND RATE IND	3 AN	93-95
(Blank Field)	335 AN	96-430

1.2.14 REPORT DATA - UPEC102 (CONT'D)

Performance Ratings

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT ID C10F	4 AN	1-4
ACTIVITY CODE	2 AN	5-6
ORGANIZATION CODE	5 AN	7-11
EMPLOYEE NAME	27 AN	12-38
SOCIAL SECURITY NO	9 AN	39-47
PERF RATING DUE DATE	6 AN	48-53
POSITION TITLE	60 AN	54-113
GRADE	2 AN	114-115
OCCUP SERIES	5 AN	116-120
PAY PLAN	2 AN	121-122
POSITION NO	9 AN	123-131
PROBATIONARY COMMENCING DATE	6 AN	132-137
PROBATIONARY COMPLETION DATE	6 AN	138-143
(Blank Field)	287 AN	144-430

1.2.14 REPORT DATA - UPEC102 (CONT'D)

Placement Followup

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT ID C10G	4 AN	1-4
ACTIVITY CODE	2 AN	5-6
ORG CODE	5 AN	7-11
EMPLOYEE NAME	27 AN	12-38
GRADE	2 AN	39-40
PAY PLAN	2 AN	41-42
DATE OF ENTRY INTO PRESENT GRADE	6 AN	43-48
POSITION NUMBER	9 AN	49-57
POSITION TITLE	60 AN	58-117
SSN	9 AN	118-126
PLACEMENT FOLLOWUP DATE	6 AN	127-132
(Blank Field)	298 AN	133-430

1.2.14 REPORT DATA - UPEC102 (CONT'D)

WIGI 1021

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT ID C10I	4 AN	1-4
ACTIVITY CODE	2 AN	5-6
(Blank Field)	5 AN	7-11
ORGANIZATION CODE	5 AN	12-16
EMPLOYEE NAME	27 AN	17-43
SOCIAL SECURITY NO	9 AN	44-52
PAY PLAN	2 AN	53-54
GRADE	2 AN	55-56
STEP	2 AN	57-58
LAST EQUIV INCREASE DATE	6 AN	59-64
WGI DUE DATE	6 AN	65-70
WITHHOLD CD	1 AN	71
(Blank Field)	359 AN	72-430

1.2.14 REPORT DATA - UPEC102 (CONT'D)

Retention Register

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT ID C10J	4 AN	1-4
COMP AREA	2 AN	5-6
OCCUP POS	1 AN	7
WK SCHED	1 AN	8
PAY PLAN SORT	2 AN	9-10
GRADE SORT	2 AN	11-12
COMP LEVEL	3 AN	13-15
TENURE GRP	1 AN	16
TEN/SUB GRP SRT	1 AN	17
SERVICE COMP DATE (RIF)	6 AN	18-23
EMPLOYEE NAME	27 AN	24-50
SERVICE COMP DATE	6 AN	51-56
(Blank Field)	2 AN	57-58
ACTIVITY CODE	2 AN	59-60
ORG CODE	5 AN	61-65
(Blank Field)	1 AN	66
POSITION NUMBER	9 AN	67-75
GEOGRAPHIC LOCATION CODE	9 AN	76-84
OCCUP SERIES	5 AN	85-89
SCD-RIF-RTN	6 AN	90-95
GRADE	2 AN	96-97
FLAG 1	1 AN	98

1.2.14 REPORT DATA - UPEC102 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
FLAG 2	1 AN	99
(Blank Field)	1 AN	100
FLAG 4	1 AN	101
FLAG 5	1 AN	102
(Blank Field)	1 AN	103
FLAG 7	1 AN	104
FLAG 8	1 AN	105
FLAG 9	1 AN	106
FLAG 1 DATE	6 AN	107-112
FLAG 2 DATE	6 AN	113-118
(Blank Field)	6 AN	119-124
FLAG 4 DATE	6 AN	125-130
FLAG 4 CD	1 AN	131
FLAG 5 DATE	6 AN	132-137
(Blank Field)	6 AN	138-143
FLAG 7 DATE	6 AN	144-149
FLAG 8 DATE	6 AN	150-155
FLAG 9 DATE	6 AN	156-161
FLAG ASTER	1 AN	162
FLAG FROZEN	1 AN	163
CUT-OFF DATE RTN	6 AN	164-169
TEN ERR FLAG	1 AN	170
PERF ERR FLAG	1 AN	171

1.2.14 REPORT DATA - UPEC102 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	2 AN	172-173
RETENTION PARAMETERS	30 AN	174-203
REPORT AS OF DATE	6 AN	204-209
POSITION TITLE	60 AN	210-269
TENURE SUB GRP	2 AN	270-271
PAY PLAN	2 AN	272-273
(Blank Field)	157 AN	274-430

1.2.14 REPORT DATA - UPEC102 (CONT'D)

Standard Form 50-1

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT ID C10K	4 AN	1-4
SOCIAL SECURITY NO	9 AN	5-13
TRANSACTION DATE	6 AN	14-19
PAC EFFECTIVE DATE	6 AN	20-25
PAC	5 AN	26-30
REC SEQ*	1 AN	31
(Blank Field)	2 AN	32-33
ACTIVITY CODE	2 AN	34-35
ORGANIZATION CODE	5 AN	36-40
(Blank Field)	1 AN	41
EMPLOYEE NAME	27 AN	42-68
PERSONAL TITLE	4 AN	69-72
DATE OF BIRTH	6 AN	73-78
VET PREF	1 AN	79
TEN GRP	1 AN	80
SERVICE COMP DATE	6 AN	81-86
HANDICAP CODE	2 AN	87-88
GLI	1 AN	89
RET SYS	1 AN	90
POSITION NO (FROM)	9 AN	91-99
POSITION TITLE (FROM)	60 AN	100-159

1.2.14 REPORT DATA - UPEC102 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
PAY PLAN	2 AN	160-161
SERIES	5 AN	162-166
GRADE	2 AN	167-168
STEP	2 AN	169-170
PAY AMOUNT	7 AN	171-177
PAY BASIS	2 AN	178-179
ORGN TITLE (MAR KEY-30) FROM	24 AN	180-203
ORGN TITLE (MAR KEY-32) FROM	24 AN	204-227
ACTIVITY-TITLE (FROM)	41 AN	228-268
ACTIVITY-CITY	17 AN	269-285
ACTIVITY-STATE	2 AN	286-287
BASE HOURLY RATE	4 AN	288-291
NIGHT RATE (2ND SHIFT)	5 AN	292-296
NIGHT RATE (3RD SHIFT)	5 AN	297-301
SUB-COST CODE	9 AN	302-310
(Blank Field)	11 AN	311-321
FROM-TD-CODE**	1 AN	322
SPEC CD	1 AN	323
SUPP FROM	1 AN	324
(Blank Field)	106 AN	325-430

*Record Sequence is 1.
**May equal blank, F or T.

1.2.14 REPORT DATA - UPEC102 (CONT'D)

Standard Form 50-2

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT ID C10K	4 AN	1-4
SOCIAL SECURITY NO	9 AN	5-13
TRANSACTION DATE	6 AN	14-19
PAC EFFECTIVE DATE	6 AN	20-25
PAC	5 AN	26-30
REQ SEQ*	1 AN	31
(Blank Field)	2 AN	32-33
ACTIVITY CODE	2 AN	34-35
ORGANIZATION CODE	5 AN	36-40
(Blank Field)	1 AN	41
POSITION NO (TO)	9 AN	42-50
POSITION TITLE (TO)	60 AN	51-110
PAY PLAN	2 AN	111-112
SERIES	5 AN	113-117
GRADE	2 AN	118-119
STEP	2 AN	120-121
PAY AMOUNT	7 AN	122-128
PAY BASIS	2 AN	129-130
ORGN TITLE (MAR KEY-30) TO	24 AN	131-154
ORGN TITLE (MAR KEY-32) TO	24 AN	155-178
ACTIVITY-TITLE (TO)	41 AN	179-219
ACTIVITY-CITY	17 AN	220-236

1.2.14 REPORT DATA - UPEC102 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY-STATE	2 AN	237-238
BASE HOURLY RATE	4 N	239-242
NIGHT RATE (2ND SHIFT)	5 N	243-247
NIGHT RATE (3RD SHIFT)	5 N	248-252
CASH AWARDS AMT	7 N	253-259
(Blank Field)	63 AN	260-322
SPEC CD	1 AN	323
SUPP FROM	1 AN	324
(Blank Field)	106 AN	325-430

*Record sequence is 2.

1.2.14 REPORT DATA - UPEC102 (CONT'D)

Standard Form 50-3

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT ID C10K	4 AN	1-4
SOCIAL SECURITY NUMBER	9 AN	5-13
TRANSACTION DATE	6 AN	14-19
PAC EFFECTIVE DATE	6 AN	20-25
PAC	5 AN	26-30
REQ SEQ*	1 AN	31
(Blank Field)	2 AN	32-33
ACTIVITY CODE	2 AN	34-35
ORGANIZATION CODE	5 AN	36-40
(Blank Field)	1 AN	41
GEOGRAPHIC LOCATION CODE	9 AN	42-50
GEOGRAPHIC STATE-NAME	10 AN	51-60
GEOGRAPHIC CITY-NAME	20 AN	61-80
POS OCCUP	1 AN	81
ACCT-CLS-CH	28 AN	82-109
SERIAL NO	3 AN	110-112
APPRO-SYM	12 AN	113-124
(Blank Field)	9 AN	125-133
PROBATIONARY COMMENCING DATE	6 AN	134-139
CAREER SVC COMMENCING DATE	6 AN	140-145
RMKS CODE 1	3 AN	146-148
RMKS CODE 2	3 AN	149-151

1.2.14 REPORT DATA - UPEC102 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RMKS CODE 3	3 AN	152-154
RMKS CODE 4	3 AN	155-157
RMKS CODE 5	3 AN	158-160
201-OFC	2 AN	161-162
PROBATIONARY COMPLETION DATE	6 AN	163-168
CONVERSION TO CAREER TENURE DATE	6 AN	169-174
MAR ACTIVITY ABBR	5 AN	175-179
ACTIVITY-CITY	17 AN	180-196
ACTIVITY-STATE	2 AN	197-198
FUNC-CLASS-FROM	2 AN	199-200
FUNC-CLASS-TO	2 AN	201-202
(Blank Field)	120 AN	203-322
SPEC CD	1 AN	323
SUPP FROM	1 AN	324
(Blank Field)	106 AN	325-430

*Record sequence is 1.

1.2.14 REPORT DATA - UPEC102 (CONT'D)

Pay Adjustment Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT ID C10M	4 AN	1-4
(Blank Field)	2 AN	5-6
ORG CODE	5 AN	7-11
EMPLOYEE NAME	27 AN	12-38
SSN	9 N	39-47
PAC	5 AN	48-52
PAC-EFF-DT	6 AN	53-58
(Blank Field)	2 AN	59-60
(Blank Field)	2 AN	61-62
(Blank Field)	2 AN	63-64
BASIC-PAY	7 N	65-71
PAY RATE HOURLY	4 N	72-75
(Blank Field)	2 AN	76-77
NIGHT RATE (2ND SHIFT)	5 N	78-82
NIGHT RATE (3RD SHIFT)	5 N	83-87
TRANS-DATE	6 N	88-93
(Blank Field)	337 AN	94-430

1.2.14 REPORT DATA - UPEC102 (CONT'D)

Nonpay Over 6 Months

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT ID C10N	4 AN	1-4
ACTIVITY CODE	2 AN	5-6
ORGANIZATION CODE	2 AN	7-8
(Blank Field)	3 AN	9-11
PAY PLAN	2 AN	12-13
GRADE	2 AN	14-15
EMPLOYEE NAME	27 AN	16-42
SSN	9 AN	43-51
TOUR OF DUTY CHANGE DATE	6 AN	52-57
WK SCHED	1 AN	58
NP STAT YTD	1 AN	59
PART TIME HRS SCHED	3 N	60-62
NONPAY HRS-YTD	7 N	63-69
NONPAY HRS CURR PP	5 N	70-74
NP STAT PP	1 AN	75
PAY PERIOD DATE	6 AN	76-81
PP CODE	1 AN	82
TOD CHANGE CNT	2 N	83-84
(Blank Field)	346 AN	85-430

1.2.14 REPORT DATA - UPEC102 (CONT'D)

TOD Change Report

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT ID C10S	4 AN	1-4
ACTIVITY CODE	2 AN	5-6
ORG CD	5 AN	7-11
EMPLOYEE NAME	27 AN	12-38
SSN	9 AN	39-47
PRIOR TOD CHG DATE	6 AN	48-53
WK SCHED-O	1 AN	54
PRIOR PART TIME HOURS SCHED	3 N	55-57
CURRENT TOD CHNG DATE	6 AN	58-63
WK SCHED CUR	1 AN	64
CURR PART TIME HRS SCHED	3 N	65-67
PROBATIONARY COMMENCING DATE	6 AN	68-73
LAST EQUIV INCREASE DATE	6 AN	74-79
LEAVE YEAR BEGIN DATE	6 AN	80-85
PROBATION NONPAY ACCUMULATORS	24	86-109
LWOP	6 N	(86-91)
SUSP	6 N	(92-97)
FURL	6 N	(98-103)
AWOL	6 N	(104-109)
WGI NONPAY ACCUMULATORS	24	110-133
LWOP	6 N	(110-115)
SUSP	6 N	(116-121)
FURL	6 N	(122-127)
AWOL	6 N	(128-133)
CALENDAR YEAR NONPAY ACCUMULATORS	30	134-163
LWOP	6 N	(134-139)
SUSP	6 N	(140-145)
FURL	6 N	(146-151)

1.2.14 REPORT DATA - UPEC102 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
AWOL	6 N	(152-157)
DISAB	6 N	(158-163)
CUR PP CD	1 AN	164
CUR LWOP NP	5 N	165-169
CUR AWOL NP	5 N	170-174
CUR SUSP NP	5 N	175-179
CUR DISAB NP	5 N	180-184
CUR FURL NP	5 N	185-189
LAST PP CD	1 AN	190
TOD RPTS PREV	2 N	191-192
(Blank Field)	238 AN	193-430

1.2.14 REPORT DATA - UPEC102 (CONT'D)

Data Bank Extract

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT ID C10Z	4 AN	1-4
REC ID	1 AN	5
(Blank Field)	2 AN	6-7
ACTIVITY CODE	2 AN	8-9
POSITION NUMBER	9 AN	10-18
POSITION TITLE	60 AN	19-78
AUTH CD	1 AN	79
ORG CD	5 AN	80-84
(Blank Field)	1 AN	85
PAY PLAN	2 AN	86-87
OCCUP SERIES	5 AN	88-92
GRADE	2 AN	93-94
COMP AREA	2 AN	95-96
COMP LVL	3 AN	97-99
POS OCC	1 AN	100
POS SENS	1 AN	101
POSITION VACATED DATE	6 AN	102-107
SSN	9 AN	108-116
PERSONAL TITLE	4 AN	117-120
EMPLOYEE NAME	27 AN	121-147
DATE OF BIRTH	6 AN	148-153
TEMP APPT EXPIRATION DATE	6 AN	154-159
TEMP EMPL MAX HRS	4 N	160-163

1.2.14 REPORT DATA - UPEC102 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
STEP	2 AN	164-165
PAY BASIS	2 AN	166-167
SALARY	7 N	168-174
HOURLY RATE	4 N	175-178
RET SYS	1 AN	179
FEGLI STATUS	1 AN	180
FEHB PLAN	3 AN	181-183
(Blank Field)	9 AN	184-192
DETAIL DATE	6 AN	193-198
ORG TO WHICH DETAILED	5 AN	199-203
(Blank Field)	4 AN	204-207
LAST EQUIV INCREASE DATE	6 AN	208-213
WGI DUE DATE	6 AN	214-219
DATE OF LAST PROMOTION	6 AN	220-225
PERF RATING DUE DATE	6 AN	226-231
CONV TO CAREER TENURE DATE	6 AN	232-237
PROBATIONARY COMPLETION DATE	6 AN	238-243
TENURE GRP	1 AN	244
TENURE SUB GRP	2 AN	245-246
SVC COMP DATE (LEAVE)	6 AN	247-252
SVC COMP DATE (RIF)	6 AN	253-258
SVC COMP DATE (CS)	6 AN	259-264

1.2.14 REPORT DATA - UPEC102 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DLA EMPLOYMENT DATE	6 AN	265-270
MIL RES CAT	1 AN	271
FSEE ELIG	1 AN	272
ED LEVEL ACADEMIC	2 AN	273-274
SEX	1 AN	275
DROP	1 AN	276
TEMP APPT HRS WORKED	4 N	277-280
ACCESSION-CD	1 AN	281
TERM APPT EXP DATE	6 AN	282-287
PERF RATING	1 AN	288
TEMP PROM EXP DATE	6 AN	289-294
(Blank Field)	1 AN	295
(Blank Field)	6 AN	296-301
NP STATUS	1 AN	302
NP STAT EXP DATE	6 AN	303-308
CCH TRIGGER	1 AN	309
NP BEGIN PAC	5 AN	310-314
CSA PRT FLAG	1 AN	315
CSA LEN SVC	2 AN	316-317
RET UNIF SVC	1 AN	318
ACTIVITY DETAILED TO	2 AN	319-320
DETAIL EXP DATE	6 AN	321-326
NEW SUPV FLAG	1 AN	327

1.2.14 REPORT DATA - UPEC102 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
POS TITLE SORT CD	2 AN	328-329
FLSA CD	1 AN	330
GEO-LOC-CD	9 AN	331-339
PAY RATE DET	1 AN	340
SAL RET EXP DATE	6 AN	341-346
SPEC PROG ID	2 AN	347-348
SEFI	1 AN	349
TBL SEL CD	2 AN	350-351
MINORITY GRP	2 AN	352-353
MINORITY RPT FLAG	1 AN	354
FUNC CLASS	2 AN	355-356
WK SCHED	1 AN	357
TY APPT	1 AN	358
LV PAY STAT	1 AN	359
NORM BASIC PAY	6 N	360-365
NORM STANDBY PAY	5 N	366-370
POS IND	1 AN	371
MERIT POOL	4 AN	372-375
PERF LVL	1 AN	376
(Blank Field)	54 AN	377-430

1.2.15 EPR, PTDL AND PAY HISTORY - UPEC103

FILE SUMMARY

FILE NAME:	EPR, PTDL and Pay History
FILE INDEX NUMBER:	UPEC103
PURPOSE:	To provide an extract of personnel data from the Data Bank to be used in preparing EPRs, PTDLs and Pay History feeds.
RECORD SIZE:	550 Bytes/Characters Display
BLOCK SIZE:	3300 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Random
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	2 AN	1-2
ACTIVITY CODE	2 AN	3-4
POSITION NUMBER	9 AN	5-13
POS TITLE SORT CODE	2 AN	14-15
POSITION TITLE	60 AN	16-75
ORG CODE	5 AN	76-80
(Blank Field)	1 AN	81
SUB COST CODE	9 AN	82-90
STAT POS	1 AN	91
PAY PLAN	2 AN	92-93
OCCUP SERIES	5 AN	94-98
FUNC CLASS	2 AN	99-100
GRADE	2 AN	101-102

1.2.15 EPR, PTDL AND PAY HISTORY - UPEC103 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
GEOGRAPHIC LOCATION CODE	9 AN	103-111
COMP AREA	2 AN	112-113
COMP LEVEL	3 AN	114-116
POS OCCUP	1 AN	117
(Blank Field)	1 AN	118
(Blank Field)	6 AN	119-124
SSN	9 AN	125-133
PAC	5 AN	134-138
PAC EFFECTIVE DATE	6 AN	139-144
BLK NO	2 AN	145-146
REF SSN	9 AN	147-155
PERSONAL TITLE	4 AN	156-159
EMPLOYEE NAME	31 AN	160-190
DATE OF BIRTH	6 AN	191-196
TEMP APPT EXP DATE	6 AN	197-202
TEMP EMPL MAX HOURS	4 N	203-206
TERM APPT EXP DATE	5 AN	207-212
TEMP PROM EXP DATE	6 AN	213-218
SALARY RETN EXP DATE	6 AN	219-224
LV PAY STAT	1 AN	225
TABLE SEL CODE	2 AN	226-227
STEP	2 AN	228-229
NP STAT	1 AN	230

1.2.15 EPR, PTDL AND PAY HISTORY - UPEC103 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
NP STAT EXP DATE	6 AN	231-236
PAY DETER	1 AN	237
PAY BASIS	2 AN	238-239
PAY AMT	7 N	240-246
BASE HRLY RATE	4 N	247-250
NIGHT RATE (2ND SHIFT)	5 N	251-255
NIGHT RATE (3RD SHIFT)	5 N	256-260
RET SYS	1 AN	261
ANNUITANT IND	1 AN	262
GLI	1 AN	263
FEHB	3 AN	264-266
(Blank Field)	9 AN	267-275
DETAIL EFF DATE	6 AN	276-281
DETAIL EXP DATE	6 AN	282-287
(Blank Field)	2 AN	288-289
DETAIL ACTIVITY	2 AN	290-291
DETAIL ORG CODE	5 AN	292-296
(Blank Field)	1 AN	297
DETAIL SUB COST CODE	9 AN	298-306
WK SCHED	1 AN	307
PART TIME HRS SCHED	3 N	308-310
TOUR OF DUTY CHANGE DATE	6 AN	311-316
LAST EQUIV INCREASE DATE	6 AN	317-322

1.2.15 EPR, PTDL AND PAY HISTORY - UPEC103 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
WGI DUE DATE	6 AN	323-328
WGI WITH	1 AN	329
DATE OF LAST PROMOTION	6 AN	330-335
DATE OF ENTRY INTO CUR GRADE	6 AN	336-341
LV SYS	1 AN	342
LV CAT	1 AN	343
PERF RATE	1 AN	344
PERF RATING DUE DATE	6 AN	345-350
CAR SVCS COMM DATE	6 AN	351-356
CTCT DATE	6 AN	357-362
PROB COMM DATE	6 AN	363-368
PROB COMP DATE	6 AN	369-374
RETN RTS	1 AN	375
RETN EXP DATE	6 AN	376-381
TENURE GRP	1 AN	382
TENURE SUB GRP	2 AN	383-384
SCD (LV)	6 AN	385-390
SCD (RIF)	6 AN	391-396
SCD (CS)	6 AN	397-402
DLA EOD DATE	6 AN	403-407
CITIZENSHIP	1 AN	408-409
FSEE FLAG	1 AN	410
(Blank Field)	1 AN	411

1.2.15 EPR, PTDL AND PAY HISTORY - UPEC103 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
VIET VET IND	1 AN	412
SPEC PROG ID	2 AN	413-414
ED LVL	2 AN	415-416
ED LVL YR	2 AN	417-418
QUAL GRAD	1 AN	419
ACDM DISC	4 AN	420-423
ADV ELIG DATE	6 AN	424-429
SEX	1 AN	430
VET PREF	1 AN	431
RET UNIF SVC	1 AN	432
MIL RES CAT	1 AN	433
ACTIV MIL SVC MOS	3 N	434-436
MILITARY RET DATE	6 AN	437-442
UNIF SVC DESIG	1 AN	443
UNIF SVC COMP	1 AN	444
UNIF SVC GRADE	2 AN	445-446
PLACE FOLLOW UPDATE	6 AN	447-452
90 DAY WAIT DATE	6 AN	453-458
TYPE APPT	1 AN	459
SPEC CODE	1 AN	460
PTDL FLAG	1 AN	461
PAY HIST FLAG	1 AN	462
EPR FLAG	1 AN	463

1.2.15 EPR, PTDL AND PAY HISTORY - UPEC103 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
BLK NR OLD	2 AN	464-465
M S CODE	1 AN	466
FTX EXM	2 AN	467-468
FTX ADDNL	3 N	469-471
ST TAX CD1	2 AN	472-473
ST TAX CD2	2 AN	474-475
UNION CODE	10 AN	476-485
CHAR CODE	2 AN	486-487
PP CODE	1 AN	488
TRANSACTION DATE	6 AN	489-494
RCD STAT	1 AN	495
EPR-DB EOD	6 AN	496-501
EOP DATE	6 AN	502-507
POS IND	1 AN	508
USER CD	1 AN	509
REPRIMAND DATE	6 AN	510-515
SEFI	1 AN	516
FLSA	1 AN	517
PERF LEVEL	1 AN	518
MERIT POOL	4 AN	519-522
SCHED BASIC PAY	7 N	523-529
CASH AWARDS	7 N	530-536
BARGAIN STAT	4 AN	537-540
(Blank Field)	10 AN	541-550

1.2.16 INDIVIDUAL NONPAY DATA - UPEC104

FILE SUMMARY

FILE NAME:	Individual Nonpay Data
FILE INDEX NUMBER:	UPEC104
PURPOSE:	To produce records for Report of Individual Nonpay data.
RECORD SIZE:	400 Bytes/Characters Display
BLOCK SIZE:	4000 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	SSAN
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RESERVE	2 AN	1-2
ACTIVITY	2 AN	3-4
ORG	5 AN	5-9
RESERVE	1 AN	10
EMPLOYEE NAME	27 AN	11-37
RESERVE	13 AN	38-50
PP CODE	1 AN	51
PP END DATE YYMMDD	6 AN	52-57
WORK SCHED	1 AN	58
PART-TIME HRS SCHED	3 AN	59-61
TOD CHANGE DATE YYMMDD	6 AN	62-67
TOD CHNG CTR	2 AN	68-69
PROCESS DATE YYMMDD	6 AN	70-75

1.2.16 INDIVIDUAL NONPAY DATA - UPEC104 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
PROCESS TIME	4 AN	76-79
TEMP ACCUMS POST DATE YYMMDD	6 AN	80-85
TOD W/NONPAY INDICATORS	9 AN	86-94
PROB	3 AN	(86-88)
WGI	3 AN	(89-91)
CAL YR	3 AN	(92-94)
NONPAY PAC	5 AN	95-99
NONPAY EFF DATE YYMMDD	6 AN	100-105
NP STAT CD	1 AN	106
NONPAY STAT EXP DATE YYMMDD	6 AN	107-112
RTD PAC	5 AN	113-117
RTD EFF DATE YYMMDD	6 AN	118-123
CAR SVC COMM DATE YYMMDD	6 AN	124-129
CTCT DATE YYMMDD	6 AN	130-135
PROB PER COMM DATE YYMMDD	6 AN	136-141
PROB PER COMP DATE YYMMDD	6 AN	142-147
LEI DATE YYMMDD	6 AN	148-153
WGI DUE DATE YYMMDD	6 AN	154-159
REMARKS CODES	12 AN	160-171
(Blank Field)	2 AN	(160-161)
(Blank Field)	2 AN	(162-163)
(Blank Field)	2 AN	(164-165)
(Blank Field)	2 AN	(166-167)
(Blank Field)	2 AN	(168-169)
(Blank Field)	2 AN	(170-171)
RESERVE	9 AN	172-180
CURRENT ACCUMLATORS	25 AN	181-205
LWOP	5 N	(181-185)
FURL	5 N	(186-190)
AWOL	5 N	(191-195)

1.2.16 INDIVIDUAL NONPAY DATA - UPEC104 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SUSP	5 N	(196-200)
DISAB	5 N	(201-205)
TOTAL CURRENT	6 N	206-211
TEMPORARY (SF 50)	30 AN	212-241
LWOP	6 N	(212-217)
SUSP	6 N	(218-223)
FURL	6 N	(224-229)
AWOL	6 N	(230-235)
DISAB	6 N	(236-241)
TOTAL TEMPORARY	6 N	242-247
PROBATIONARY ACCUMULATORS	24 N	248-271
LWOP	6 N	(248-253)
SUSP	6 N	(254-259)
FURL	6 N	(260-265)
AWOL	6 N	(266-271)
TOTAL PROB	6 N	272-277
WGI ACCUMULATORS	24 AN	278-301
LWOP	6 N	(278-283)
SUSP	6 N	(284-289)
FURL	6 N	(290-295)
AWOL	6 N	(296-301)
TOTAL WGI	6 N	302-307
CALENDAR YEAR ACCUMULATORS	30 AN	308-337
LWOP	6 N	(308-313)
SUSP	6 N	(314-319)
FURL	6 N	(320-325)
AWOL	6 N	(326-331)
DISAB	6 N	(332-337)
TOTAL CAL YR	6 N	338-343
PAYROLL YTD ACCUMULATORS	18 AN	344-361
LWOP/FURL	6 N	(344-349)
AWOL/SUSP	6 N	(350-355)
DISAB	6 N	(356-361)

1.2.16 INDIVIDUAL NONPAY DATA - UPEC104 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
TOTAL PAYROLL YTD	6 N	362-367
SUPP-CURR-FLAG	1 AN	368
RESERVE	32 AN	369-400

1.2.17 REPORTS DATA - UPEC202

FILE SUMMARY

FILE NAME:	Reports Data
FILE INDEX NUMBER:	UPEC202
PURPOSE:	To provide report transaction data.
RECORD SIZE:	300 Bytes/Characters Display
BLOCK SIZE:	3000 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Random
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPEC22S.

1.2.18 DATA BANK EXTRACT - UPEC204

FILE SUMMARY

FILE NAME:	Data Bank Extract
FILE INDEX NUMBER:	UPEC204
PURPOSE:	To provide record transaction data.
RECORD SIZE:	280 Bytes/Characters Display
BLOCK SIZE:	3360 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Random
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPEC23S.

1.2.19 SF 50 DATA - UPEC206

FILE SUMMARY

FILE NAME:	SF 50 Data
FILE INDEX NUMBER:	UPEC206
PURPOSE:	To provide data for preparation of SF 50, Notifications of Personnel Action.
RECORD SIZE:	320 Bytes/Characters Display
BLOCK SIZE:	3200 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Random
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

RCD SEQ 1

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DB-REF-SSN	9 AN	1-9
TRANS DATE	6 AN	10-15
DB-NOA-DATE	6 AN	16-21
DB-NOA-CODE	5 AN	22-26
RECORD SEQ #	1 AN	27
RESERVE	2 AN	28-29
DB-ACTIV (FROM)	2 AN	30-31
DB-ORG-CL (FROM)	5 AN	32-36
RESERVE	1 AN	37
DB-EMP-RPT-NAME	27 AN	38-64
DB-PERS-TITLE	4 AN	65-68
DB-DOB	6 AN	69-74

1.2.19 SF 50 DATA - UPEC206 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DB-VETER PREF	1 AN	75
DB-TEN-GRP	1 AN	76
DB-SCD	6 AN	77-82
DB-REPORT-HAND	2 AN	83-84
DB-GLI-CD	1 AN	85
DB-RET-SYS	1 AN	86
DB-POS-NR (FROM)	9 AN	87-95
DB-POS-TITLE (FROM)	60 AN	96-155
DB-PAY-PLAN (FROM)	2 AN	156-157
DB-CL-SER (FROM)	5 AN	158-162
DB-GR (FROM)	2 AN	163-164
DB-STEP (FROM)	2 AN	165-166
DB-PA-AMT (FROM)	7 AN	167-173
DB-PAY-BASIS	2 AN	174-175
ORG-TITLE-MAR (FROM) MAR KEY 30 = DIRECTORATE	24 AN	176-199
ORG-TITLE-MAR (FROM) MAR KEY 32 = DIVISION	24 AN	200-223
MAR-ACTIVITY-TITLE (FROM)	41 AN	224-264
MAR-ACTIVITY-CITY (FROM)	17 AN	265-281
MAR-ACTIVITY-STATE (FROM)	2 AN	282-283
DB-BASE-HRLY-RATE (FROM)	4 AN	284-287
DB-NGT RT 2 FROM	5 AN	288-292
DB-NGT RT 3 FROM	5 AN	293-297
DB-SUB-COST-CL	9 AN	298-306

1.2.19 SF 50 DATA - UPEC206 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	11 AN	307-317
FROM-TO-CODE *	1 AN	318
SPEC CODE	1 AN	319
SUPP FORM	1 AN	320

*May equal blank, F or T.

1.2.19 SF 50 DATA - UPEC206 (CONT'D)

RCD SEQ 2

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DB-REF-SSN	9 AN	1-9
TRANS-DT	6 AN	10-15
DB-NOA-DT	6 AN	16-21
DB-NOA	5 AN	22-26
REC SEQ	1 AN	27
RESERVE	2 AN	28-29
DB-ACTIV (TO)	2 AN	30-31
DB-ORG-CL (TO)	5 AN	32-36
RESERVE	1 AN	37
DB-POS-NR (TO)	9 AN	38-46
DB-POS-TITLE (TO)	60 AN	47-106
DB-PAY-PLAN (TO)	2 AN	107-108
DB-CL-SER (TO)	5 AN	109-113
DB-GR (TO)	2 AN	114-115
DB-STEP (TO)	2 AN	116-117
DB-PA-AMT (TO)	7 AN	118-124
DB-PAY-BASIS (TO)	2 AN	125-126
ORG-TITLE-MAR (TO) MAR KEY 30 = DIRECTORATE	24 AN	127-150
ORG-TITLE-MAR (TO) MAR KEY 32 = DIVISION	24 AN	151-174
MAR-ACTIV-TITLE (TO)	41 AN	175-215
MAR-ACTIV-CITY (TO)	17 AN	216-232
TB-ACTIV-ST (TO)	2 AN	233-234
DB-BASE HRLY-RATE (TO)	4 AN	235-238

1.2.19 SF 50 DATA - UPEC206 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DB-NGT-RT 2 (TO)	5 AN	239-243
DB-NGT-RT 3 (TO)	5 AN	244-248
DB-CASH-AWARD-AMT	7 AN	249-255
(Blank Field)	63 AN	256-318
SPEC CODE	1 AN	319
SUPP FROM	1 AN	320

1.2.19 SF 50 DATA - UPE206 (CONT'D)

RCD SEQ 3

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DB-REF-SSN	9 AN	1-9
TRANS DATE	6 AN	10-15
DB-NOA-DATE	6 AN	16-21
DB-NOA-CODE	5 AN	22-26
RECORD SEQ	1 AN	27
RESERVE	2 AN	28-29
DB-ACTIV (TO)	2 AN	30-31
DB-ORG-CL (TO)	5 AN	32-36
RESERVE	1 AN	37
DB-GEOG-LOC-CL	9 AN	38-46
TB-GEOG-ST-NAME	10 AN	47-56
TB-GEOG-CITY-NAME	20 AN	57-76
DB OCCUP	1 AN	77
TB-ACCT-CLS-CH	28 AN	78-105
TB-SERIAL-NR-CH	3 AN	106-108
TB-APPRO-SYM-CH	12 AN	109-120
(Blank Field)	9 AN	121-129
DB-PROB-PER-COMM-DT	6 AN	130-135
DB-CAR-SRV-COMM-DT	6 AN	136-141
RMKS-CODE 1	3 AN	142-144
RMKS-CODE 2	3 AN	145-147
RMKS-CODE 3	3 AN	148-150
RMKS-CODE 4	3 AN	151-153

1.2.19 SF 50 DATA - UPE206 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RMKS-CODE 5	3 AN	154-156
201 ACTIV	2 AN	157-158
DB-PROB-PER COMPL-DT	6 AN	159-164
DB-CONV-CAR-TEN-DT	6 AN	165-170
MAR ACTIV ABBR	5 AN	171-175
ACTIVITY-CITY	17 AN	176-192
ACTIVE STATE	2 AN	193-194
FUNC CLASS FROM	2 AN	195-196
FUNC CLASS TO	2 AN	197-198
POS SENS CL	1 AN	199
FLSA CD	1 AN	200
SEX	1 AN	201
CITIZEN	1 AN	202
COMPET LVL	3 AN	203-205
ANNUITANT IND	1 AN	206
WK SCHED	1 AN	207
SUPV/NONSUPV	1 AN	208
VIETNAM VET	1 AN	209
PAY DETER	1 AN	210
BAR UNIT STATUS	4 AN	211-214
ED LEVEL	2 AN	215-216
DEGREE ATTAIN	2 AN	217-218
ACADEM DIS	4 AN	219-222

1.2.19 SF 50 DATA - UPE206 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
PAY BASIS	2 AN	223-224
(Blank Field)	94 AN	225-318
SPEC CODE	1 AN	319
SUPP FORM	1 AN	320

1.2.20 SORTED REPORT DATA - UPEC22S

FILE SUMMARY

FILE NAME:	Sorted Report Data
FILE INDEX NUMBER:	UPEC22S
PURPOSE:	To sequence report transaction data.
RECORD SIZE:	300 Bytes/Characters Display
BLOCK SIZE:	3000 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	First 50 Positions of Record
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

WGI Listing

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT ID C10D	4 AN	1-4
ACTIVITY	2 AN	5-6
ORG	5 AN	7-11
SSN	9 AN	12-20
NAME	27 AN	21-47
LAST-EQ-DT	6 AN	48-53
YY	2 AN	(48-49)
MM	2 AN	(50-51)
DD	2 AN	(52-53)
WGI-DUE DATE	6 AN	54-59
YY	2 AN	(54-55)
MM	2 AN	(56-57)
DD	2 AN	(58-59)
WGI-EFF DT	6 AN	60-65
YY	2 AN	(60-61)
MM	2 AN	(62-63)
DD	2 AN	(64-65)

1.2.20 SORTED REPORTS DATA - UPEC22S (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
NP-HRS-WGI	6 N	66-71
NP-HRS-CUR	5 N	72-76
TOD-CHG-DT	6 AN	77-82
YY	2 AN	(77-78)
MM	2 AN	(79-80)
DD	2 AN	(81-82)
PRIOR NP-IND	3 AN	83-85
WGI WITHHELD	1 AN	86
WGI-PP-END-DT	6 AN	87-92
YY	2 AN	(87-88)
MM	2 AN	(89-90)
DD	2 AN	(91-92)
WGI NONSTD-CD	3 AN	93-95
(Blank Field)	205 AN	96-300

1.2.20 SORTED REPORTS DATA - UPEC22S (CONT'D)

Placement Followup

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT ID C10G	4 AN	1-4
ACTIVITY	2 AN	5-6
ORG	5 AN	7-11
NAME	27 AN	8-38
GRADE	2 AN	39-40
PAY PLAN	2 AN	41-42
DATE ENTERED PRESENT POS	6 AN	43-48
YY	2 AN	(43-44)
MM	2 AN	(45-46)
DD	2 AN	(47-48)
POS NR	9 AN	49-57
POSITION TITLE	60 AN	58-117
SSN	9 AN	118-126
PLACE FOLLOWUP DT	6 AN	127-132
YY	2 AN	(127-128)
MM	2 AN	(129-130)
DD	2 AN	(131-132)
(Blank Field)	168 AN	133-300

1.2.20 SORTED REPORTS DATA - UPEC22S (CONT'D)

Retention Register

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT ID C10J	4 AN	1-4
COMP AREA	2 AN	5-6
OCCUP POS	1 AN	7
WK SCHED	1 AN	8
PAY PLAN SORT	2 AN	9-10
GRADE SORT	2 AN	11-12
(Blank Field)	3 AN	13-15
TENURE GRP	1 AN	16
TEN/SUB GRP SRT	1 AN	17
SCD RIF	6 AN	18-23
NAME	27 AN	24-50
SERV/COMP DATE	6 AN	51-56
(Blank Field)	2 AN	57-58
ACTIVITY CODE	2 AN	59-60
ORG CD	5 AN	61-65
(Blank Field)	1 AN	66
POS NBR	9 AN	67-75
GEO LOC CD	9 AN	76-84
OCC SERIES	5 AN	85-89
(Blank Field)	6 AN	90-95
GRADE	2 AN	96-97
FLAG 1	1 AN	98
FLAG 2	1 AN	99

1.2.20 SORTED REPORTS DATA - UPEC22S (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	1 AN	100
FLAG 4	1 AN	101
FLAG 5	1 AN	102
(Blank Field)	1 AN	103
FLAG 7	1 AN	104
FLAG 8	1 AN	105
FLAG 9	1 AN	106
FLAG 1 DT	6 AN	107-112
FLAG 2 DT	6 AN	113-118
(Blank Field)	6 AN	119-124
FLAG 4 DT	6 AN	125-130
FLAG 4 CD	1 AN	131
FLAG 5 DT	6 AN	132-137
(Blank Field)	6 AN	138-143
FLAG 7 DT	6 AN	144-149
FLAG 8 DT	6 AN	150-155
FLAG 9 DT	6 AN	156-161
FLAG ASTER	1 AN	162
FLAG FROZEN	1 AN	163
CUT-OFF DATE	6 AN	164-169
TEN ERR FLAG	1 AN	170
PERF ERR FLAG	1 AN	171
(Blank Field)	2 AN	172-173

1.2.20 SORTED REPORTS DATA - UPEC22S (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RETN PARMS	30 AN	174-203
REPORT DATE	6 AN	204-209
POSITION TITLE	60 AN	210-269
TENURE SUB GRP	2 AN	270-271
PAY PLAN	2 AN	272-273
(Blank Field)	27 AN	274-300

1.2.20 SORTED REPORT DATA - UPEC22S (CONT'D)

PCS-RCD

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT ID C10M	4 AN	1-4
ACTIV	2 AN	5-6
RESERVED	5 AN	7-11
ORG	5 AN	12-16
BLK	2 AN	17-18
NAME	31 AN	19-49
PERS TITLE	4 AN	50-53
SSN	9 AN	54-62
PAC	5 AN	63-67
PAC-EFF-DT	6 AN	68-73
YY	2 AN	(68-69)
MM	2 AN	(70-71)
DD	2 AN	(72-73)
LEI-DT "1"	6 AN	74-79
YY	2 AN	(74-75)
MM	2 AN	(76-77)
DD	2 AN	(78-79)
PAY BASIC	2 AN	80-81
PAY PLAN	2 AN	82-83
OLD-GRADE	2 AN	84-85
OLD-STEP	2 AN	86-87
OLD-PA-STD	7 N	88-94
NEW-GRADE	2 AN	95-96
NEW-STEP	2 AN	97-98
NEW-PA STD	7 N	99-105

1.2.20 SORTED REPORT DATA - UPEC22S (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
LEI DT "2"	6 AN	106-111
YY	2 AN	(106-107)
MM	2 AN	(108-109)
DD	2 AN	(110-111)
BIS	1 AN	112
LV-CAT	1 AN	113
TB-SEL	2 AN	114-115
TRANS-DT	6 AN	116-121
YY	2 AN	(116-117)
MM	2 AN	(118-119)
DD	2 AN	(120-121)
SUPPRESS CD	1 AN	122
2ND SHIFT NIGHT RATE	5 AN	123-127
OLD 2ND SHIFT NIGHT RATE	5 AN	128-132
3RD SHIFT NIGHT RATE	5 AN	133-137
OLD 3RD SHIFT NIGHT RATE	5 AN	138-142
(Blank Field)	158 AN	143-300

1.2.20 SORTED REPORTS DATA - UPEC22S (CONT'D)

Nonpay Over 6 Months

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT ID C10N	4 AN	1-4
ACTIVITY	2 AN	5-6
ORG	5 AN	7-11
PAY PLAN	2 AN	12-13
GRADE	2 AN	14-15
NAME	27 AN	16-42
SSN	9 AN	43-51
TOD-CHG-DT	6 AN	52-57
YY	2 AN	(52-53)
MM	2 AN	(54-55)
DD	2 AN	(56-57)
WK SCHED	1 AN	58
NP STAT CD YTD	1 AN	59
PT-HRS SCHED	3 N	60-62
NP-HRS YTD	7 N	63-69
NP-HRS PP	5 N	70-74
NP STAT CD PP	1 AN	75
P/P DT	6 AN	76-81
YY	2 AN	(76-77)
MM	2 AN	(78-79)
DD	2 AN	(80-81)
PP CD	1 AN	82
TOD CHG CNTR	2 AN	83-84
(Blank Field)	216 AN	85-300

1.2.20 SORTED REPORTS DATA - UPEC22S (CONT'D)

Control Record No. 1

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REC-ID "_CR1"	4 AN	1-4
TABLE CNTR	3 N	5-7
ACTIVITY TABLES	189 AN	8-196
No. 1	7 AN	(8-14)
ACT CODE	2 AN	(8-9)
ACT ABBREVIATION	5 AN	(10-14)
No. 2	7 AN	(15-21)
ACT CODE	2 AN	(15-16)
ACT ABBREVIATION	5 AN	(17-21)
No. 3	7 AN	(22-28)
ACT CODE	2 AN	(22-23)
ACT ABBREVIATION	5 AN	(24-28)
No. 4	7 AN	(29-35)
ACT CODE	2 AN	(29-30)
ACT ABBREVIATION	5 AN	(31-35)
No. 5	7 AN	(36-42)
ACT CODE	2 AN	(36-37)
ACT ABBREVIATION	5 AN	(38-42)
No. 6	7 AN	(43-49)
ACT CODE	2 AN	(43-44)
ACT ABBREVIATION	5 AN	(45-49)
No. 7	7 AN	(50-56)
ACT CODE	2 AN	(50-51)
ACT ABBREVIATION	5 AN	(52-56)
No. 8	7 AN	(57-63)
ACT CODE	2 AN	(57-58)
ACT ABBREVIATION	5 AN	(59-63)
No. 9	7 AN	(64-70)
ACT CODE	2 AN	(64-65)
ACT ABBREVIATION	5 AN	(66-70)
No. 10	7 AN	(71-77)
ACT CODE	2 AN	(71-72)
ACT ABBREVIATION	5 AN	(73-77)
No. 11	7 AN	(78-84)
ACT CODE	2 AN	(78-79)
ACT ABBREVIATION	5 AN	(80-84)
No. 12	7 AN	(85-91)
ACT CODE	2 AN	(85-86)
ACT ABBREVIATION	5 AN	(87-91)
No. 13	7 AN	(92-98)
ACT CODE	2 AN	(92-93)
ACT ABBREVIATION	5 AN	(94-98)

1.2.20 SORTED REPORTS DATA - UPEC22S (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
No. 14	7 AN	(99-105)
ACT CODE	2 AN	(99-100)
ACT ABBREVIATION	5 AN	(101-105)
No. 15	7 AN	(106-112)
ACT CODE	2 AN	(106-107)
ACT ABBREVIATION	5 AN	(108-112)
No. 16	7 AN	(113-119)
ACT CODE	2 AN	(113-114)
ACT ABBREVIATION	5 AN	(115-119)
No. 17	7 AN	(120-126)
ACT CODE	2 AN	(120-121)
ACT ABBREVIATION	5 AN	(122-126)
No. 18	7 AN	(127-133)
ACT CODE	2 AN	(127-128)
ACT ABBREVIATION	5 AN	(129-133)
No. 19	7 AN	(134-140)
ACT CODE	2 AN	(134-135)
ACT ABBREVIATION	5 AN	(136-140)
No. 20	7 AN	(141-147)
ACT CODE	2 AN	(141-142)
ACT ABBREVIATION	5 AN	(143-147)
No. 21	7 AN	(148-154)
ACT CODE	2 AN	(148-149)
ACT ABBREVIATION	5 AN	(150-154)
No. 22	7 AN	(155-161)
ACT CODE	2 AN	(155-156)
ACT ABBREVIATION	5 AN	(157-161)
No. 23	7 AN	(162-168)
ACT CODE	2 AN	(162-163)
ACT ABBREVIATION	5 AN	(164-168)
No. 24	7 AN	(169-175)
ACT CODE	2 AN	(169-170)
ACT ABBREVIATION	5 AN	(171-175)
No. 25	7 AN	(176-182)
ACT CODE	2 AN	(176-177)
ACT ABBREVIATION	5 AN	(178-182)
No. 26	7 AN	(183-189)
ACT CODE	2 AN	(183-184)
ACT ABBREVIATION	5 AN	(185-189)
No. 27	7 AN	(190-196)
ACT CODE	2 AN	(190-191)
ACT ABBREVIATION	5 AN	(192-196)
PROCESS TIME	4 N	197-200
(Blank Field)	100 AN	201-300

1.2.20 SORTED REPORTS DATA - UPEC22S (CONT'D)

Control Record No. 2

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RCD-ID "_CR2"	4 AN	1-4
PROCESS DATE YYMMDD	6 AN	5-10
ACTIVITY TABLES	189 AN	11-199
No. 28	7 AN	(11-17)
ACT CODE	2 AN	(11-12)
ACT ABBREVIATION	5 AN	(13-17)
No. 29	7 AN	(18-24)
ACT CODE	2 AN	(18-19)
ACT ABBREVIATION	5 AN	(20-24)
No. 30	7 AN	(25-31)
ACT CODE	2 AN	(25-26)
ACT ABBREVIATION	5 AN	(27-31)
No. 31	7 AN	(32-38)
ACT CODE	2 AN	(32-33)
ACT ABBREVIATION	5 AN	(34-38)
No. 32	7 AN	(39-45)
ACT CODE	2 AN	(39-40)
ACT ABBREVIATION	5 AN	(41-45)
No. 33	7 AN	(46-52)
ACT CODE	2 AN	(46-47)
ACT ABBREVIATION	5 AN	(48-52)
No. 34	7 AN	(53-59)
ACT CODE	2 AN	(53-54)
ACT ABBREVIATION	5 AN	(55-59)
No. 35	7 AN	(60-66)
ACT CODE	2 AN	(60-61)
ACT ABBREVIATION	5 AN	(62-66)
No. 36	7 AN	(67-73)
ACT CODE	2 AN	(67-68)
ACT ABBREVIATION	5 AN	(69-73)
No. 37	7 AN	(74-80)
ACT CODE	2 AN	(74-75)
ACT ABBREVIATION	5 AN	(76-80)
No. 38	7 AN	(81-87)
ACT CODE	2 AN	(81-82)
ACT ABBREVIATION	5 AN	(83-87)
No. 39	7 AN	(88-94)
ACT CODE	2 AN	(88-89)
ACT ABBREVIATION	5 AN	(90-94)
No. 40	7 AN	(95-101)
ACT CODE	2 AN	(95-96)
ACT ABBREVIATION	5 AN	(97-101)

1.2.20 SORTED REPORTS DATA - UPEC22S (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
No. 41	7 AN	(102-108)
ACT CODE	2 AN	(102-103)
ACT ABBREVIATION	5 AN	(104-108)
No. 42	7 AN	(109-115)
ACT CODE	2 AN	(109-110)
ACT ABBREVIATION	5 AN	(111-115)
No. 43	7 AN	(116-122)
ACT CODE	2 AN	(116-117)
ACT ABBREVIATION	5 AN	(118-122)
No. 44	7 AN	(123-129)
ACT CODE	2 AN	(123-124)
ACT ABBREVIATION	5 AN	(125-129)
No. 45	7 AN	(130-136)
ACT CODE	2 AN	(130-131)
ACT ABBREVIATION	5 AN	(132-136)
No. 46	7 AN	(137-143)
ACT CODE	2 AN	(137-138)
ACT ABBREVIATION	5 AN	(139-143)
No. 47	7 AN	(144-150)
ACT CODE	2 AN	(144-145)
ACT ABBREVIATION	5 AN	(146-150)
No. 48	7 AN	(151-157)
ACT CODE	2 AN	(151-152)
ACT ABBREVIATION	5 AN	(153-157)
No. 49	7 AN	(158-164)
ACT CODE	2 AN	(158-159)
ACT ABBREVIATION	5 AN	(160-164)
No. 50	7 AN	(165-171)
ACT CODE	2 AN	(165-166)
ACT ABBREVIATION	5 AN	(167-171)
No. 51	7 AN	(172-178)
ACT CODE	2 AN	(172-173)
ACT ABBREVIATION	5 AN	(174-178)
No. 52	7 AN	(179-185)
ACT CODE	2 AN	(179-180)
ACT ABBREVIATION	5 AN	(181-185)
No. 53	7 AN	(186-192)
ACT CODE	2 AN	(186-187)
ACT ABBREVIATION	5 AN	(188-192)
No. 54	7 AN	(193-199)
ACT CODE	2 AN	(193-194)
ACT ABBREVIATION	5 AN	(195-199)
(Blank Field)	101 AN	200-300

1.2.20 SORTED REPORTS DATA - UPEC22S - (CONT'D)

Employee Table Selector List

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT ID C10B	4 AN	1-4
RESERVED	2 AN	5-6
ACTIVITY	2 AN	7-8
SORT ORG-CD	5 AN	9-13
DIRECTOR & DIVISION	2 AN	(9-10)
RESERVED	3 AN	(11-13)
RESERVED	1 AN	14
TB-SEL	2 AN	15-16
PAY PLAN	2 AN	17-18
GRADE	2 AN	19-20
NAME	37 AN	21-47
SSN	9 AN	48-56
ORG-CD	5 AN	57-61
RESERVED	1 AN	62
OCC-SERIES	5 AN	63-67
STEP	2 AN	68-69
PAY-RATE	1 AN	70
PAY-BASIC	2 AN	71-72
BASIC-PAY	7 N	73-79
HR-RATE	4 N	80-83
GEO-LOC-CD	9 AN	84-92
WGI-DUE-DT	6 AN	93-98
(Blank Field)	202 AN	99-300

1.2.20 SORTED REPORTS DATA - UPEC22S (CONT'D)

Minority Group Designator

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RPT ID C20C	4 AN	1-4
ACTIVITY	2 A	5-6
ORG	5 AN	7-11
EMPLOYEE NAME	27 AN	12-38
RESERVE	12 AN	39-50
PERS TITLE	4 AN	51-54
MINORITY GROUP	2 N	55-56
SSAN	9 AN	57-65
RESERVE	235 AN	66-300

1.2.20 SORTED REPORTS DATA - UPEC22S (CONT'D)

Position Classification Survey Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RPT ID C20Z	4 AN	1-4
ACTIVITY	2 A	5-6
ORG	5 AN	7-11
PAY PLAN	2 AN	12-13
GRADE	2 N	14-15
SUPV	1 AN	16
EMPLOYEE NAME	12 AN	17-28
RESERVE	19 AN	29-47
EMPLOYEE NAME	27 AN	48-74
POSITION NR	9 AN	75-83
PAY PLAN	2 AN	84-85
OCCUP SERIES	5 AN	86-90
GRADE	2 AN	91-92
COMP LEVEL	3 AN	93-95
POSITION TITLE	60 AN	96-155
HIGH SUPV	1 AN	156
PCS OPTION NO	1 AN	157
POS TITLE SORT CODE	2 AN	158-159
FLSA CODE	1 AN	160
SEFI CODE	1 AN	161
FUNCTIONAL CLASS CODE	2 AN	162-163
POS IND	1 AN	164
(Blank Field)	136 AN	165-300

1.2.21 SORTED DATA BANK - UPEC23S

FILE SUMMARY

FILE NAME:	Sorted Data Bank
FILE INDEX NUMBER:	UPECC23S
PURPOSE:	To sequence record transaction data.
RECORD SIZE:	300 Bytes/Characters Display
BLOCK SIZE:	3600 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	By Two Sort Keys
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

Vacancies

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SORT FIELD NO 2	33 AN	1-33
PAY PLAN	2 AN	(1-2)
OCCUP SERIES	5 AN	(3-7)
GRADE	2 AN	(8-9)
(Blank Field)	24 AN	(10-33)
SORT FIELD NO 1	13 AN	34-46
REC-ID VACL	4 AN	(34-37)
RESERVED	2 AN	(38-39)
ACTIV	2 AN	(40-41)
ORG-DIR	1 AN	42
ORG-DIV	1 AN	43
RESERVED	3 AN	44-46
RESERVED	1 AN	47
SSN (ZEROS)	9 AN	48-56
VACANCY	27 AN	57-83
PAY PLAN	2 AN	84-85
OCCUP SERIES	5 AN	86-90
GRADE	2 AN	91-92

1.2.21 SORTED DATA BANK - UPEC23S (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
POS-NR	9 AN	93-101
POSITION TITLE	60 AN	102-161
POS-OBL	1 AN	162
POS-VACL-DT	6 AN	163-168
YY	2 AN	(163-164)
MM	2 AN	(165-166)
DD	2 AN	(167-168)
FLSA	1 AN	169
SEFI	1 AN	170
ORG	5 AN	171-175
(Blank Field)	125 AN	176-300

1.2.21 SORTED DATA BANK - UPEC23S (CONT'D)

List of Supervisors

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SORT FIELD NO 2	33 AN	1-33
SORT PAY PLAN	2 AN	(1-2)
SORT GRADE	2 AN	(3-4)
SUPV/NONSUPV	1 AN	(5)
SORT NAME	20 AN	(6-25)
(Blank Field)	8 AN	(26-33)
SORT FIELD NO 1	14 AN	34-47
RPT-ID SUPV	4 AN	(34-37)
RESERVED	2 AN	(38-39)
ACT CD	2 AN	(40-41)
ORG-CD	5 AN	(42-46)
RESERVED	1	(47)
SSN	9 AN	48-56
NAME	27 AN	57-83
PAY PLAN	2 AN	84-85
OCCUP	5 AN	86-90
GRADE	2 AN	91-92
POSITION NUMBER	9 AN	93-101
POSITION TITLE	60 AN	102-161
(Blank Field)	139 AN	162-300

1.2.21 SORTED DATA BANK - UPEC23S (CONT'D)

Service Control File

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SORT FIELD NO 2	33 AN	1-33
A =GS B =WS PP-CD FOR OTHERS *	2 AN	(1-2)
SORT (-25) GRADE	2 AN	(3-4)
SUPV NONSUPV	1 AN	(5)
(A=WS) (B=WL) (C=SUP POS NOT WS/WL) (D=NONSUPV NOT WS/WL) (HI-VALUE FOR VACANCY/NAME FOR INCUMBERED)	20 AN	(6-25)
NAME	8 AN	(26-33)
SORT FIELD NO 1	13 AN	34-46
REC-ID SCF	4 AN	(34-37)
RESERVED	2 AN	(38-39)
ACTIVITY	2 AN	(40-41)
ORG-CD	5 AN	(42-46)
RESERVED	1 AN	47
SSN	9 AN	48-56
NAME "VACANCY" WHEN SSN = 0	27 AN	57-83
PAY PLAN	2 AN	84-85
OCCUP SERIES	5 AN	86-90
GRADE	2 AN	91-92
POS-NO	9 AN	93-101
POSITION TITLE	60 AN	102-161
PERS TITLE	4 AN	162-165
DOB	6 AN	166-171
YY	2 AN	(166-167)
MM	2 AN	(168-169)
DD	2 AN	(170-171)
SCD-LV	6 AN	172-177
YY	2 AN	(172-173)
MM	2 AN	(174-175)
DD	2 AN	(176-177)

1.2.21 SORTED DATA BANK - UPEC23S (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SCD-RIP	6 AN	178-183
YY	2 AN	(178-179)
MM	2 AN	(180-181)
DD	2 AN	(182-183)
TEN-GRP	1 AN	184
TEN-SUBGRP	2 AN	185-186
COMPET-LVL	3 AN	187-189
COMPET-AREA	2 AN	190-191
FEGLI	1 AN	192
STEP	2 AN	193-194
PAY BASIS	2 AN	195-196
SALARY	5 N	197-201
PAY-RATE-DET	1 AN	202
WGI-DUE-DT	6 AN	203-208
YY	2 AN	(203-204)
MM	2 AN	(205-206)
DD	2 AN	(207-208)
PROB-COMP-DT	6 AN	209-214
YY	2 AN	(209-210)
MM	2 AN	(211-212)
DD	2 AN	(213-214)
CONV-CAR-DT	6 AN	215-220
YY	2 AN	(215-216)
MM	2 AN	(217-218)
DD	2 AN	(219-220)
PERF-RAT-DUE-DT	6 AN	221-226
YY	2 AN	(221-222)
MM	2 AN	(223-224)
DD	2 AN	(225-226)
PERF-RT	1 AN	227

1.2.21 SORTED DATA BANK - UPEC23S (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DT-LAST-PROM	6 AN	228-233
YY	2 AN	(228-229)
MM	2 AN	(230-231)
DD	2 AN	(232-233)
DROP-FLAG	1 AN	234
TERM/TEMP-DT	6 AN	235-240
YY	2 AN	(235-236)
MM	2 AN	(237-238)
DD	2 AN	(239-240)
TERM/TEMP-IND	1 AN	241
NP-STAT-EXP	6 AN	242-247
YY	2 AN	(242-243)
MM	2 AN	(244-245)
DD	2 AN	(246-247)
NP-STAT	1 AN	248
(Blank Field)	7 AN	249-255
POS-OCCUP	1 AN	256
SPEC-PORG-ID	2 AN	257-258
SEFI	1 AN	259
FLSA	1 AN	260
TB-SEL	2 AN	261-262
GEO-LOC-CD	9 AN	263-271
GR-RET-EXP	6 AN	272-277
YY	2 AN	(272-273)
MM	2 AN	(274-275)
DD	2 AN	(276-277)
WK-SCHED	1 AN	278
TYPE-APPT	1 AN	279
LV-PAY-STAT	1 AN	280

1.2.21 SORTED DATA BANK - UPEC23S (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
MERIT POOL	4 AN	281-284
PERF-LVL	1 AN	285
(Blank Field)	15 AN	286-300

1.2.21 SORTED DATA BANK - UPEC23S (CONT'D)

Employees Eligible for Optional Retirement

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SORT FIELD NO 2	33 AN	1-33
AGE	2 AN	(1-2)
SCD-LV	6 AN	(3-8)
YY	2 AN	(3-4)
MM	2 AN	(5-6)
DD	2 AN	(7-8)
NAME	20 AN	(9-28)
(Blank Field)	5 AN	(29-33)
SORT FIELD NO 1	13 AN	34-46
REC-ID ORCL	4 AN	(34-37)
RESERVED	2 AN	(38-39)
ACTIVITY	2 AN	(40-41)
ORG	5 AN	(42-46)
RESERVED	1 AN	47
SSN	9 AN	48-56
NAME	27 AN	57-83
PAY PLAN	2 AN	84-85
OCC SERIES	5 AN	86-90
GRADE	2 AN	91-92
AGE	2 N	93-94
SCD-LV	6 AN	95-100
YY	2 AN	(95-96)
MM	2 AN	(97-98)
DD	2 AN	(99-100)
SCD-C1V	6 AN	101-106
YY	2 AN	(101-102)
MM	2 AN	(103-104)
DD	2 AN	(105-106)
RET-CAT	1 AN	107
DOB	6 AN	108-113
YY	2 AN	(108-109)
MM	2 AN	(110-111)
DD	2 AN	(112-113)

1.2.21 SORTED DATA BANK - UPEC23S (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	187 AN	114-300

COMMENTS: Eligible within next five years.

50 54	25 Years (SCD-LV)
55/56	15 Years (SCD-LV)
57	No Requirment

1.2.21 SORTED DATA BANK - UPEC23S (CONT'D)

Optional Group Life Insurance

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	33 AN	1-33
REC-ID OGLI	4 AN	34-37
RESERVED	2 AN	38-39
ACTIVITY	2 AN	40-41
ORG	5 AN	42-46
RESERVED	1 AN	47
SSN	9 AN	48-56
NAME	27 AN	57-83
PAY PLAN	2 AN	84-85
OCC SERIES	5 AN	86-90
GRADE	2 AN	91-92
DOB	6 AN	93-98
YY	2 AN	(93-94)
MM	2 AN	(95-96)
DD	2 AN	(97-98)
AGE	2 N	99-100
GLI RATE-A	4 N	101-104
GLI RATE-B	4 N	105-108
GLI RATE-C	4 N	109-112
OPTB-RTE-1000	4 N	113-116
(Blank Field)	184 AN	117-300

1.2.21 SORTED DATA BANK - UPEC23S (CONT'D)

Mandatory Retirements Verifying Service

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SORT FIELD NO 2	33 AN	1-33
NAME	20 AN	(1-20)
(Blank Field)	13 AN	(21-33)
SORT FIELD NO 1	13 AN	34-46
REC-ID MRVS	4 AN	(34-37)
RESERVED	2 AN	(38-39)
ACTIVITY	2 AN	(40-41)
ORG	5 AN	(42-46)
RESERVED	1 AN	47
SSN	9 AN	48-56
NAME	27 AN	57-83
PAY PLAN	2 AN	84-85
OCC SERIES	5 AN	86-90
GRADE	2 AN	91-92
DOB	6 AN	93-98
YY	2 AN	(93-94)
MM	2 AN	(95-96)
DD	2 AN	(97-98)
SCD-LV	6 AN	99-104
YY	2 AN	(99-100)
MM	2 AN	(101-102)
DD	2 AN	(103-104)
SCD-C1V	6 AN	105-110
YY	2 AN	(105-106)
MM	2 AN	(107-108)
DD	2 AN	(109-110)
(Blank Field)	170 AN	111-280

1.2.21 SORTED DATA BANK - UPEC23S (CONT'D)

Military Reserve Category Roster

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SORT FIELD NO 2	33 AN	1-33
RSV-CAT	1 AN	(1)
NAME	27 AN	(2-28)
(Blank Field)	5 AN	(29-33)
SORT FIELD NO 1	14 AN	34-47
REC-ID MRCR	4 AN	(34-37)
RESERVED	2 AN	(38-39)
ACTIVITY	2 AN	(40-41)
ORG	5 AN	(42-46)
RESERVED	1 AN	(47)
SSN	9 AN	48-56
NAME	27 AN	57-83
PAY PLAN	2 AN	84-85
OCC SERIES	5 AN	86-90
GRADE	2 AN	91-92
POSITION TITLE	60 AN	93-152
REV-CAT	1 AN	153
(Blank Field)	147 AN	154-300

1.2.21 SORTED DATA BANK - UPEC23S (CONT'D)

Basic Record

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RPT-SEQ-FLD2	33 AN	1-33
RPT-SEQ-FLD1	13 AN	34-46
RPT-ID	4 AN	(34-37)
RESERVED	2 AN	(38-39)
ACTIVITY	2 AN	(40-41)
ORG	5 AN	(42-46)
ORG-DIR	1 AN	(42)
ORG-DIV	1 AN	(43)
ORG-BR	1 AN	(44)
ORG-SECT	1 AN	(45)
ORG-UNIT	1 AN	(46)
RESERVED	1 AN	47
SSN	8 AN	48-56
SSN1	3 AN	(48-50)
SSN2	2 AN	(51-52)
SSN3	4 AN	(53-56)
NAME	27 AN	57-83
PP-SER-GR	9 AN	84-92
PAY PLAN	2 AN	(84-85)
SER-GR	7 AN	(86-90)
OCC-SER	5 AN	(86-90)
GRADE	2 AN	(91-92)
(Blank Field)	208 AN	93-300

1.2.21 SORTED DATA BANK - UPEC23S (CONT'D)

Federal Employees Health Benefits

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SORT FIELD NO 2	33 AN	1-33
NAME	20 AN	(1-20)
(Blank Field)	13 AN	(21-33)
SORT FIELD NO 1	13 AN	34-46
REC-ID FEHB	4 AN	(34-37)
RESERVED	2 AN	(38-39)
ACTIVITY	2 AN	(40-41)
ORG	5 AN	(42-46)
RESERVED	1 AN	47
SSN	9 AN	48-56
NAME	27 AN	57-83
PAY PLAN	2 AN	84-85
OCC SERIES	5 AN	86-90
GRADE	2 AN	91-92
FEHB-PLAN	2 AN	93-94
FEHB-CAT	1 AN	95
(Blank Field)	205 AN	96-300

1.2.21 SORTED DATA BANK - UPEC23S (CONT'D)

List of Employees Details

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SORT FIELD NO 2	33 AN	1-33
SEQ-FLD-PAY-PLAN	2 AN	(1-2)
SEQ-FLD-GRADE	2 AN	(3-4)
SEQ-FLD-NAME	20 AN	(5-24)
SEQ-FLD-DTL-ORG	5 AN	(25-29)
RESERVED	1 AN	(30)
(Blank Field)	3 AN	(31-33)
SORT FIELD NO 1	14 AN	34-47
REC-ID DLOE	4 AN	(34-37)
RESERVED	2 AN	(38-39)
ACTIVITY CD	2 AN	(40-41)
ORG-CD	5 AN	(42-46)
RESERVED	1 AN	(47)
SSN	9 AN	48-56
NAME	27 AN	57-83
PAY-PLAN	2 AN	84-85
OCCUP-SERIES	5 AN	86-90
GRADE	2 AN	91-92
POSITION-NR	9 AN	93-101
POSITION-TITLE	60 AN	102-161
ORG-DETAILED-TO	5 AN	162-166
RESERVED	1 AN	167
DETAIL-DT	6 AN	168-173
YY	2 AN	(168-169)
MM	2 AN	(170-171)
DD	2 AN	(172-173)
RESERVED	2 AN	174-175
ACTIVITY-DETAILED-TO	2 AN	176-177

1.2.21 SORTED DATA BANK - UPEC23S (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DT-EXP-DT	6 AN	178-183
YY	2 AN	(178-179)
MM	2 AN	(180-181)
DD	2 AN	(182-183)
ORG	5 AN	184-188
(Blank Field)	112 AN	189-300

1.2.21 SORTED DATA BANK - UPEC23S (CONT'D)

DLA Career Service Awards

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SORT FIELD NO 2	33 AN	1-33
SEQ-FLD-LEN-SVC	2 AN	(1-2)
SEQ-FLD-NAME	20 AN	(3-22)
(Blank Field)	11 AN	(23-33)
SORT FIELD NO 1	14 AN	34-47
REC-ID "CSA"	4 AN	(34-37)
RESERVED	2 AN	(38-39)
ACTIV	2 AN	(40-41)
ORG	5 AN	(42-46)
RESERVED	1 AN	(47)
(Blank Field)	9 AN	48-56
NAME	27 AN	57-83
(Blank Field)	9 AN	84-92
DLA-EMPL-DT	6 AN	93-98
YY	2 AN	(93-94)
MM	2 AN	(95-96)
DD	2 AN	(97-98)
ORG	5 AN	99-103
RESERVED	1 AN	104
SCD-RIF-DT	6 AN	105-110
YY	2 AN	(105-106)
MM	2 AN	(107-108)
DD	2 AN	(109-110)
SEX	1 AN	111
LEN-SVC	2 N	112-113
RET-MIL-SVC	1 AN	114
(Blank Field)	186 AN	115-300

1.2.21 SORTED DATA BANK - UPEC23S (CONT'D)

Competitive Level

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SORT FIELD NO 2	33 AN	1-33
PAY PLAN	2 AN	(1-2)
GRADE	2 AN	(3-4)
COMPET LEVEL	3 AN	(5-7)
POSITION NUMBER (6 LEFT POSITIONS)	6 AN	(8-13)
(Blank Field)	20 AN	(14-33)
SORT FIELD NO 1	13 AN	34-46
REC-ID CLVL	4 AN	(34-37)
RESERVED	2 AN	(38-39)
(Blank Field)	2 AN	(40-41)
(Blank Field)	5 AN	(42-46)
RESERVED	1 AN	47
SSN	9 AN	48-56
NAME	27 AN	57-83
PAY PLAN	2 AN	84-85
OCC SERIES	5 AN	86-90
GRADE	2 AN	91-92
POSITION NUMBER (6 LEFT POSITIONS)	6 AN	93-98
(Blank Field)	3 AN	99-101
POSITION TITLE	60 AN	102-161
COMPET LEVEL	3 AN	162-164
(Blank Field)	136 AN	165-300

1.2.21 SORTED DATA BANK - UPEC23S (CONT'D)

College Caliber Hires

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SORT FIELD NO 2	33 AN	1-33
CCH-SEQ-FLD	7 AN	(1-7)
OCCUPATIONAL SERIES	5 AN	(1-5)
GRADE	2 AN	(6-7)
(Blank Field)	26 AN	(8-33)
SORT FIELD NO 1	14 AN	34-47
REC-ID "CCH M/Q"	4 AN	(34-37)
RESERVED FOR ACT CD EXPAN	2 AN	(38-39)
ACTIVITY	2 AN	(40-41)
ORG-DIR	1 AN	(42)
(Blank Field)	4 AN	(43-46)
RESERVED FOR ORG CD EXPAN	1 AN	(47)
SSN	9 AN	48-56
NAME	27 AN	57-83
PAY PLAN	2 AN	84-85
OCC SERIES	5 AN	86-90
GRADE	2 AN	91-92
FSEE ELIG	1 AN	93
ED LEVEL ACADEMIC	2 AN	94-95
ACCESS-IND	1 AN	96
(Blank Field)	204 AN	97-300

1.2.21 SORTED DATA BANK - UPEC23S (CONT'D)

Term and Temporary Employees

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SORT FIELD NO 2	33 AN	1-33
TEMP/TERM IND	1 AN	(1)
NAME	20 AN	(2-21)
(Blank Field)	12 AN	(22-33)
SORT FIELD NO 1	14 AN	34-47
REC-ID "TEMP"	4 AN	(34-37)
RESERVED	2 AN	(38-39)
ACT CD	2 AN	(40-41)
ORG-DIR-DIV	2 AN	(42-43)
(Blank Field)	3 AN	(44-46)
RESERVED	1 AN	(47)
SSN	9 AN	48-56
NAME	27 AN	57-83
PAY PLAN	2 AN	84-85
OCCUP SERIES	5 AN	86-90
GRADE	2 AN	91-92
TEMP-EMPL-MAX-HRS	4 N	93-96
APPT-EXP-DT	6 AN	97-101
YY	2 AN	(97-98)
MM	2 AN	(99-100)
DD	2 AN	(101-102)
ORG-CD	5 AN	103-107
(Blank Field)	193 AN	108-300

COMMENT: TEMP/TERM IND - 1=TEMP, 2=TERM.

1.2.21 SORTED DATA BANK - UPEC23S (CONT'D)

Ready Reservists

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SORT FIELD NO 2	33 AN	1-33
PAY PLAN	2 AN	(1-2)
GRADE	2 AN	(3-4)
NAME	20 AN	(5-24)
(Blank Field)	9 AN	(25-33)
SORT FIELD NO 1	13 AN	34-46
REC-ID "RRSV"	4 AN	(34-37)
RESERVED	2 AN	(38-39)
ACTIVITY	2 AN	(40-41)
ORG	5 AN	(42-46)
RESERVED	1 AN	47
SSN	9 AN	48-56
NAME	27 AN	57-83
PAY PLAN	2 AN	84-85
OCC SERIES	5 AN	86-90
GRADE	2 AN	91-92
POSITION TITLE	60 AN	93-152
(Blank Field)	148 AN	153-300

1.2.21 SORTED DATA BANK - UPEC23S (CONT'D)

Control Record No. 1

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SORT FIELD NO 2	33 AN	1-33
PROCESS DATE YYMMDD	6 AN	(1-6)
PROCESS TIME	4 N	(7-10)
AVG GRD	1 AN	(11)
CCH RPT	1 AN	(12)
(Blank Field)	21 AN	(13-33)
SORT FIELD NO 1	13 AN	34-46
RPT ID	4 AN	(34-37)
LOW VALUES	3 AN	(34-36)
1	1 AN	(37)
(Blank Field)	6 AN	(38-43)
TABLE CNTR	3 N	(44-46)
ACT TAB	189 AN	47-235
No 1	7 AN	(47-53)
ACT CODE	2 AN	(47-48)
ACT ABBRV	5 AN	(49-53)
No 2	7 AN	(54-60)
ACT CODE	2 AN	(54-55)
ACT ABBRV	5 AN	(56-60)
No 3	7 AN	(61-67)
ACT CODE	2 AN	(61-62)
ACT ABBRV	5 AN	(63-67)
No 4	7 AN	(68-74)
ACT CODE	2 AN	(68-69)
ACT ABBRV	5 AN	(70-74)
No 5	7 AN	(75-81)
ACT CODE	2 AN	(75-76)
ACT ABBRV	5 AN	(77-81)
No 6	7 AN	(82-88)
ACT CODE	2 AN	(82-83)
ACT ABBRV	5 AN	(84-88)
No 7	7 AN	(89-95)
ACT CODE	2 AN	(89-90)
ACT ABBRV	5 AN	(91-95)
No 8	7 AN	(96-102)
ACT CODE	2 AN	(96-97)
ACT ABBRV	5 AN	(98-102)
No 9	7 AN	(103-109)
ACT CODE	2 AN	(103-104)
ACT ABBRV	5 AN	(105-109)
No 10	7 AN	(110-116)
ACT CODE	2 AN	(110-111)
ACT ABBRV	5 AN	(112-116)

1.2.21 SORTED DATA BANK - UPEC23S (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
No 11	7 AN	(117-123)
ACT CODE	2 AN	(117-118)
ACT ABBRV	5 AN	(119-123)
No 12	7 AN	(124-130)
ACT CODE	2 AN	(124-125)
ACT ABBRV	5 AN	(126-130)
No 13	7 AN	(131-137)
ACT CODE	2 AN	(131-132)
ACT ABBRV	5 AN	(133-137)
No 14	7 AN	(138-144)
ACT CODE	2 AN	(138-139)
ACT ABBRV	5 AN	(140-144)
No 15	7 AN	(145-151)
ACT CODE	2 AN	(145-146)
ACT ABBRV	5 AN	(147-151)
No 16	7 AN	(152-158)
ACT CODE	2 AN	(152-153)
ACT ABBRV	5 AN	(154-158)
No 17	7 AN	(159-165)
ACT CODE	2 AN	(159-160)
ACT ABBRV	5 AN	(161-165)
No 18	7 AN	(166-172)
ACT CODE	2 AN	(166-167)
ACT ABBRV	5 AN	(168-172)
No 19	7 AN	(173-179)
ACT CODE	2 AN	(173-174)
ACT ABBRV	5 AN	(175-179)
No 20	7 AN	(180-186)
ACT CODE	2 AN	(180-181)
ACT ABBRV	5 AN	(182-186)
No 21	7 AN	(187-193)
ACT CODE	2 AN	(187-188)
ACT ABBRV	5 AN	(189-193)
No 22	7 AN	(194-200)
ACT CODE	2 AN	(194-195)
ACT ABBRV	5 AN	(196-200)
No 23	7 AN	(201-207)
ACT CODE	2 AN	(201-202)
ACT ABBRV	5 AN	(203-207)
No 24	7 AN	(208-214)
ACT CODE	2 AN	(208-209)
ACT ABBRV	5 AN	(210-214)
No 25	7 AN	(215-221)
ACT CODE	2 AN	(215-216)
ACT ABBRV	5 AN	(217-221)

1.2.21 SORTED DATA BANK - UPEC23S (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
No 26	7 AN	(222-228)
ACT CODE	2 AN	(222-223)
ACT ABBRV	5 AN	(224-228)
No 27	7 AN	(229-235)
ACT CODE	2 AN	(229-230)
ACT ABBRV	5 AN	(231-235)
(Blank Field)	65 AN	236-300

1.2.21 SORTED DATA BANK - UPEC23S (CONT'D)

Control Record No. 2

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SORT FIELD NO 2	33 AN	1-33
(Blank Field)	33 AN	(1-33)
SORT FIELD NO 1	13 AN	34-46
RPT-ID	4 AN	(34-37)
LOW VALUES	3 AN	(34-36)
2	1 AN	(37)
(Blank Field)	9 AN	(38-46)
ACTIVITY TABLES	189 AN	47-135
No 28	7 AN	(47-53)
ACT ABBREV	5 AN	(47-51)
ACT CODE	2 AN	(52-53)
No 29	7 AN	(54-60)
ACT ABBREV	5 AN	(54-58)
ACT CODE	2 AN	(59-60)
No 30	7 AN	(61-67)
ACT ABBREV	5 AN	(61-65)
ACT CODE	2 AN	(66-67)
No 31	7 AN	(68-74)
ACT ABBREV	5 AN	(68-72)
ACT CODE	2 AN	(73-74)
No 32	7 AN	(75-81)
ACT ABBREV	5 AN	(75-79)
ACT CODE	2 AN	(80-81)
No 33	7 AN	(82-88)
ACT ABBREV	5 AN	(82-86)
ACT CODE	2 AN	(87-88)
No 34	7 AN	(89-95)
ACT ABBREV	5 AN	(89-93)
ACT CODE	2 AN	(94-95)
No 35	7 AN	(96-102)
ACT ABBREV	5 AN	(96-100)
ACT CODE	2 AN	(101-102)
No 36	7 AN	(103-109)
ACT ABBREV	5 AN	(103-107)
ACT CODE	2 AN	(108-109)
No 37	7 AN	(110-116)
ACT ABBREV	5 AN	(110-114)
ACT CODE	2 AN	(115-116)
No 38	7 AN	(117-123)
ACT ABBREV	5 AN	(117-121)
ACT CODE	2 AN	(122-123)

1.2.21 SORTED DATA BANK - UPEC23S (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
No 39	7 AN	(124-130)
ACT ABBREV	5 AN	(124-128)
ACT CODE	2 AN	(129-130)
No 40	7 AN	(131-137)
ACT ABBREV	5 AN	(131-135)
ACT CODE	2 AN	(136-137)
No 41	7 AN	(138-144)
ACT ABBREV	5 AN	(138-142)
ACT CODE	2 AN	(143-144)
No 42	7 AN	(145-151)
ACT ABBREV	5 AN	(145-149)
ACT CODE	2 AN	(150-151)
No 43	7 AN	(152-158)
ACT ABBREV	5 AN	(152-156)
ACT CODE	2 AN	(157-158)
No 44	7 AN	(159-165)
ACT ABBREV	5 AN	(159-163)
ACT CODE	2 AN	(164-165)
No 45	7 AN	(166-172)
ACT ABBREV	5 AN	(166-170)
ACT CODE	2 AN	(171-172)
No 46	7 AN	(173-179)
ACT ABBREV	5 AN	(173-177)
ACT CODE	2 AN	(178-179)
No 47	7 AN	(180-186)
ACT ABBREV	5 AN	(180-184)
ACT CODE	2 AN	(185-186)
No 48	7 AN	(187-193)
ACT ABBREV	5 AN	(187-191)
ACT CODE	2 AN	(192-193)
No 49	7 AN	(194-200)
ACT ABBREV	5 AN	(194-198)
ACT CODE	2 AN	(199-200)
No 50	7 AN	(201-207)
ACT ABBREV	5 AN	(201-205)
ACT CODE	2 AN	(206-207)
No 51	7 AN	(208-214)
ACT ABBREV	5 AN	(208-212)
ACT CODE	2 AN	(213-214)
No 52	7 AN	(215-221)
ACT ABBREV	5 AN	(215-219)
ACT CODE	2 AN	(220-221)

1.2.21 SORTED DATA BANK - UPEC23S (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
No 53	7 AN	(222-228)
ACT ABBREV	5 AN	(222-226)
ACT CODE	2 AN	(227-228)
No 54	7 AN	(229-235)
ACT ABBREV	5 AN	(229-233)
ACT CODE	2 AN	(234-235)
(Blank Field)	65 AN	236-300

1.2.22 SORTED EMPLOYEE PERSONNEL RECORD - UPEC24S

FILE SUMMARY

FILE NAME:	Sorted Employee Personnel Record
FILE INDEX NUMBER:	UPEC24S
PURPOSE:	To sequence transaction data.
RECORD SIZE:	515 Bytes/Characters DIsplay
BLOCK SIZE:	3605 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity - Organization - Name
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPEC451.

1.2.23 REPORT DATA - UPEC251

FILE SUMMARY

FILE NAME:	Report Data
FILE INDEX NUMBER:	UPEC251
PURPOSE:	To separate report transactions.
RECORD SIZE:	200 Bytes/Characters Display
BLOCK SIZE:	2000 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	First 50 Positions of Record
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

TOD-CHG-RPT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT ID C10S	4 AN	1-4
ACTIVITY	2 AN	5-6
ORG	5 AN	7-11
NAME	27 AN	12-38
SSN	9 AN	39-47
TOD-CHG-DT-PRIOR	6 AN	48-53
YY	2 AN	(48-49)
MM	2 AN	(50-51)
DD	2 AN	(52-53)
WK-SCHED-PRI	1 AN	54
PT-HRS SCHED-PRI	3 N	55-57
TOD-CHG-DT-CURR	6 AN	58-63
YY	2 AN	(58-59)
MM	2 AN	(60-61)
DD	2 AN	(62-63)
WK-SCHED-CURR	1 AN	64

1.2.23 REPORT DATA - UPEC251 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
PT-HRS SCHED-CURR	3 N	65-67
PROB-COMM-DT	6 AN	68-73
YY	2 AN	(68-69)
MM	2 AN	(70-71)
DD	2 AN	(72-73)
EQUIV-INCR-DT	6 AN	74-79
YY	2 AN	(74-75)
MM	2 AN	(76-77)
DD	2 AN	(78-79)
LY-BEGIN-DT	6 AN	80-85
YY	2 AN	(80-81)
MM	2 AN	(82-83)
DD	2 AN	(84-85)
NP-HRS-PROB	24 AN	86-109
PROB-LWOP	6 N	(86-91)
PROB-SUSP	6 N	(92-97)
PROB-FURL	6 N	(98-103)
PROB-AWOL	6 N	(104-109)
NP-HRS-WGI	24 AN	110-133
WGI-LWOP	6 N	(110-115)
WGI-SUSP	6 N	(116-121)
WGI-FURL	6 N	(122-127)
WGI-AWOL	6 N	(128-133)
NP-HRS-CY	30 N	134-163
CY-LWOP	6 N	(134-139)
CY-SUSP	6 N	(140-145)
CY-FURL	6 N	(146-151)
CY-AWOL	6 N	(152-157)
CY-DISAB	6 N	(158-163)

1.2.23 REPORT DATA - UPEC251 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CURR-PP	1 AN	164
CURR-NP-LWOP	5 N	165-169
CURR-NP-AWOL	5 N	170-174
CURR-NP-SUSP	5 N	175-179
CURR-NP-DISAB	5 N	180-184
SURR-NP-FURL	5 N	185-189
LAST-PP	1 AN	190
NBR-RPTS PREV	2 N	191-192
(Blank Field)	8 AN	193-200

1.2.23 REPORT DATA - UPEC251 (CONT'D)

Performance Ratings/Probationary Appraisals

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT ID C10F - C10X	4 AN	1-4
ACTIVITY	2 AN	5-6
ORG	5 AN	7-11
NAME	27 AN	12-38
SSN	9 AN	39-47
PERF RTNG	6 AN	48-53
YY	2 AN	(48-49)
MM	2 AN	(50-51)
DD	2 AN	(52-53)
POSITION TITLE	60 AN	54-113
GRADE	2 AN	114-115
OCC SERIES	5 AN	116-120
PAY PLAN	2 AN	121-122
POSITION NUMBER	9 AN	123-131
PROB-COMM-DT	6 AN	132-137
YY	2 AN	(132-133)
MM	2 AN	(134-135)
DD	2 AN	(136-137)
PROB-COMP-DT	6 AN	138-143
YY	2 AN	(138-139)
MM	2 AN	(140-141)
DD	2 AN	(142-143)
(Blank Field)	57 AN	144-200

1.2.23 REPORT DATA - UPEC251 (CONT'D)

DLA 1021/Advance Notice of WIGI

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT ID C10I	4 AN	1-4
ACTIVITY	2 AN	5-6
(Blank Field)	5 AN	7-11
ORG	5 AN	12-16
NAME	27 AN	17-43
SSN	9 AN	44-52
PAY PLAN	2 AN	53-54
GRADE	2 AN	55-56
STEP	2 AN	57-58
LEI DUE DATE	6 AN	59-64
YY	2 AN	(59-60)
MM	2 AN	(61-62)
DD	2 AN	(63-64)
WGI DUE DATE	6 AN	65-70
YY	2 AN	(65-66)
MM	2 AN	(67-68)
DD	2 AN	(69-70)
WGI WITH	1 AN	71
(Blank Field)	129 AN	72-200

1.2.23 REPORT DATA - UPEC251 (CONT'D)

Tickler/Action Item

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT ID C10A	4 AN	1-4
ACTIVITY	2 AN	5-6
ORG	2 AN	7-8
RESERVED	3 AN	9-11
SSN	9 AN	12-20
NAME	27 AN	21-47
STATEMENT	73 AN	48-120
MSG CODE	4 AN	(48-51)
MSG-DT-1	6 AN	(52-57)
YY	2 AN	(52-53)
MM	2 AN	(54-55)
DD	2 AN	(56-57)
MSG-DT-2	6 AN	(58-63)
YY	2 AN	(58-59)
MM	2 AN	(60-61)
DD	2 AN	(62-63)
MSG-DT-3	6 AN	(64-69)
YY	2 AN	(64-65)
MM	2 AN	(66-67)
DD	2 AN	(68-69)
MSG-HR1	7 N	(70-76)
MSG-HR2	7 N	(77-83)
MSG-CD1	1 AN	(84)
MSG-CD2	1 AN	(85)
MSG-POS-NR	9 AN	(86-94)
MSG-RT-1	7 N	(95-101)
MSG-PAY-BASIS	1 AN	(102)
MSG-LOGIC	2 AN	(103-104)
MSG-PAC	5 AN	(105-109)
MSG-RTD	5 AN	(110-114)
MSG-DAYS	3 N	(115-117)
MSG-CYL-ID	3 AN	(118-120)
(Blank Field)	80 AN	121-200

1.2.24 PAC 894 ADJUSTMENT - UPEC253

FILE SUMMARY

FILE NAME:	PAC 894 Adjustment
FILE INDEX NUMBER:	UPEC253
PURPOSE:	PAC 894 Adjustment.
RECORD SIZE:	100 Bytes/Characters Display
BLOCK SIZE:	1000 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	First 50 Positions of Record
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIV	2 AN	1-2
ORG	5 AN	3-7
NAME	27 AN	8-34
SSN	9 N	35-43
PAC	5 AN	44-48
PAC EFF DT	6 N	49-54
PAY PLAN	2 AN	55-56
GRADE	2 AN	57-58
STEP	2 AN	59-60
BASIC PAY	7 N	61-67
PAY RATE HR	4 N	68-71
PAY BASIS	2 AN	72-73
NGT RT2	5 N	74-78

1.2.24 PAC 894 ADJUSTMENT - UPEC253 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
NGT RT3	5 N	79-83
TRANS DT	6 AN	84-89
(Blank Field)	11 AN	90-100

1.2.25 POSITION CLASSIFICATION SURVEY - UPEC257

FILE SUMMARY

FILE NAME:	Position Classification Survey
FILE INDEX NUMBER:	UPEC257
PURPOSE:	To produce Position Classification Survey Report.
RECORD SIZE:	200 Bytes/Characters Display
BLOCK SIZE:	2000 Bytes/Characters Fxed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	First 50 Positions of Record
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RCD ID	4 AN	1-4
ACT-CD-SEQ	2 AN	5-6
ORG-CD-SEQ	5 AN	7-11
PAY-PLAN-SEQ	2 AN	12-13
GRADE-SEQ	2 AN	14-15
S OR N SEQ	1 AN	16
NAME-SEQ	12 AN	17-28
(Blank Field)	19 AN	29-47
NAME	27 AN	48-74
POS-NR	9 AN	75-83
PAY PLAN	2 AN	84-85
OCC SERIES	5 AN	86-90
GRADE	2 AN	91-92

1.2.25 POSITION CLASSIFICATION SURVEY - UPEC257 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
COMP-LVL	3 AN	93-95
POS-TITLE	60 AN	96-155
HIGH-S	1 AN	156
OPTION	1 AN	157
POS TITLE SORT CD	2 AN	158-159
FLSA	1 AN	160
SAFI	1 AN	161
FUNC CLASS	2 AN	162-163
POS IND	1 AN	164
(Blank Field)	36 AN	165-200

1.2.26 SORTED CANCELLATION/CORRECTION - UPEC32S

FILE SUMMARY

FILE NAME:	Sorted Cancellation/Correction
FILE INDEX NUMBER:	UPEC32S
PURPOSE:	Cancellation/Correction of personnel actions.
RECORD SIZE:	275 Bytes/Characters Display
BLOCK SIZE:	2750 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	SSAN - PAC - PAC-EFF-DT - Cancellation/ Correction - TRANS-DT - Remark-Code
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RESERVED	2 AN	1-2
ACTIVITY	2 AN	3-4
ORG	5 AN	5-9
RESERVED	1 AN	10
SSAN	9 N	11-19
PAC	5 AN	20-24
PAC-EFF-DT	6 AN	25-30
YY	2 AN	(25-26)
MM	2 AN	(27-28)
DD	2 AN	(29-30)
CANC/CORR	1 AN	31
TRANS-DT	6 AN	32-37
YY	2 AN	(32-33)
MM	2 AN	(34-35)
DD	2 AN	(36-37)
REV-SSAN	9 N	38-46

1.2.26 SORTED CANCELLATION/CORRECTION - UPEC32S

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DOB	6 AN	47-52
YY	2 AN	(47-48)
MM	2 AN	(49-50)
DD	2 AN	(51-52)
NAME	27 AN	53-79
TEMP-APPT-EXP-DT	6 AN	80-85
YY	2 AN	(80-81)
MM	2 AN	(82-83)
DD	2 AN	(84-85)
TEMP-EMP-MAX-HRS	4 N	86-89
TERM-APPT-EXP-DT	6 AN	90-95
YY	2 AN	(90-91)
MM	2 AN	(92-93)
DD	2 AN	(94-95)
LV-PAY-STAT	1 AN	96
TB-SEL	2 AN	97-98
STEP	2 AN	99-100
PERSONNEL ACTION DESCRIPTION	45 AN	101-145
BASIC PAY	7 N	146-152
HRLY-RT	4 N	153-156
RET-SYS	1 AN	157
GLI	1 AN	158
HB	3 AN	159-161
HB-CTL-NR	9 AN	162-170
RESERVED	2 AN	171-172
DTL-ACTIV	2 AN	173-174
DTL-ORG	5 AN	175-179
RESERVED	1 AN	180

1.2.26 SORTED CANCELLATION/CORRECTION - UPEC32S

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DTL-EXP-DT	6 AN	181-186
YY	2 AN	(181-182)
MM	2 AN	(183-184)
DD	2 AN	(185-186)
WK-SCHED	1 AN	187
LV-CAT	1 AN	188
90-DAY-WAIT-DT	6 AN	189-194
YY	2 AN	(189-190)
MM	2 AN	(191-192)
DD	2 AN	(193-194)
STAT-PREC-EMPL	2 AN	195-196
RESERVED	2 AN	197-198
REMARK DATA	72 AN	199-271
REMARK-CODE	3 AN	272-274
(Blank Field)	1 AN	275

1.2.27 EMPLOYEE PERSONNEL RECORD - UPEC451

FILE SUMMARY

FILE NAME:	Employee Personnel Record
FILE INDEX NUMBER:	UPEC451
PURPOSE:	To produce Employee Personnel Record.
RECORD SIZE:	550 Bytes/Characters Display
BLOCK SIZE:	3850 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	SSAN
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SORT FIELD	37 AN	1-37
RESERVED	2 AN	(1-2)
SORT ACTIV	2 AN	(3-4)
SORT ORG	5 AN	(5-9)
RESERVED	1 AN	(10)
SORT NAME	27 AN	(11-37)
RESERVED	2 AN	38-39
ACTIV	2 AN	40-41
POS-NO	9 AN	42-50
POS-SORT-CD	2 AN	51-52
POSITION TITLE	60 AN	53-112
ORG	5 AN	113-117
RESERVED	1 AN	118
SUB-COST	9 AN	119-127
STAT-POS	2 AN	128-129
PAY PLAN	2 AN	130-131

1.2.27 EMPLOYEE PERSONNEL RECORD - UPEC451 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OCC-SER	5 AN	132-136
FUNC-CL	2 AN	137-138
GRADE	2 AN	139-140
GEO-LOC-CD	9 AN	141-149
COMPET AREA	2 AN	150-151
COMPET LEVEL	3 AN	152-154
POS-OCCUP	1 AN	155
POS-OBL	1 AN	156
(Blank Field)	6 AN	157-162
REF-SSAN	9 AN	163-171
PAC	5 AN	172-176
PAC-EFF-DT	6 AN	177-182
YY	2 AN	(177-178)
MM	2 AN	(179-180)
DD	2 AN	(181-182)
PERS TITLE	4 AN	183-186
NAME	31 AN	187-217
DOB	6 AN	218-223
YY	2 AN	(218-219)
MM	2 AN	(220-221)
DD	2 AN	(222-223)
TEMP-APPT-EXP	6 AN	224-229
YY	2 AN	(224-225)
MM	2 AN	(226-227)
DD	2 AN	(228-229)
TEMP-EMP-MAX-HRS	4 N	230-233
TERM-APPT-EXP	6 AN	234-239
YY	2 AN	(234-235)
MM	2 AN	(236-237)
DD	2 AN	(238-239)

1.2.27 EMPLOYEE PERSONNEL RECORD - UPEC451 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
TEMP-PROM-EXP	6 AN	240-245
YY	2 AN	(240-241)
MM	2 AN	(242-243)
DD	2 AN	(244-245)
GR-RETN-EXP	6 AN	246-251
YY	2 AN	(246-247)
MM	2 AN	(248-249)
DD	2 AN	(250-251)
LV-PAY-STAT	1 AN	252
TB-SEL	2 AN	253-254
STEP	2 AN	255-256
NP-STAT	1 AN	257
NP-STAT-EXP	6 AN	258-263
YY	2 AN	(258-259)
MM	2 AN	(260-261)
DD	2 AN	(262-263)
PAY-DETER	1 AN	264
PAY-BASIS	2 AN	265-266
PA-AMT	7 N	267-273
BASE-HRLY-RT	4 N	274-277
NGT-RT2	4 N	278-281
NGT-RT3	5 N	282-286
RET-SYS	1 AN	287
ANNUITANT	1 AN	288
GLI	1 AN	289
HB	3 AN	290-292
(Blank Field)	9 AN	293-301

1.2.27 EMPLOYEE PERSONNEL RECORD - UPEC451 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DTL-EFF-DT	6 AN	302-307
YY	2 AN	(302-303)
MM	2 AN	(304-305)
DD	2 AN	(306-307)
DTL-EXP-DT	6 AN	308-313
YY	2 AN	(308-309)
MM	2 AN	(310-311)
DD	2 AN	(312-313)
RESERVED	2 AN	314-315
DTL-ACTIV	2 AN	316-317
DTL-ORG	5 AN	318-322
RESERVED	1 AN	323
DTL-SUB-COST	9 AN	324-332
WK-SCHED	1 AN	333
PT-HRS-SCHED	3 N	334-336
TOD-CHG-DT	6 AN	337-342
YY	2 AN	(337-338)
MM	2 AN	(339-340)
DD	2 AN	(341-342)
LAST-EQUIV-DT	6 AN	343-348
YY	2 AN	(343-344)
MM	2 AN	(345-346)
DD	2 AN	(347-348)
WGI-DUE-DT	6 AN	349-354
YY	2 AN	(349-350)
MM	2 AN	(351-352)
DD	2 AN	(353-354)
WGI-WITH	1 AN	355
LAST-PROM	6 AN	356-361
YY	2 AN	(356-357)
MM	2 AN	(358-359)
DD	2 AN	(360-361)

1.2.27 EMPLOYEE PERSONNEL RECORD - UPEC451 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DOE-CURR-GR	6 AN	362-367
YY	2 AN	(362-363)
MM	2 AN	(364-365)
DD	2 AN	(366-367)
LV-SYS	1 AN	368
LV-CAT	1 AN	369
PERF-RATE	1 AN	370
PERF-RATE-DUE	6 AN	371-376
YY	2 AN	(371-372)
MM	2 AN	(373-374)
DD	2 AN	(375-376)
CAR-SRV-COMM	6 AN	377-382
YY	2 AN	(377-378)
MM	2 AN	(379-380)
DD	2 AN	(381-382)
CONV-CAR-TEN	6 AN	383-388
YY	2 AN	(383-384)
MM	2 AN	(385-386)
DD	2 AN	(387-388)
PROB-COMM	6 AN	389-394
YY	2 AN	(389-390)
MM	2 AN	(391-392)
DD	2 AN	(393-394)
PROB-COMP	6 AN	395-400
YY	2 AN	(395-396)
MM	2 AN	(397-398)
DD	2 AN	(399-400)
RETN-RPTS	1 AN	401
RETN-EXP	6 AN	402-407
YY	2 AN	(402-403)
MM	2 AN	(404-405)
DD	2 AN	(406-407)
TEN-GRP	1 AN	408
TEN-SUB-GRP	2 AN	409-410

1.2.27 EMPLOYEE PERSONNEL RECORD - UPEC451 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SCD-LV	6 AN	411-416
YY	2 AN	(411-412)
MM	2 AN	(413-414)
DD	2 AN	(415-416)
SCD-RIF	6 AN	417-422
YY	2 AN	(417-418)
MM	2 AN	(419-420)
DD	2 AN	(421-422)
SCD-CS	6 AN	423-428
YY	2 AN	(423-424)
MM	2 AN	(425-426)
DD	2 AN	(427-428)
DLA-EOD	6 AN	429-434
YY	2 AN	(429-430)
MM	2 AN	(431-432)
DD	2 AN	(433-434)
CITIZEN	1 AN	435
FSEE	1 AN	436
(Blank Field)	1 AN	437
VIET-VET	1 AN	438
SPEC-PROG-ID	2 AN	439-440
ED-LVL	2 N	441-442
ED-LVL-YR	2 N	443-444
QUAL-GRAD	1 AN	445
ACADEMIC DISCIPLINE	4 AN	446-449
ADV-ELEG-DT	6 AN	450-455
YY	2 AN	(450-451)
MM	2 AN	(452-453)
DD	2 AN	(454-455)
SEX	1 AN	456
VET-PREF	1 AN	457

1.2.27 EMPLOYEE PERSONNEL RECORD - UPEC451 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RET-UNIF-SV	1 AN	458
MIL-RES-CAT	1 AN	459
ACTIV-MIL-SRV-MOS	3 N	460-462
MIL-RET-DT	6 AN	463-468
YY	2 AN	(463-464)
MM	2 AN	(465-466)
DD	2 AN	(467-468)
UNIF-SVC-DESIG	1 AN	469
UNIF-SVC-COMP	1 AN	470
UNIF-SVC-GR	2 AN	471-472
PLACE-FOLLOW-DT	6 AN	473-478
YY	2 AN	(473-474)
MM	2 AN	(475-476)
DD	2 AN	(477-478)
90-DAY-WAIT	6 AN	479-484
YY	2 AN	(479-480)
MM	2 AN	(481-482)
DD	2 AN	(483-484)
TYPE-APPT	1 AN	485
CANC-CORR	1 AN	486
RCD-STAT	1 AN	487
POS-IND	1 AN	488
REV-SSAN	9 AN	489-497
RCD-USER-CD	1 AN	498
REPR-EXP-DT	6 AN	499-504
YY	2 AN	(499-500)
MM	2 AN	(501-502)
DD	2 AN	(503-504)
SAFI	1 AN	505

1.2.27 EMPLOYEE PERSONNEL RECORD - UPEC451 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
FLSA	1 AN	506
PERF-LVL	1 AN	507
MERIT-POOL	4 AN	508-511
SCHED-BASIC-PAY	7 N	512-518
CASH-AWARDS	7 N	519-525
BARGAIN-STATUS	4 AN	526-529
(Blank Field)	21 AN	530-550

1.2.28 PAY HISTORY AND PTDL - UPEC452

FILE SUMMARY

FILE NAME:	Pay History and PTDL
FILE INDEX NUMBER:	UPEC452
PURPOSE:	To provide transaction data.
RECORD SIZE:	250 Bytes/Characters Display
BLOCK SIZE:	3500 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	SSAN
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RESERVED	2 AN	1-2
ACTIV	2 AN	3-4
ORG	5 AN	5-9
RESERVED	1 AN	10
SUB-COST	9 AN	11-19
STAT-POS	1 AN	20
PAY-PLAN	2 AN	21-22
OCC-SER	5 AN	23-27
GRADE	2 AN	28-29
GEOG-LOC-CD	9 AN	30-38
SSN	9 AN	39-47
PAC	5 AN	48-52

1.2.28 PAY HISTORY AND PTDL - UPEC452 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
PAC-EFF-DT	6 AN	53-58
YY	2 AN	(53-54)
MM	2 AN	(55-56)
DD	2 AN	(57-58)
BLK	2 AN	59-60
REF-SSN	9 AN	61-69
NAME	31 AN	70-100
DOB	6 AN	101-106
YY	2 AN	(101-102)
MM	2 AN	(103-104)
DD	2 AN	(105-106)
TEMP-APPT-EXP-DATE	6 AN	107-112
YY	2 AN	(107-108)
MM	2 AN	(109-110)
DD	2 AN	(111-112)
TEMP-EMP-MAX-HRS	4 N	113-116
TERM-APPT-EXP-DT	6 AN	117-122
YY	2 AN	(117-118)
MM	2 AN	(119-120)
DD	2 AN	(121-122)
LV-PAY-STAT	1 AN	123
TB-SEL	2 AN	124-125
STEP	2 AN	126-127
PA-AMT	7 N	128-134
HRLY-RT	4 N	135-138
RET-SYS	1 AN	139
GLI	1 AN	140
HB	3 AN	141-143
HB-CTL-NR	9 AN	144-152

1.2.28 PAY HISTORY AND PTDL - UPEC452 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DTL-EXP-DT	6 AN	153-158
YY	2 AN	(153-154)
MM	2 AN	(155-156)
DD	2 AN	(157-158)
RESERVED	2 AN	159-160
DTL-ACTIV	2 AN	161-162
DTL-ORG	5 AN	163-167
RESERVED	1 AN	168
WK-SCHED	1 AN	169
LV-CAT	1 AN	170
STAT-PREC-EMPL	2 AN	171-172
RESERVED	2 AN	173-174
90-DAY-WAIT-DT	6 AN	175-180
YY	2 AN	(175-176)
MM	2 AN	(177-178)
DD	2 AN	(179-180)
CANC/CORR	1 AN	181
PTDL-FLAG	1 AN	182
PAY-HIST-FLAG	1 AN	183
BLK-NR-O	2 AN	184-185
M-S-CD	1 AN	186
FTX-EXM	2 N	187-188
FTX-ADDNL	3 N	189-191
ST-TX-CD1	2 AN	192-193
ST-TX-CD2	2 AN	194-195
UN-CD	10 AN	196-205

1.2.28 PAY HISTORY AND PTDL - UPEC452 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CHAR-CD	2 AN	206-207
PP-CD	1 AN	208
TRANS-DT	6 AN	209-214
YY	2 AN	(209-210)
MM	2 AN	(211-212)
DD	2 AN	(213-214)
EOD-DT	6 AN	215-220
YY	2 AN	(215-216)
MM	2 AN	(217-218)
DD	2 AN	(219-220)
EOP-DT	6 AN	221-226
YY	2 AN	(221-222)
MM	2 AN	(223-224)
DD	2 AN	(225-226)
USER-CD	1 AN	227
(Blank Field)	23 AN	228-250

1.2.29 SORTED PAY HISTORY AND PTDL - UPEC47S

FILE SUMMARY

FILE NAME:	Sorted Pay History and PTDL
FILE INDEX NUMBER:	UPEC47S
PURPOSE:	Sequence transaction data.
RECORD SIZE:	250 Bytes/Characters Display
BLOCK SIZE:	3500 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	SSAN - TRANS-DT - PAC-EFF-DT - PAC
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPEC452.

1.2.30 PTDL DATA, REMARKS AND PADS - UPEC501

FILE SUMMARY

FILE NAME:	PTDL Data, Remarks and PADs
FILE INDEX NUMBER:	UPEC501
PURPOSE:	To pick up remarks and PADs for print.
RECORD SIZE:	300 Bytes/Characters Display
BLOCK SIZE:	3300 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	SSAN
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SORT FIELD	22 AN	1-22
BLK-NR	2 AN	(1-2)
NAME	11 AN	(3-13)
SSAN	9 N	(14-22)
RESERVED	2 AN	23-24
ACTIVE	2 AN	25-26
ORG	5 AN	27-31
RESERVED	1 AN	32
REF-SSAN	9 N	33-41
WK-SCHED	1 AN	42
PAY-PLAN	2 AN	43-44
GRADE	2 AN	45-46
STEP	2 AN	47-48

1.2.30 PTDL DATA, REMARKS AND PADs - UPEC501 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SORT FIELD	11 AN	49-59
PAC	5 AN	(49-53)
PAC-EFF-DT	6 AN	54-59
YY	2 AN	(54-55)
MM	2 AN	(56-57)
DD	2 AN	(58-59)
PERSONNEL ACTION DESCRIPTION	60 AN	60-119
PA-AMT	7 N	120-126
HRLY-RT	4 N	127-130
LV-CAT	1 AN	131
LV-PAY-STAT	1 AN	132
TB-SEL	2 AN	133-134
HB	3 AN	135-137
HB-CTL-NR	9 N	138-146
GLI	1 AN	147
RET SYS	1 AN	148
BLK-TO	2 AN	149-150
BLK-FROM	2 AN	151-152
90-DAY-WAIT	6 AN	153-158
YY	2 AN	(153-154)
MM	2 AN	(155-156)
DD	2 AN	(157-158)
SUB-COST-CD	9 N	159-167
STAT-PREC-EMPL	2 AN	168-169
GLC	9 N	170-178
CANC/CORR	1 AN	179
RESERVED	2 AN	180-181

1.2.30 PTDL DATA, REMARKS AND PADs - UPEC501 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DTL-ACTIV	2 AN	182-183
DTL-ORG	5 AN	184-188
RESERVED	1 AN	189
DTL-EXP-DT	6 AN	190-195
YY	2 AN	(190-191)
MM	2 AN	(192-193)
DD	2 AN	(194-195)
REMARK-CD	3 AN	196-198
LINE-CD	2 N	199-200
REMARK DATA	72 AN	201-272
TRANS-DT	6 AN	273-278
YY	2 AN	(273-274)
MM	2 AN	(275-276)
DD	2 AN	(277-278)
EOP-DT	6 AN	279-284
YY	2 AN	(279-280)
MM	2 AN	(281-282)
DD	2 AN	(283-284)
USER-CD	1 AN	285
(Blank Field)	15 AN	286-300

1.2.31 INPUT TO PAY HISTORY - UPEC502

FILE SUMMARY

FILE NAME:	Input to Pay History
FILE INDEX NUMBER:	UPEC502
PURPOSE:	Pass personnel transactions to Pay History.
RECORD SIZE:	240 Bytes/Characters Display
BLOCK SIZE:	2400 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	SSAN
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RESERVED	2 AN	1-2
ACTIV	2 AN	3-4
ORG	5 AN	5-9
STAT-POS	1 AN	10
PAY-PLAN	2 AN	11-12
GRADE	2 AN	13-14
GLC	9 N	15-23
SSAN	9 N	24-32
PAC-EFF-DT	6 AN	33-38
YY	2 AN	(33-34)
MM	2 AN	(35-36)
DD	2 AN	(37-38)
BLK-NR	2 AN	39-40
NAME	31 AN	41-71

1.2.31 INPUT TO PAY HISTORY - UPEC502 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DOB	6 AN	72-77
YY	2 AN	(72-73)
MM	2 AN	(74-75)
DD	2 AN	(76-77)
TEMP-APPT-EXP-DT	6 AN	78-83
YY	2 AN	(78-79)
MM	2 AN	(80-81)
DD	2 AN	(82-83)
TEMP-EMP-MAX-HRS	4 N	84-87
TERM-APPT-EXP-DT	6 AN	88-93
YY	2 AN	(88-89)
MM	2 AN	(90-91)
DD	2 AN	(92-93)
TB SEL	2 AN	94-95
STEP	2 AN	96-97
PAY AMT	7 N	98-104
HRLY-RT	4 N	105-108
RET-SYS	1 AN	109
GLI	1 AN	110
HB	3 AN	111-113
WK-SCHED	1 AN	114
(Blank Field)	2 AN	115-116
M-S-CD	1 AN	117
FTX-EXM	2 N	118-119
FTX-ADDNL	3 N	120-122
UN-CD	10 AN	123-132
CHAR-CD	2 AN	133-134
ST-TX-CD1	2 AN	135-136

1.2.31 INPUT TO PAY HISTORY - UPEC502 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ST-TX-CD2	2 AN	137-138
PP-CD	1 AN	139
PERSONNEL ACTION DESCRIPTION	60 AN	140-199
CANC/CORR	1 AN	200
TRANS-DT	6 AN	201-206
YY	2 AN	(201-202)
MM	2 AN	(203-204)
DD	2 AN	(205-206)
REF-SSAN	9 N	207-215
RET-DISAB	1 AN	216
OCC-SERIES	5 AN	217-221
EOD-DT	6 AN	222-227
YY	2 AN	(222-223)
MM	2 AN	(224-225)
DD	2 AN	(226-227)
PAC	5 AN	228-232
(Blank Field)	8 AN	233-240

1.2.32 SORTED PTDL DATA - UPEC55S

FILE SUMMARY

FILE NAME:	Sorted PTDL Data
FILE INDEX NUMBER:	UPEC55S
PURPOSE:	Sequence report data.
RECORD SIZE:	300 Bytes/Characters Display
BLOCK SIZE:	3300 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Block - Name - SSAN - Cancellation/Correction - TRANS-DT - PAC - PAC-EFF-DT - Remark Code
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SORT FIELD	22 AN	1-22
BLK NR	2 AN	(1-2)
NAME	11 AN	(3-13)
SSAN	9 N	(14-22)
RESERVED	2 AN	23-24
ACTIVE	2 AN	25-26
ORG	5 AN	27-31
RESERVED	1 AN	32
REF-SSAN	9 N	33-41
WK-SCHED	1 AN	42
PAY-PLAN	2 AN	43-44
GRADE	2 AN	45-46
STEP	2 AN	47-48

1.2.32 SORTED PTDL DATA - UPEC55S (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SORT FIELD	11 AN	49-59
PAC	5 AN	(49-54)
PAC-EFF-DT	6 AN	55-59
YY	2 AN	(55-56)
MM	2 AN	(57-58)
DD	2 AN	(59-60)
PERSONNEL ACTION DESCRIPTION	60 AN	60-119
PA-AMT	7 N	120-126
HRLY-RT	4 N	127-130
LV-CAT	1 AN	131
LV-PAY-STAT	1 AN	132
TB-SEL	2 AN	133-134
HB	3 AN	135-137
HB-CTL-NR	9 N	138-146
GLI	1 AN	147
RET-SYS	1 AN	148
BLK-TO	2 AN	149-150
BLK-FROM	2 AN	151-152
90-DAY-WAIT	6 AN	153-158
YY	2 AN	(153-154)
MM	2 AN	(155-156)
DD	2 AN	(157-158)
SUB-COST-CD	9 N	159-167
STAT-PREC-EMPL	2 AN	168-169
GEO-LOC-CD	9 N	170-178
CANC/CORR	1 AN	179
RESERVED	2 AN	180-181

1.2.32 SORTED PTDL DATA - UPEC55S (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DTL-ACTIV	2 AN	182-183
DTL-ORG	5 AN	184-188
RESERVED	1 AN	189
DTL-EXP-DT	6 AN	190-195
YY	2 AN	(190-191)
MM	2 AN	(192-193)
DD	2 AN	(194-195)
REMARK-CD	3 AN	196-198
RESERVED	2 AN	199-200
REMARK DATA	72 AN	201-272
TRANS-DT	6 AN	273-278
YY	2 AN	(273-274)
MM	2 AN	(275-276)
DD	2 AN	(277-278)
EOP-DT	6 AN	279-284
YY	2 AN	(279-280)
MM	2 AN	(281-282)
DD	2 AN	(283-284)
(Blank Field)	16 AN	285-300

1.2.33 NONPAY BALANCES AFTER YJT ADJUSTMENTS - UPEC651

FILE SUMMARY

FILE NAME:	Nonpay Balances after YJT Adjustments
FILE INDEX NUMBER:	UPEC651
PURPOSE:	To report balance of nonpay and (payroll) YTD accumulators each cycle after the data bank is updated with YJT nonpay adjustments.
RECORD SIZE:	190 Bytes/Characters Display
BLOCK SIZE:	2280 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	SSAN
SUPPLEMENTAL DATA:	The file contains one record format - Report A-Record A - Data Bank Nonpay Accumulators (and YTD payroll) balances after YJT adjustments applied.

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACT	2 AN	1-2
ORG	5 AN	3-7
EMPLOYEE NAME	31 AN	8-38
SORT NAME	20 AN	(8-27)
(Blank Field)	11 AN	(28-38)
REPORT ID	1 A	39
RECORD ID	1 A	40
P/P D/B UPDTD	1 AN	41
SSAN	9 AN	42-50

1.2.33 NONPAY BALANCES AFTER YJT ADJUSTMENTS - UPEC651 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CY BALANCES	30 AN	51-80
LWOP	6 N	(51-56)
SUSP	6 N	(57-62)
FURL	6 N	(63-68)
AWOL	6 N	(69-74)
DISAB	6 N	(75-80)
WGI BALANCES	24 AN	81-104
LWOP	6 N	(81-86)
SUSP	6 N	(87-92)
FURL	6 N	(93-98)
AWOL	6 N	(99-104)
TEMP (SF50) BALANCES	30 AN	105-134
LWOP	6 N	(105-110)
SUSP	6 N	(111-116)
FURL	6 N	(117-122)
AWOL	6 N	(123-128)
DISAB	6 N	(129-134)
PROB BALANCES	30 AN	135-164
LWOP	6 N	(135-140)
SUSP	6 N	(141-146)
FURL	6 N	(147-152)
AWOL	6 N	(153-158)
DISAB	6 N	(159-164)
YTD BALANCES	18 AN	165-182
LWOP	6 N	(165-170)
AWOL	6 N	(171-176)
DISAB	6 N	(177-182)
(Blank Field)	8 AN	183-190

COMMENTS: Hour Fields (S9999V99) - Report ID = A - Record ID = A

1.2.34 YGT NONPAY BALANCES/ADJUSTMENTS - UPEC671

FILE SUMMARY

FILE NAME:	YGT Nonpay Balances/Adjustments
FILE INDEX NUMBER:	UPEC671
PURPOSE:	To report each adjustment made to each nonpay accumulator in the Data Bank (result of YGT nonpay adjustments for previous pay periods). To record balances of nonpay accumulators, YTD payroll accumulators, and current nonpay accumulators, after all nonpay (YGT) adjustments are made, each cycle Data Bank is updated with nonpay adjustments for previous pay periods as well as when no adjustments made due to a negative balance resulting. To record all adjustments not applied, with reason (i.e. negative balance would result, beginning date of pay period adjustment was to be made is less than Tour of Duty Date, WGI Pending, etc).
RECORD SIZE:	190 Bytes/Characters Display
BLOCK SIZE:	2280 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	SSAN, Pay Period
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

Report Record for YGT Adjustments/Balances

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACT	2 AN	1-2
ORG	5 AN	3-7
EMPLOYEE NAME	31 AN	8-38
SORT NAME	20 AN	(8-27)
(Blank Field)	11 AN	(28-38)

1.2.34 YGT NONPAY BALANCES/ADJUSTMENTS - UPEC671 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT ID	1 AN	39
RCD ID	1 AN	40
P/P A-Z, 7, 8 (ADJ-FOR)	1 AN	41
SSAN	9 AN	42-50
ADJUSTMENTS/BALANCES	30 AN	51-80
LWOP HOURS	6 N	(51-56)
SUSP HOURS	6 N	(57-62)
FURL HOURS	6 N	(63-68)
AWOL HOURS	6 N	(69-74)
DISAB HOURS	6 N	(75-80)
2ND ADJU THIS P/P	30 AN	81-110
LWOP HOURS	6 N	(81-86)
SUSP HOURS	6 N	(87-92)
FURL HOURS	6 N	(93-98)
AWOL HOURS	6 N	(99-104)
DISAB HOURS	6 N	(105-110)
3RD ADJ THIS P/P	30 AN	111-140
LWOP HOURS	6 N	(111-116)
SUSP HOURS	6 N	(117-122)
FURL HOURS	6 N	(123-128)
AWOL HOURS	6 N	(129-134)
DISAB HOURS	6 N	(135-140)
(Blank Field)	49 AN	141-189
PP ADJ MADE TO D/B	1 AN	190

COMMENTS: P/P = A-Z, 7, 8 (P/P Adjustments) - P/P = High-Values (Balances)

RECORD ID	EXPLANATION
B	
A	CY
B	WGI
C	TEMP

1.2.34 YGT NONPAY BALANCES/ADJUSTMENTS - UPEC671 (CONT'D)

RECORD ID	EXPLANATION
D	PROB
E	YTD-Payroll
F	CUR N-P

1.2.34 YGT NONPAY BALANCES/ADJUSTMENTS - UPEC671 (CONT'D)

Report Record for YGT Adjustments/Balances Nonpay

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACT	2 AN	1-2
ORG	5 AN	3-7
EMPLOYEE NAME	33 AN	8-38
SORT NAME	20 AN	(8-27)
(Blank Field)	11 AN	(28-38)
RPT ID B	1 AN	39
REC ID (G-P) *	1 AN	40
PAY PERIOD ADJ FOR	1 AN	41
SSAN	9 AN	42-50
NON-PAY ADJ 1	6 AN	51-56
CODE	1 AN	(51)
HOURS	5 N	(52-56)
NON-PAY ADJ 2	6 AN	57-62
CODE	1 AN	(57)
HOURS	5 N	(58-62)
NON-PAY ADJ 3	6 AN	63-68
CODE	1 AN	(63)
HOURS	5 N	(64-68)
NON-PAY ADJ 4	6 AN	69-74
CODE	1 AN	(69)
HOURS	5 N	(70-74)
NON-PAY ADJ 5	6 AN	75-80
CODE	1 AN	(75)
HOURS	5 N	(76-80)
NON-PAY ADJ 6	6 AN	81-85
CODE	1 AN	(81)
HOURS	5 N	(82-86)
(Blank Field)	103 AN	87-189
PP ADJ MADE TO D/B	1 AN	190

1.2.34 YGT NONPAY BALANCES/ADJUSTMENTS - UPEC671 (CONT'D)

COMMENTS: Report ID = B - Record ID G-P - Explanation following:

RECORD ID	EXPLANATION
*G	Negative balance would result.
*H	Pay period begin date less tour of duty change date.
*I	Probation period completed.
*J	WGI pending.
*K	Nonpay prior to last WGI.
*L	Probation period completion date frozen.
*M	Conversion to career tenure date frozen.
*N	Adjustment not made to TEMP ACCUM DB-NP - BEG - DT = 0.
*O	Three adjustments already made this pay period.
*P	Currently serving waiting period - 9s in DB-WIGI-DUE-DT, WGI accum not adjusted.

NOTE: Only G and H records may contain data beyond first nonpay adjustment field.

1.2.35 SORTED NONPAY ADJUSTMENTS/BALANCES - UPEC70S

FILE SUMMARY

FILE NAME:	Sorted Nonpay Adjustments/Balances
FILE INDEX NUMBER:	UPEC70S
PURPOSE:	To sort Adjustment and Balance Records generated in UPEC65 or UPEC67 as a result of nonpay adjustments made (and rejected) to data bank into a sequence suitable for formatting nonpay reports.
RECORD SIZE:	190 Bytes/Characters Display
BLOCK SIZE:	2280 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity/Organization to Division Level - Name - Report/Record ID - Pay Period
SUPPLEMENTAL DATA:	Record layout is same format as UPEC651.

1.2.36 SORTED REPORT DATA - UPEC80S

FILE SUMMARY

FILE NAME:	Sorted Report Data
FILE INDEX NUMBER:	UPEC80S
PURPOSE:	To produce records for Report of Individual Nonpay data.
RECORD SIZE:	400 Bytes/Characters Display
BLOCK SIZE:	4000 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	SSAN
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPEC104.

1.2.37 MODIFIED HISTORY SORT - UPED251

FILE SUMMARY

FILE NAME:	Modified History Sort
FILE INDEX NUMBER:	UPED251
PURPOSE:	Contains modified numeric sort code for proper sort sequencing.
RECORD SIZE:	530 Bytes/Characters Display
BLOCK SIZE:	4240 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPEF15M.

1.2.38 SORTED HISTORY - UPED30S

FILE SUMMARY

FILE NAME:	Sorted History
FILE INDEX NUMBER:	UPED30S
PURPOSE:	Contains both personnel and headquarters history data.
RECORD SIZE:	530 Bytes/Characters Display
BLOCK SIZE:	4240 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number - Correction Cancellation Code - Effective Date
SUPPLEMENTAL DESCRIPTION:	Record layout same format as UPEF15M.

1.2.39 HEADQUARTERS INVALID TRANSACTIONS - UPED35M

FILE SUMMARY

FILE NAME:	Headquarters Invalid Transactions
FILE INDEX NUMBER:	UPED35M
PURPOSE:	To maintain and update incomplete headquarters transactions.
RECORD SIZE:	250 Bytes/Characters Display
BLOCK SIZE:	3500 Bytes/Characters Fixed Block
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number - Correction/Cancellation Code - NOA Effective Date
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORTING ACTIVITY	2 AN	1-2
EMPLOYING ACTIVITY	2 AN	3-4
SOCIAL SECURITY NO	9 AN	5-13
NOA	5 AN	14-18
NOA DATE	6 AN	19-24
EMPLOYEE NAME	21 AN	25-45
SEX	1 AN	46
DOB	6 AN	47-52
VET PREF	1 AN	53
TEN GRP	1 AN	54
SCD	6 AN	55-60
HANDICAP	2 AN	61-62

1.2.39 HEADQUARTERS INVALID TRANSACTIONS - UPED35M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
FEGLI	1 AN	63
RETIREMENT	1 AN	64
RES STATUS	1 AN	65
GAIN	1 AN	66
LOSS	1 AN	67
ACADEM DISCIPLINE	4 AN	68-71
H BEN	1 AN	72
FSEE	1 AN	73
TYPE APPT	1 AN	74
PAY PLAN	2 AN	75-76
OCC SERIES	4 AN	77-80
SPEC PROG ID	2 AN	81-82
GRADE	2 AN	83-84
STEP	2 AN	85-86
FLSA	1 AN	87
POSITION TITLE	21 AN	88-108
ORG	5 AN	109-113
WK SCHED	1 AN	114
HOURLY RATE	5 AN	115-119
GEOGRAPHIC LOCATION CODE	9 AN	120-128
POS TITLE SORT CODE	2 AN	129-130
NAT ORIGIN	1 AN	131
VEV IND	1 AN	132

1.2.39 HEADQUARTERS INVALID TRANSACTIONS - UPED35M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
FUNCTIONAL	2 AN	133-134
PAY DET	1 AN	135
UNIF COMP	1 AN	136
UNIT DESIG	1 AN	137
ANNUITANT IND	1 AN	138
POSITION IND	1 AN	139
YEAR DEGREE ATTAINED	2 AN	140-141
SUBMIT OFC NO	4 AN	142-145
MIL PAY GRADE	2 AN	146-147
RETIRED UNIFORM SERVICE DATE	6 AN	148-153
(Blank Field)	1 AN	154
EDUCATION LEVEL	2 AN	155-156
TRANSACTION DATE	6 AN	157-162
COR-CAN CD	1 AN	163
CHANGED SOCIAL SECURITY NO	9 AN	164-172
OLD DOB	6 AN	173-178
TRANSMIT CD	1 AN	179
TRANSMIT REASON	36 AN	180-215
HQ CONVERTED NOA	3 AN	216-218
AUTHORITY CODE 1	3 AN	219-221
AUTHORITY CODE 2	3 AN	222-224
ACTIVITY ABBR	5 AN	225-229
ACC FLG	1 AN	230

1.2.39 HEADQUARTERS INVALID TRANSACTIONS - UPED35M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
PEC CODE	2 AN	231-232
POSITION BUDGET	1 AN	233
CAO CD	1 AN	234
CAREER CODE EMPLOYMENT STAT	2 AN	235-236
BARGAIN UNIT	4 AN	237-240
PER LVL ID	1 AN	241
MERIT POOL ID	4 AN	242-245
CASH AWARD	5 AN	246-250

1.2.40 COMPLETE HEADQUARTERS TRANSACTIONS - UPED351

FILE SUMMARY

FILE NAME:	Complete Headquarters Transactions
FILE INDEX NUMBER:	UPED351
PURPOSE:	Completed headquarters data.
RECORD SIZE:	250 Bytes/Characters Display
BLOCK SIZE:	3500 Bytes/Characters Fixed Block
ACCESS METHOD:	Sequential
SEQUENCE:	Social Security Number - Correction/Cancellation Code - NOA Effective Date
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPED35M.

1.2.41 SORTED HEADQUARTERS TRANSACTIONS - UPED37S

FILE SUMMARY

FILE NAME:	Sorted Headquarters Transactions
FILE INDEX NUMBER:	UPED37S
PURPOSE:	This program sorts the Headquarters Invalid Transactions into NOA, activity sequence.
RECORD SIZE:	250 Bytes/Characters Display
BLOCK SIZE:	3500 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	NOA - Activity Code
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPED35M.

1.2.42 NEW NOA HEADQUARTERS RECORDS - UPED381

FILE SUMMARY

FILE NAME:	New NOA Headquarters Records
FILE INDEX NUMBER:	UPED381
PURPOSE:	New NOA Codes.
RECORD SIZE:	250 Bytes/Characters Display
BLOCK SIZE:	3500 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	NOA
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPED35M.

1.2.43 SORTED TRANSMIT DATA - UPED45S

FILE SUMMARY

FILE NAME:	Sorted Transmit Data
FILE INDEX NUMBER:	UPED45S
PURPOSE:	To provide properly sequenced input for the Headquarters Master File (UPED50M).
RECORD SIZE:	250 Bytes/Characters Display
BLOCK SIZE:	3500 Bytes/Characters Fixed Block
ACCESS METHOD:	Sequential
SEQUENCE:	Employing Activity - SSN - Effective Date
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPED351.

1.2.44 HEADQUARTERS MASTER - UPED50M

FILE SUMMARY

FILE NAME:	Headquarters Master
FILE INDEX NUMBER:	UPED50M
PURPOSE:	Retains pending headquarters records until time for transmission.
RECORD SIZE:	150 Bytes/Characters Display
BLOCK SIZE:	2700 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity - SSN
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPED501.

1.2.45 HEADQUARTERS DATA BANK NEGATIVE TRANSMIT - UPED501

FILE SUMMARY

FILE NAME:	Headquarters Data Bank Negative Transmit
FILE INDEX NUMBER:	UPED501
PURPOSE:	Headquarters personnel data being held for correction/completion.
RECORD SIZE:	150 Bytes/Characters Display
BLOCK SIZE:	2700 Bytes/Characters Fixed Block
ACCESS METHOD:	Sequential
SEQUENCE:	Activity - Organization
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

CARD 1

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
IDENTIFICATION	2 A	1-2
REPORTING ACTIVITY	2 A	3-4
SSAN	9 AN	5-13
PAC	3 AN	14-16
EFF-DATE	6 AN	17-22
MM	2 AN	(17-18)
DD	2 AN	(19-20)
YY	2 AN	(21-22)
NAME	21 AN	23-43
SEX	1 AN	44
DOB	6 AN	45-50
MM	2 AN	(45-46)
DD	2 AN	(47-48)
YY	2 AN	(49-50)
VET PREF	1 AN	51

1.2.45 HEADQUARTERS DATA BANK NEGATIVE TRANSMIT - UPED501 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
TENURE GROUP	1 AN	52
SCD	6 AN	53-58
MM	2 AN	(53-54)
DD	2 AN	(55-56)
YY	2 AN	(57-58)
PHYSICAL HANDICAP	2 AN	59-60
FEGLI	1 AN	61
RETIREMENT	1 AN	62
RES-STATUS	1 AN	63
AUTH CODE 1	3 AN	64-66
AUTH CODE 2	3 AN	67-69
FEHB	1 AN	70
FSEE	1 AN	71
TYPE APPT	1 AN	72
FUNCTIONAL CODE	2 AN	73-74
ANNUITANT IND	1 AN	75
VEV IND	1 AN	76
EMPLOYING ACTIVITY	2 A	77-78
RET MIL	1 AN	79
CARD NO	1 AN	80
EMPLOYING ACTIVITY	2 AN	81-82
ACTIVITY ABBR	5 AN	83-87
REASON FOR INCOMPLETION	45 AN	88-132
(Blank Field)	18 AN	133-150

1.2.45 HEADQUARTERS DATA BANK NEGATIVE TRANSMIT - UPED501 (CONT'D)

NOTE: Correction of Erroneous DOB - Enter 925 in columns 14-16, Date of Correction in column 17-22, old DOB in columns 45-50 and correct DOB in columns 32-37.

Correction of Erroneous SSAN - Enter erroneous SSAN in columns 5-13, enter 925 in columns 14-16, Date of Correction in columns 17-22 and correct SSAN in columns 23-31.

1.2.45 HEADQUARTERS DATA BANK NEGATIVE TRANSMIT - UPED501 (CONT'D)

Card 2

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
IDENTIFICATION	2 A	1-2
REPORTING ACTIVITY	2 A	3-4
SSAN	9 AN	5-13
PAC	3 AN	14-16
EFF-DATE	6 AN	17-22
MM	2 AN	(17-18)
DD	2 AN	(19-20)
YY	2 AN	(21-22)
PRESENT POSITION	13 AN	23-35
PAY PLAN	2 AN	(23-24)
SERIES	4 AN	(25-28)
SPECIAL PROGRAM	2 AN	(29-30)
GRADE	2 AN	(31-32)
STEP	2 AN	(33-34)
FLSA	1 AN	(35)
POSITION TITLE	21 AN	36-56
ORGANIZATION	4 AN	57-60
WORK SCHED	1 AN	61
SALARY	5 N	62-66
EMPLOYING ACTIVITY	2 A	67-68
LOCATION CODE	9 AN	69-77
STATE	2 AN	(69-70)
CITY	4 AN	(71-74)
COUNTY	3 AN	(75-77)
PAY RATE DET	1 AN	78
MGT CD	1 AN	79
CARD NO	1 AN	80
EMPLOYING ACTIVITY	2 AN	81-82

1.2.45 HEADQUARTERS DATA BANK NEGATIVE TRANSMIT - UPED501 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY ABBR	5 AN	83-87
REASON FOR INCOMPLETION	45 AN	88-132
(Blank Field)	18 AN	133-150

1.2.45 HEADQUARTERS DATA BANK NEGATIVE TRANSMIT - UPED501 (CONT'D)

Card 3

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
IDENTIFICATION	2 A	1-2
REPORTING ACTIVITY	2 A	3-4
SSAN	9 AN	5-13
PAC	3 AN	14-16
EFF-DATE	6 AN	17-22
MM	2 AN	(17-18)
DD	2 AN	(19-20)
YY	2 AN	(21-22)
ACADEMIC DISCIPLINE	4 AN	23-26
EDUCATION LEVEL	2 AN	27-28
YEAR DEGREE ATTAINED	2 AN	29-30
SUBMITTING OFFICE NUMBER	4 AN	31-34
EMPLOYING ACTIVITY	2 A	35-36
(Blank Field)	1 A	37
MIN GRP DESIG	2 AN	38-39
UNIF-SVC	1 AN	40
MIL-PAY-GRADE	2 AN	41-42
SERV COMP	1 AN	43
(Blank Field)	1 AN	44
DATE ACQUIRED FROM MILITARY	6 AN	45-50
MM	2 AN	(45-46)
DD	2 AN	(47-48)
YY	2 AN	(49-50)
PEC-CD	2 AN	51-52
(Blank Field)	1 AN	53

1.2.45 HEADQUARTERS DATA BANK NEGATIVE TRANSMIT - UPED501 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
POS-BUDGET	1 AN	54
(Blank Field)	3 AN	55-57
BARGAIN-UNIT	4 AN	58-61
(Blank Field)	2 AN	62-63
PER-LVL-ID	1 AN	64
MERIT-POOL	4 AN	65-68
CASH-AWARD	5 AN	69-73
(Blank Field)	6 AN	74-79
CARD NO	1 AN	80
EMPLOYING ACTIVITY	2 AN	81-82
ACTIVITY ABBR	5 AN	83-87
REASON FOR INCOMPLETION	45 AN	88-132
(Blank Field)	18 AN	133-150

1.2.45 HEADQUARTERS DATA BANK NEGATIVE TRANSMIT - UPED501 (CONT'D)

Card 4

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
IDENTIFICATION	2 A	1-2
REPORTING ACTIVITY	2 A	3-4
EMPLOYING ACTIVITY	2 A	5-6
REPORTING PERIOD	4 AN	7-10
MM	2 AN	(7-8)
YY	2 AN	(9-10)
DATE CONTROL RECORD PREP	6 AN	11-16
MM	2 AN	(11-12)
DD	2 AN	(13-14)
YY	2 AN	(15-16)
TOTAL GAINS	5 N	17-21
TOAL LOSSES	5 N	22-26
NEGATIVE	1 AN	27
(Blank Field)	52 AN	28-79
CARD NO	1 AN	80
EMPLOYING ACTIVITY	2 AN	81-82
(Blank Field)	68 AN	83-150

1.2.46 HEADQUARTERS DATA BANK TRANSMIT - UPED502

FILE SUMMARY

FILE NAME:	Headquarters Data Bank Transmit
FILE INDEX NUMBER:	UPED502
PURPOSE:	Transmit headquarters personnel data.
RECORD SIZE:	150 Bytes/Characters Display
BLOCK SIZE:	2700 Bytes/Characters Fixed Block
ACCESS METHOD:	Sequential
SEQUENCE:	Activity - Organization
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPED501.

1.2.47 SORTED NEGATIVE TRANSMIT DATA - UPED60S

FILE SUMMARY

FILE NAME:	Sorted Negative Transmit Data
FILE INDEX NUMBER:	UPED60S
PURPOSE:	To arrange negative into proper sequence for printing.
RECORD SIZE:	150 Bytes/Characters Display
BLOCK SIZE:	2700 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Reporting Activity - Employing Activity - Social Security Number - NOA Date - NOA - Card Number
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPED501.

1.2.48 SORTED TRANSMIT DATA FOR PRINTING - UPED65S

FILE SUMMARY

FILE NAME:	Sorted Transmit Data for Printing
FILE INDEX NUMBER:	UPED65S
PURPOSE:	To arrange good transmit data into proper sequence for printing.
RECORD SIZE:	150 Bytes/Characters Display
BLOCK SIZE:	2700 Bytes/Characters Fixed Block Diaplay
ACCESS METHOD:	Sequential
SEQUENCE:	Reporting Activity - Employing Activity - Social Security Number - NOA Date - NOA - Card Number
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPED501.

1.2.49 SORTED SF 50 RECORD - UPEE05S

FILE SUMMARY

FILE NAME:	Sorted SF 50 Record
FILE INDEX NUMBER:	UPEE05S
PURPOSE:	Sort file into sequence suitable for UPEE10.
RECORD SIZE:	320 Bytes/Characters Display
BLOCK SIZE:	3200 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity - Organization
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

Record Sequence 1

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DB-REF-SSN	9 AN	1-9
TRANS DATE	6 AN	10-15
DB-PAC-DATE	6 AN	16-21
DB-PAC-CODE	5 AN	17-26
RECORD SEQ	1 AN	27
RESERVE	2 AN	28-29
DB-ACTIV-CD-MP (FROM)	2 AN	30-31
DB-ORG-CD (FROM)	5 AN	32-36
RESERVE	1 AN	37
DB-EMP-RPT-NAME	27 AN	38-64
DB-PERS TITLE	4 AN	65-68
DB-DOB	6 AN	69-74

1.2.49 SORTED SF 50 RECORD - UPEE05S (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DB-VET PREF	1 AN	75
DB-TEN-GRP	1 AN	76
DB-SCD	6 AN	77-82
DB-REPT-HANDICAP	2 AN	83-84
DB-GLI-CD	1 AN	85
DB-RET-SYS	1 AN	86
DB-POS-NR (FROM)	9 AN	87-95
DB-POS-TITLE-MP (FROM)	60 AN	96-155
DB-PAY-PLAN (FROM)	2 AN	156-157
DB-CL-SER (FROM)	5 AN	158-162
DB-GR (FROM)	2 AN	163-164
DB-STEP (FROM)	2 AN	165-166
DB-PA-AMT (FROM)	7 AN	167-173
DB-PAY-BASIS	2 AN	174-175
ORG-TITLE-MAR (FROM) MAR KEY 30 = DIRECTORATE	24 AN	176-199
ORG-TITLE-MAR (FROM) MAR KEY 32 = DIVISION	24 AN	200-223
MAR-ACTIVITY-TITLE (FROM)	41 AN	224-264
MAR-ACTIVITY-CITY (FROM)	17 AN	265-281
MAR-ACTIVITY-STATE (FROM)	2 AN	282-283
DB-BASE-HRLY-RATE (FROM)	4 AN	284-287
DB-NGT-RT 2 FROM	5 AN	288-292
DB-NGT-RT 3 FROM	5 AN	293-297

1.2.49 SORTED SF 50 RECORD - UPEE05S (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DB-SUB-COST-CL	9 AN	298-306
(Blank Field)	13 AN	307-319
SF50 SUPP FLAG	1 AN	320

1.2.49 SORTED SF 50 RECORD - UPEE05S (CONT'D)

Record Sequence 2

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DB-REF-SSN	9 AN	1-9
TRANS DATE	6 AN	10-15
DB-PAC-DATE	6 AN	16-21
DB-PAC-CODE	5 AN	22-26
REC SEQ	1 AN	27
RESERVE	2 AN	28-29
DB-ACTIV-CD MP (TO)	2 AN	30-31
DB-ORG-CODE (TO)	5 AN	32-36
RESERVE	1 AN	37
DB-POS-NR (TO)	9 AN	38-46
DB-POS-TITLE-MP (TO)	60 AN	47-106
DB-PAY-PLAN (TO)	2 AN	107-108
DB-CL-SER (TO)	5 AN	109-113
DB-GR (TO)	2 AN	114-115
DB-STEP (TO)	2 AN	116-117
DB-PA-AMT (TO)	7 AN	118-124
DB-PAY-BASIS (TO)	2 AN	125-126
ORG-TITLE-MAR (TO) MAR KEY 30 = DIRECOTRATE	24 AN	127-150
ORG-TITLE-MAR (TO) MAR KEY 32 = DIVISION	24 AN	151-174
MAR-ACTIV-TITLE (TO)	41 AN	175-215
MAR-ACTIV-CITY (TO)	17 AN	216-232

1.2.49 SORTED SF 50 RECORD - UPEE05S (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
TB-ACTIV-ST (TO)	2 AN	233-234
DB-BASE-HRLY-RATE (TO)	4 AN	235-238
DB-NGT-RT 2 (TO)	5 AN	239-243
DB-NGT-RT 3 (TO)	5 AN	244-248
(Blank Field)	71 AN	249-319
SF50 SUPP FLAG	1 AN	320

1.2.49 SORTED SF 50 RECORD - UPEE05S (CONT'D)

Record Sequence 3

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DB-REF-SSN	9 AN	1-9
TRANS DATE	6 AN	10-15
DB-PAC-DATE	6 AN	16-21
DB-PAC-CODE	5 AN	22-26
REC SEQ	1 AN	27
RESERVE	2 AN	28-29
DB-ACTIV-CD MP (TO)	2 AN	30-31
DB-ORG-CODE (TO)	5 AN	32-36
RESERVE	1 AN	37
DB-EMP-GEO-LOC-CD-MP	9 AN	38-46
TB-GEO-ST-NAME	10 AN	47-56
TB-GEO-CITY-NAME	20 AN	57-76
DB-POS-SRV-MP	1 AN	77
TB-ACCT-CLS-CH	28 AN	78-105
TB-SERIAL-NR-CH	3 AN	106-108
TB-APPR-SYM-CH	12 AN	109-120
(Blank Field)	9 AN	121-129
DB-PROB-PER-COMM-DT	6 AN	130-135
DB-CAR-SRV-COMM-DT	6 AN	136-141
RMKS-CODE 1	3 AN	142-144
RMKS-CODE 2	3 AN	145-147
RMKS-CODE 3	3 AN	148-150

1.2.49 SORTED SF 50 RECORD - UPEE05S (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RMKS-CODE 4	3 AN	151-153
RMKS-CODE 5	3 AN	154-156
201 ACTIV	2 AN	157-158
DB-PROB-PER-COMPL-DT	6 AN	159-164
DB-CAR-SRV-COMM-DT	6 AN	165-170
(Blank Field)	24 AN	171-194
FUNC-CLS-FR	2 AN	195-196
FUNC-CLS TO	2 AN	197-198
POS SNSTVY	1 AN	199
FLSA	1 AN	200
SEX	1 AN	201
CTZNSHP	1 AN	202
COMPET LVL	3 AN	203-205
ANNUIT IND	1 AN	206
WK SCHED	1 AN	207
SUP-NON SUP	1 AN	208
VEV IND	1 AN	209
PAY RT DETERM	1 AN	210
BARG UNIT STATUS	4 AN	211-214
ED LVL	2 AN	215-216
YR DEGREE ATTAINED	2 AN	217-218
ACAD LVL	4 AN	219-222

1.2.49 SORTED SF 50 RECORD - UPEE05S (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
PAY BASIS	2 AN	223-224
(Blank Field)	94 AN	225-318
SPC-CD	1 AN	319
SF 50 SUPP-FLAG	1 AN	320

1.2.50 SF 50 RECORD - UPEE 101

FILE SUMMARY

FILE NAME:	SF 50 Record
FILE INDEX NUMBER:	UPEE 101
PURPOSE:	Preparation of SF 50.
RECORD SIZE:	392 Bytes/Characters Display
BLOCK SIZE:	3528 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity - Organization
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

Record Sequence 1

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DB-REF-SSN	9 AN	1-9
TRANS DATE	6 AN	10-15
DB-NOA-DATE	6 AN	16-21
DB-NOA-CODE	5 AN	22-26
RECORD SEQ *	1 AN	27
RESERVE	2 AN	28-29
DB-ACTIV-CD-MP (FROM)	2 AN	30-31
DB-ORG-CD (FROM)	5 AN	32-36
RESERVE	1 AN	37
DB-EMP-RPT-NAME	27 AN	38-64
DB-PERS TITLE	4 AN	65-68
DB-DOB	6 AN	69-74

1.2.50 SF 50 RECORD - UPEE101 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DB-VET PREF	1 AN	75
DB-TEN-GRP	1 AN	76
DB-SCD	6 AN	77-82
DB-REPORT-HAND	2 AN	83-84
DB-GLI-CD	1 AN	85
DB-RET-SYS	1 AN	86
DB-POS-NR (FROM)	9 AN	87-95
DB-POS-TITLE-MP (FROM)	60 AN	96-155
DB-PAY-PLAN (FROM)	2 AN	156-157
DB-CL-SER (FROM)	5 AN	158-162
DB-GR (FROM)	2 AN	163-164
DB-STEP (FROM)	2 AN	165-166
DB-PA-AMT (FROM)	7 AN	167-173
DB-PAY-BASIS	2 AN	174-175
ORG-TITLE-MAR (FROM) MAR KEY 30 = DIRECTORATE	24 AN	176-199
ORG-TITLE-MAR (FROM) MAR KEY 32 = DIVISION	24 AN	200-223
MAR-ACTIVITY-TITLE (FROM)	41 AN	224-264
MAR-ACTIVITY-CITY (FROM)	17 AN	265-281
MAR-ACTIVITY-STATE (FROM)	2 AN	282-283
DR-BASE-HRLY-RATE (FROM)	4 AN	284-287
DB-NGT-RT 2 FROM	5 AN	288-292
DB-NGT-RT 3 FROM	5 AN	293-297
DB-SUB-COST-CL	9 AN	298-306
MAR AGCY	4 AN	307-310

1.2.50 SF 50 RECORD - UPEE 101 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
MAR SUBMIT OFF	4 AN	311-314
(Blank Field)	5 AN	315-319
(Blank Field)	1 AN	320
ORG BRANCH FROM	24 AN	321-344
ORG SECTION FROM	24 AN	345-368
ORG UNIT FROM	24 AN	369-392

*Record Sequence is 1.

1.2.50 SF 50 RECORD - UPEE101 (CONT'D)

Record Sequence 2

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DB-REF-SSN	9 AN	1-9
TRANS DATE	6 AN	10-15
DB-NOA-DATE	6 AN	16-21
DB-NOA-CODE	5 AN	22-26
REC SEQ *	1 AN	27
RESERVE	2 AN	28-29
DB-ACTIV-CD-MP (TO)	2 AN	30-31
DB-ORG-CODE (TO)	5 AN	32-36
RESERVE	1 AN	37
DB-POS-NR (TO)	9 AN	38-46
DB-POS-TITLE-MP (TO)	60 AN	47-106
DB-PAY-PLAN (TO)	2 AN	107-108
DB-CL-SER-(TO)	5 AN	109-113
DB-GR (TO)	2 AN	114-115
DB-STEP (TO)	2 AN	116-117
DB-PA-AMT (TO)	7 AN	118-124
DB-PAY-BASIS (TO)	2 AN	125-126
ORG-TITLE-MAR (TO) MAR KEY 30 = DIRECTORATE	24 AN	127-150
ORG-TITLE-MAR (TO) MAR KEY 32 = DIVISION	24 AN	151-174
MAR-ACTIV-TITLE (TO)	41 AN	175-215
MAR-ACTIV-CITY (TO)	17 AN	216-232

1.2.50 SF 50 RECORD - UPEE101 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
TB-ACTIV-ST (TO)	2 AN	233-234
DB-BASE HRLY RATE (TO)	4 AN	235-238
DB-NGT-RT 2 (TO)	5 AN	239-243
DB-NGT-RT 3 (TO)	5 AN	244-248
(Blank Field)	71 AN	249-319
SF 50 SUPP FLAG	1 AN	320
ORG BRANCH TO	24 AN	321-344
ORG SECTION TO	24 AN	345-368
ORG UNIT TO	24 AN	369-392

*Record Sequence is 2.

1.2.50 SF 50 RECORD - UPEE101 (CONT'D)

Record Sequence 3

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DB-REF-SSN	9 AN	1-9
TRANS DATE	6 AN	10-15
DB-NOA-DATE	6 AN	16-21
DB-NOA-CODE	5 AN	22-26
REC SEQ *	1 AN	27
RESERVE	2 AN	28-29
DB-ACTIV-CD-MP (TO)	2 AN	30-31
DB-ORG-CODE	5 AN	32-36
RESERVE	1 AN	37
DB-EMP-GEOG-LOC-CD-MP	9 AN	38-46
TB-GEOG-ST-NAME	10 AN	47-56
TB-GEOG-CITY-NAME	20 AN	57-76
DB-POS-SRV-MP	1 AN	77
TB-ACCT-CLS-CH	28 AN	78-105
TB-SERIAL-NR-CH	3 AN	106-108
TB-APPRO-SYM-CH	12 AN	109-120
(Blank Field)	36 AN	121-156
201 ACT	2 AN	157-158
(Blank Field)	40 AN	159-198
POS SNSTVY	1 AN	199
FLSA	1 AN	200
SEX	1 AN	201

1.2.50 SF 50 RECORD - UPEE101 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CTZNSHP	1 AN	202
COMPET LVL	3 AN	203-205
ANNUIT IND	1 AN	206
WK SCHED	1 AN	207
SUP-NON SUP	1 AN	208
VEV IND	1 AN	209
PAY RT DETERM	1 AN	210
BARGAIN UNIT STATUS	4 AN	211-214
ED LVL	2 AN	215-216
YR DEGREE ATTAINED	2 AN	217-218
ACAD DISC	4 AN	219-222
PAY BASIS	2 AN	223-224
(Blank Field)	94 AN	225-318
SPEC-CODE	1 AN	319
SF 50 SUPP-FLAG	1 AN	320
(Blank Field)	72 AN	321-392

*Record Sequence is 3.

1.2.51 SF 50 - 201 FILE - UPEE103

FILE SUMMARY

FILE NAME:	SF 50 - 201 File
FILE INDEX NUMBER:	UPEE103
PURPOSE:	For comparison of Office Maintaining Personnel Folder.
RECORD SIZE:	66 Bytes/Characters Display
BLOCK SIZE:	660 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity - Organization
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIV-CD	2 AN	1-2
ACTIV-ABBR	5 AN	3-7
ACTIV-CITY	17 AN	8-24
ACTIV-ST	2 AN	25-26
ACTIV-AGCY	32 AN	27-58
ACTIV-AGCY-COD	4 AN	59-62
ACTIV-SUBMIT-OFC	4 AN	63-66

1.2.52 PCS SORTED PAC, AUTHORITY, REMARKS AND DESCRIPTION - UPEE271

FILE SUMMARY

FILE NAME:	PCS Sorted PAC, Authority, Remarks and Description
FILE INDEX NUMBER:	UPEE271
PURPOSE:	Supplies the Personnel Subsystem with pertinent data elements necessary to complete Standard Form 50 and Payroll Change Slip (PCS). The data elements are: Personnel Action Code, Personnel Action Code Effective Date, Transaction Date, Remarks Code, Authority, PAC Description, Remarks and Supplements to Remarks and Authority.
RECORD SIZE:	110 Bytes/Characters Display
BLOCK SIZE:	1100 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Random
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAA542.

1.2.53 SF 50 SORTED PAC, AUTHORITY, REMARKS AND DESCRIPTION - UPEE272

FILE SUMMARY

FILE NAME:	SF 50 Sorted PAC, Authority, Remarks and Description
FILE INDEX NUMBER:	UPEE272
PURPOSE:	Supplies the Personnel Subsystem with pertinent data elements necessary to complete Standard Form 50 and PCS. The data elements are: Personnel Action Code, Personnel Action Code Effective Date, Transaction Date, Remarks Code, Authority, PAC Description, Remarks and Supplements to Remarks and Authority.
RECORD SIZE:	110 Bytes/Characters Display
BLOCK SIZE:	1100 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Random
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAA542.

1.2.54 SF 50 RECORDS - UPEE40S

FILE SUMMARY

FILE NAME:	SF 50 Records
FILE INDEX NUMBER:	UPEE40S
PURPOSE:	Sort file into sequence suitable for production of SF 50 Form.
RECORD SIZE:	392 Bytes/Characters Display
BLOCK SIZE:	3528 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	SSN - TR-Date - NOA Date - PAC - Record Sequence
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

Record Sequence 1

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DB-REF-SSN	9 AN	1-9
TRANS DATE	6 AN	10-15
DB-NOA-DATE	6 AN	16-21
DB-NOA-CODE	5 AN	22-26
RECORD SEQ *	1 AN	27
RESERVE	2 AN	28-29
DB-ACTIV-CD-MP (FROM)	2 AN	30-31
DB-ORG-CD (FROM)	5 AN	32-36
RESERVE	1 AN	37
DB-EMP-RPT-NAME	27 AN	38-64
DB-PERS-TITLE	4 AN	65-68
DB-DOB	6 AN	69-74

1.2.54 SF 50 RECORDS - UPEE40S (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DB-VETER PREF	1 AN	75
DB-TEN-GRP	1 AN	76
DB-SCD	6 AN	77-82
DB-REPORT-HAND	2 AN	83-84
DB-GLI-CD	1 AN	85
DB-RET-SYS	1 AN	86
DB-POS-NR (FROM)	9 AN	87-95
DB-POS-TITLE-MP (FROM)	60 AN	96-155
DB-PAY-PLAN (FROM)	2 AN	156-157
DB-CL-SER (FROM)	5 AN	158-162
DB-GR (FROM)	2 AN	163-164
DB-STEP (FROM)	2 AN	165-166
DB-PA-AMT (FROM)	7 AN	167-173
DB-PAY-BASIS	2 AN	174-175
ORG-TITLE-MAR (FROM) MAR KEY 30 = DIRECTORATE	24 AN	176-199
ORG-TITLE-MAR (FROM) MAR KEY 32 = DIVISION	24 AN	200-223
MAR-ACTIVITY-TITLE (FROM)	41 AN	224-264
MAR-ACTIVITY-CITY (FROM)	17 AN	265-281
MAR-ACTIVITY-STATE (FROM)	2 AN	282-283
DB-BASE-HRLY-RATE (FROM)	4 AN	284-287
DB-NGT-RT2 FROM	5 AN	288-292
DB-NGT-RT3 FROM	5 AN	293-297
DB-SUB-COST-CL	9 AN	298-306

1.2.54 SF 50 RECORDS - UPEE40S (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
MAR AGCY	4 AN	307-310
MAR SUBMIT OFC	4 AN	311-314
(Blank Field)	5 AN	315-319
SF 50 SUPP FLAG	1 AN	320
ORG BRANCH FROM	24 AN	321-344
ORG SECTION FROM	24 AN	345-368
ORG-UNIT FROM	24 AN	369-392

*Record sequence is 1.

1.2.54 SF 50 RECORDS - UPEE40S (CONT'D)

Record Sequence 2

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DB-REF-SSN	9 AN	1-9
TRANS DATE	6 AN	10-15
DB-NOA-DATE	6 AN	16-21
DB-NOA-CODE	5 AN	22-26
REC SEQ #	1 AN	27
RESERVE	2 AN	28-29
DB-ACTIV-CD-MP (TO)	2 AN	30-31
DB-ORG-CODE (TO)	5 AN	32-36
RESERVE	1 AN	37
DB-POS-NR (TO)	9 AN	38-46
DB-POS-TITLE-MP (TO)	60 AN	47-106
DB-PAY-PLAN (TO)	2 AN	107-108
DB-CL-SER (TO)	5 AN	109-113
DB-GR (TO)	2 AN	114-115
DB-STEP (TO)	2 AN	116-117
DB-PA-AMT (TO)	7 AN	118-124
DB-PAY-BASIS (TO)	2 AN	125-126
ORG-TITLE-MAR (TO) MAR KEY 30 = DIRECTORATE	24 AN	127-150
ORG-TITLE-MAR (TO) MAR KEY 32 = DIVISION	24 AN	151-174
MAR-ACTIV-TITLE (TO)	35 AN	175-209
MAR-ACTIV-CITY (TO).	17 AN	210-226
TB-ACTIV-ST (TO)	2 AN	227-228

1.2.54 SF 50 RECORDS - UPEE40S (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DB-BASE-HRLY-RATE (TO)	4 AN	229-232
DB-NGT-RT2 (TO)	5 AN	223-237
DB-NGT-RT3 (TO)	5 AN	238-242
(Blank Field)	71 AN	243-313
SF 50 SUPP FLAG	1 AN	314
(Blank Field)	24 AN	315-338
(Blank Field)	24 AN	339-362
ORG UNIT TO	24 AN	363-386
(Blank Field)	6 AN	387-392

*Record Sequence is 2.

1.2.54 SF 50 RECORDS - UPEE40S (CONT'D)

Record Sequence 3

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
DF-REF-SSN	9 AN	1-9
TRANS DATE	6 AN	10-15
DB-NOA-DATE	6 AN	16-21
DB-NOA-CODE	5 AN	22-26
RECORD SEQ *	1 AN	27
RESERVED	2 AN	28-29
DB-ACTIV-CD-MP (TO)	2 AN	30-31
DB-ORG-CD (TO)	5 AN	32-36
RESERVE	1 AN	37
DB-EMP-GEOG-LOC-CD-MP	9 AN	38-46
TB-GEOG-ST NAME	10 AN	47-56
TB-GEOG-CITY NAME	20 AN	57-76
DB-POS-SRV-MP	1 AN	77
TB-ACCT-CLS-CH	28 AN	78-105
TB-SERIAL-NR-CH	3 AN	106-108
TB-APPRO-SYM-CH	12 AN	109-120
(Blank Field)	9 AN	121-129
PROB-PER-COM-DT	6 AN	130-135
CAR-SRV-COMM-DT	6 AN	136-141
RMKS 1	3 AN	142-144
RMKS 2	3 AN	145-147
RMKS 3	3 AN	148-150

1.2.54 SF 50 RECORDS - UPEE40S (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RMKS 4	3 AN	151-153
RMKS 5	3 AN	154-156
201 ACT	2 AN	157-158
PROB-PD-COMP-DT	6 AN	159-164
(Blank Field)	16 AN	165-180
POS SNSTVY	1 AN	181
FLSA	1 AN	182
SEX	1 AN	183
CTZNSHP	1 AN	184
COMPET LVL	3 AN	185-187
ANNUIT IND	1 AN	188
WK SCHED	1 AN	189
SUP-NON SUP	1 AN	190
VEV IND	1 AN	191
PAY RT DETERM	1 AN	192
BARGAIN UNIT STATUS	4 AN	193-196
ED LVL	2 AN	197-198
YR DEGREE ATTAINED	2 AN	199-200
ACAD DISC	4 AN	201-204
PAY BASIS	2 AN	205-206
(Blank Field)	94 AN	207-300
SPEC-CODE	1 AN	301-302

1.2.54 SF 50 RECORDS - UPEE40S (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SF 50 SUPP FLAG	1 AN	303-304
(Blank Field)	88 AN	305-392

*Record sequence is 3.

1.2.55 PRINT RECORD FOR SF 50 - UPEE451

FILE SUMMARY

FILE NAME:	Print Record for SF 50
FILE INDEX NUMBER:	UPEE451
PURPOSE:	Formatted print line to be used for SF 50 print.
RECORD SIZE:	137 Bytes/Characters Display
BLOCK SIZE:	1370 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	SSN - TR Date - NOA Date - PAC - Record Sequence
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CONTROL CHARACTER	1 AN	1
PRINT-OUTPUT	136 AN	2-137

1.2.56 PERMANENT TRANSACTION DATA FILE - UPEE452

FILE SUMMARY

FILE NAME:	Permanent Transaction Data File
FILE INDEX NUMBER:	UPEE452
PURPOSE:	Preparation of Permanent Transaction Data List.
RECORD SIZE:	174 Bytes/Characters Display
BLOCK SIZE:	1740 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	SSN - Transaction Date - Effective Date - PAC
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SSN	9 AN	1-9
TRANS DATE	6 AN	10-15
PAC DATE	6 AN	16-21
PAC CODE	5 AN	22-26
REMARK	72 AN	27-98
RMK CODE	3 AN	99-101
RMK LINE COUNT	1 AN	102
AUTHORITY CODE 1	3 AN	103-105
AUTHORITY DESCRIPTION 1	33 AN	106-138
AUTHORITY CODE 2	3 AN	139-141
AUTHORITY DESCRIPTION 2	33 AN	142-174

1.2.57 SORTED SF 50 FORMAT RECORDS - UPEE50S

FILE SUMMARY

FILE NAME:	Sorted SF 50 Format Records
FILE INDEX NUMBER:	UPEE50S
PURPOSE:	Sort SF 50 print records in SF 50 format.
RECORD SIZE:	137 Bytes/Characters Display
BLOCK SIZE:	1370 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity - Organization - Employee Name - TR Date - PAC - PAC Effective Date - Line Key
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
OUT-RECORD	137 AN	1-137

1.2.58 PERSONNEL HISTORY INPUT - UPEF03S

FILE SUMMARY

FILE NAME:	Personel History Input
FILE INDEX NUMBER:	UPEF03S
PURPOSE:	To maintain Personnel History File.
RECORD SIZE:	530 Bytes/Characters Display
BLOCK SIZE:	4240 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	SSN - Transaction Date - Effective Date - NOA
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPAA601.

1.2.59 SORTED REQUEST YKM - UPEF05S

FILE SUMMARY

FILE NAME:	Sorted Request YKM
FILE INDEX NUMBER:	UPEF05S
PURPOSE:	To sort file UPEA203 into proper sequence.
RECORD SIZE:	80 Bytes/Characters Display
BLOCK SIZE:	80 Bytes Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	DIC
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPEA203.

1.2.60 PERSONNEL HISTORY MASTER - UPEF15M

FILE SUMMARY

FILE NAME: Personnel History Master

FILE INDEX NUMBER: UPEF15M

PURPOSE: Retention of personnel transactions.

RECORD SIZE: 530 Bytes/Characters Display

BLOCK SIZE: 4240 Bytes/Characters Fixed Block Display

ACCESS METHOD: Sequential

SEQUENCE: SSN - Transaction Date - NOA Date - NOA

SUPPLEMENTAL DESCRIPTION: None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
PROCESS DATE	6 AN	1-6
YY	2 AN	(1-2)
MM	2 AN	(3-4)
DD	2 AN	(5-6)
CONTROL DATA	27 AN	7-33
REF-SSN	9 AN	(7-15)
SORT CODE	1 AN	(16)
TRANS-DT	6 AN	(17-22)
YY	2 AN	(17-18)
MM	2 AN	(19-20)
DD	2 AN	(21-22)
NOA-DT	6 AN	(23-28)
YY	2 AN	(23-24)
MM	2 AN	(25-26)
DD	2 AN	(27-28)
NOA	5 AN	(29-33)
PAYROLL BLK	2 AN	34-35
DOB	6 AN	36-41
YY	2 AN	(36-37)
MM	2 AN	(38-39)
DD	2 AN	(40-41)
EMP-RPT-NAME	31 AN	42-72

1.2.60 PERSONNEL HISTORY MASTER - UPEF15M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
PERS-TITLE	4 AN	73-76
VET-PREF	1 AN	77
TEN-GRP	1 AN	78
TENURE-SUB-GROUP	2 AN	79-80
SCD-LV-DT	6 AN	81-86
YY	2 AN	(81-82)
MM	2 AN	(83-84)
DD	2 AN	(85-86)
PROB-COMP-DT	6 AN	87-92
YY	2 AN	(87-88)
MM	2 AN	(89-90)
DD	2 AN	(91-92)
RET-SYS	1 AN	93
POS-NR	9 AN	94-102
POS-TITLE	60 AN	103-162
HANDICAP CAP	2 AN	163-164
PAY-PLAN-CL	2 AN	165-166
OCC-SERIES-CL	5 AN	167-171
GRADE-CL	2 AN	172-173
STEP	2 AN	174-175
PAY-AMT	7 AN	176-182
BASE-HRLY-RT	4 AN	183-186
NGT-RT-2	5 AN	187-191
NGT-RT-3	5 AN	192-196
GEOG-LOG-CL	9 AN	197-205
POS-OCCUP-CL	1 AN	206

1.2.60 PERSONNEL HISTORY MASTER - UPEF15M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
LV-CAT	1 AN	207
ACTIVITY CODE	4 AN	208-211
(Blank Field)	2 AN	(208-209)
CODE	2 AN	(210-211)
ORGANIZATION CODE	6 AN	212-217
CODE	5 AN	(212-216)
(Blank Field)	1 AN	(217)
FUNC-CL-CL	2 AN	218-219
CONV-CAR-TEN-DT	6 AN	220-225
YY	2 AN	(220-221)
MM	2 AN	(222-223)
DD	2 AN	(224-225)
GLI	1 AN	226
SSN	9 AN	227-235
AUTHORITY	40 AN	236-275
NOA-DESCRIPTION	60 AN	276-335
WIGI-BIS-FLAG	1 AN	336
CAR-BIS-FLAG	1 AN	337
PROB-BIS-FLAG	1 AN	338
BIS-CODE	1 AN	339
BIS-BEGIN-DT	6 AN	340-345
YY	2 AN	(340-341)
MM	2 AN	(342-343)
DD	2 AN	(344-345)
BIS-END-DT	6 AN	346-351
YY	2 AN	(346-347)
MM	2 AN	(348-349)
DD	2 AN	(350-351)
BIS-CANC-CD	1 AN	352
MIL-RES-CAT	1 AN	353

1.2.60 PERSONNEL HISTORY MASTER - UPEF15M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
PAY-BASIS	2 AN	354-355
ED-LVL	2 AN	356-357
HB	3 AN	358-360
FSEE-ELIG	1 AN	361
WORK-SCHED	1 AN	362
SPEC-PROG-ID	2 AN	363-364
ACADEM-DIS	4 AN	365-368
CAO-CODE	1 AN	369
MIL-RET-DT	6 AN	370-375
YY	2 AN	(370-371)
MM	2 AN	(372-373)
DD	2 AN	(374-375)
UNIF-SVC-DESIG	1 AN	376
UNIF-SVC-COMP	1 AN	377
UNIF-SVC-GRADE	2 AN	378-379
HISTORY FLAG	1 AN	380
HQ-DB-FLAG	1 AN	381
SEX	1 AN	382
PAY-RT-DETER	1 AN	383
TYPE-APPT	1 AN	384
CITIZEN	1 AN	385
SUB-COST-CL	9 AN	386-394
ED-LVL-YR-ATTAINED	2 AN	395-396
POSITION IND	1 AN	397
QUAL-GRAD-ID	1 AN	398

1.2.60 PERSONNEL HISTORY MASTER - UPEF15M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RET-MBR-UNIF-SVC	1 AN	399
(Blank Field)	1 AN	400
SCD-FCR-CIV-SVC	6 AN	401-406
YY	2 AN	(401-402)
MM	2 AN	(403-404)
DD	2 AN	(405-406)
CANC/CORR	1 AN	407
DOB-O	6 AN	408-413
YY	2 AN	(408-409)
MM	2 AN	(410-411)
DD	2 AN	(412-413)
POS-TITLE-SORT-CD	2 AN	414-415
NAT ORIGIN	1 AN	416
(Blank Field)	1 AN	417
STBY-PCT	3 AN	418-420
RETMT-PCT	3 AN	421-423
POS-BUDGET	1 AN	424
(Blank Field)	2 AN	425-426
SCHEDULED-BASIS-PAY	7 AN	427-433
	5 AN	(427-431)
	2 AN	(432-433)
CAREER-EMP-STATUS	2 AN	434-435
BARGAIN-UNIT	4 AN	436-439
PERF-LVL-ID	1 AN	440
MERIT-POOL-ID	4 AN	441-444
CASH-AWARD	7 AN	445-451
	5 AN	(445-449)
	2 AN	(450-451)

1.2.60 PERSONNEL HISTORY MASTER - UPEF15M (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ANNUITANT IND	1 AN	452
FLSA	1 AN	453
VEV IND	1 AN	454
(Blank Field)	76 AN	455-530

1.2.61 BREAK-IN-SERVICE - UPEF152

FILE SUMMARY

FILE NAME:	Break-in-Service
FILE INDEX NUMBER:	UPEF152
PURPOSE:	Contains Break-in-Service data.
RECORD SIZE:	42 Bytes/Characters Display
BLOCK SIZE:	420 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	SSN
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
BIS SSN	9 AN	1-9
EFFECTIVE DATE	6 AN	10-15
PAC	5 AN	16-20
(Blank Field)	6 AN	21-26
BIS CODE	1 AN	27
BIS BEGIN DATE	6 AN	28-33
BIS ENDING DATE	6 AN	34-39
WIGI FLAG	1 AN	40
CAR FLAG	1 AN	41
PROB FLAG	1 AN	42

1.2.62 HISTORY PRINT DATA - UPEF153

FILE SUMMARY

FILE NAME:	History Print Data
FILE INDEX NUMBER:	UPEF153
PURPOSE:	To print History Print data.
RECORD SIZE:	553 Bytes/Characters Display
BLOCK SIZE:	3871 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	SSN - Transaction Date - NOA Date
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT NUMBER	1 AN	1
SSN	9 AN	2-10
SORT CODE	1 AN	11
DATE SEQ	6 AN	12-17
TRANSACTION DATE	6 AN	18-23
FIRST 530 CHARACTERS OF HISTORY MASTER (UPEF15M)	530 AN	24-553

1.2.63 SORTED HISTORY REPLIES - UPEF17S

FILE SUMMARY

FILE NAME:	Sorted History Replies
FILE INDEX NUMBER:	UPEF17S
PURPOSE:	Sequence request data.
RECORD SIZE:	553 Bytes/Characters Display
BLOCK SIZE:	3871 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	SSN - Transaction - Date - NOA Date
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPEF153.

1.2.64 SORTED INACTIVE HISTORY - UPEF22S

FILE SUMMARY

FILE NAME:	Sorted Inactive History
FILE INDEX NUMBER:	UPEF22S
PURPOSE:	To print Purged History Records.
RECORD SIZE:	546 Bytes/Characters Display
BLOCK SIZE:	4368 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	SSN - Effective Date
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT NUMBER	1 AN	1
SSN	9 AN	2-10
DATE SEQ	6 AN	11-16
FIRST 530 CHARACTERS OF HISTORY MASTER (UPEF15M)	530 AN	17-546

1.2.65 SSN CHANGE RECORDS - UPEF30S

FILE SUMMARY

FILE NAME:	SSN Change Records
FILE INDEX NUMBER:	UPEF30S
PURPOSE:	Contains records with Social Security Numbers to be changed.
RECORD SIZE:	530 Bytes/Characters Display
BLOCK SIZE:	4240 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	SSN - Transaction Date - Effective Date - NOA
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	6 AN	1-6
REF SSN	9 N	7-15
TRANS DATE	6 N	16-21
PAC DATE	6 N	22-27
PAC	5 N	28-32
(Blank Field)	498 AN	33-530

1.2.66 INACTIVE HISTORY - UPEF35M

FILE SUMMARY

FILE NAME:	Inactive History
FILE INDEX NUMBER:	UPEF35M
PURPOSE:	Maintain Inactive History data.
RECORD SIZE:	530 Bytes/Characters Display
BLOCK SIZE:	4240 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	SSN - Transaction Date
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPEF15M.

1.2.67 INACTIVE PURGED HISTORY - UPEF352

FILE SUMMARY

FILE NAME:	Inactive Purged History
FILE INDEX NUMBER:	UPEF352
PURPOSE:	To print Inactive Purged History Records.
RECORD SIZE:	546 Bytes/Characters Display
BLOCK SIZE:	4368 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	SSN - Transaction Date - NOA Date
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
REPORT NUMBER	1 AN	1
SSN	9 AN	2-10
DATE SEQ	6 AN	11-16
FIRST 530 CHARACTERS OF HISTORY MASTER (UPEF15MO)	530 AN	17-546

1.2.68 SSN HISTORY CHANGE - UPEF401

FILE SUMMARY

FILE NAME:	SSN History Change
FILE INDEX NUMBER:	UPEF401
PURPOSE:	To update the Inactive History File with current Social Security Numbers.
RECORD SIZE:	530 Bytes/Characters Display
BLOCK SIZE:	4240 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	SSN
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPEF35M.

1.2.69 SORTED BREAK-IN-SERVICE FILE - UPEF45S

FILE SUMMARY

FILE NAME:	Sorted Break-in-Sevice File
FILE INDEX NUMBER:	UPEF45S
PURPOSE:	Sequence Break-in-Service File.
RECORD SIZE:	42 Bytes/Characters Display
BLOCK SIZE:	420 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	SSN
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPEF152.

1.2.70 PAC 894 - ADJUSTMENT - UPEF47S

FILE SUMMARY

FILE NAME:	PAC 894 - Adjustment
FILE INDEX NUMBER:	UPEF47S
PURPOSE:	To sort PAC 894 - Adjustment data.
RECORD SIZE:	100 Bytes/Characters Display
BLOCK SIZE:	1000 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	SSN - Transaction Date - PAC Date - PAC
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPEC253.

1.2.71 PADS AND CODED REMARKS - UPEF502

FILE SUMMARY

FILE NAME:	PADs and Coded Remarks
FILE INDEX NUMBER:	UPEF502
PURPOSE:	PTL Report.
RECORD SIZE:	174 Bytes/Characters Display
BLOCK SIZE:	1740 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	SSN - Transaction Date - Effective Date - PAC
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SSN	9 AN	1-9
TRANS DATE	6 AN	10-15
EFFECTIVE DATE	6 AN	16-21
PAC	5 AN	22-26
REMARK	72 AN	27-98
REMARK CODE	3 AN	99-101
NO LINES	1 AN	102
AUTHORITY CODE 1	3 AN	103-105
AUTHORITY DESCRIPTION 1	33 AN	106-138
AUTHORITY CODE 2	3 AN	139-141
AUTHORITY DESCRIPTION 2	33 AN	142-174

1.2.72 INACTIVE SSN CHANGE RECORD SORT - UPEF55S

FILE SUMMARY

FILE NAME:	Inactive SSN Change Record Sort
FILE INDEX NUMBER:	UPEF55S
PURPOSE:	To sort SSN Change Records used to update the Inactive History Record.
RECORD SIZE:	530 Bytes/Characters Display
BLOCK SIZE:	4240 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	SSN - Transaction Date - Effective Date - NOA
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPEF401.

1.2.73 SSN CHANGE RECORDS - UPEF651

FILE SUMMARY

FILE NAME:	SSN Change Records
FILE INDEX NUMBER:	UPEF651
PURPOSE:	Contains records with Social Security Numbers to be changed.
RECORD SIZE:	530 Bytes/Characters Display
BLOCK SIZE:	4240 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	SSN - Transaction Date - Effective Date - NOA
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	6 AN	1-6
REF SSN	9 AN	7-15
TRANS DATE	6 AN	16-21
PAC DATE	6 N	22-27
PAC	5 N	28-32
(Blank Field)	498 AN	33-530

1.2.74 SORTED DATA BANK EXTRACT - UPEG301

FILE SUMMARY

FILE NAME:	Sorted Data Bank Extract
FILE INDEX NUMBER:	UPEG301
PURPOSE:	Select and edit Data Bank Records for employees eligible for early out retirement.
RECORD SIZE:	150 Bytes/Characters Display
BLOCK SIZE:	3450 Bytes/Characters Display
ACCESS METHOD:	Sequential
SEQUENCE:	SSN
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTIVITY	2 AN	1-2
(Blank Field)	2 AN	3-4
ORG	5 AN	5-9
SSN	9 N	10-18
NAME	21 AN	19-39
PAY PLAN	2 AN	40-41
SERIES	5 AN	42-46
GRADE	2 N	47-48
STEP	2 N	49-50
SCD	6 AN	51-56
DOB	6 AN	57-62
PAYROLL AMOUNT	7 N	63-69
HOURLY RATE	4 N	70-73

1.2.74 SORTED DATA BANK EXTRACT - UPEG301 (CONT'D)

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
RET DED-1	6 N	74-79
BLK NR	2 AN	80-81
ANNUAL LEAVE BALANCE	4 N	82-85
SICK LEAVE BALANCE	4 N	86-89
PP CD	1 AN	90
COMPUTED SCD	6 N	91-96
COMPUTED AGE	6 N	97-102
PAY YEAR 1	6 N	103-108
PAY YEAR 2	6 N	109-114
PAY YEAR 3	6 N	115-120
PAY YEAR 4	6 N	121-126
INQ DATE	6 N	127-132
(Blank Field)	18 AN	133-150

1.2.75 SELECTED ELIGIBLES - UPEG302

FILE SUMMARY

FILE NAME:	Selected Eligibles
FILE INDEX NUMBER:	UPEG302
PURPOSE:	Scan, select and edit Data Bank for employees eligible for early out retirement.
RECORD SIZE:	150 Bytes/Characters Display
BLOCK SIZE:	3450 Bytes/Characters Display
ACCESS METHOD:	Sequential
SEQUENCE:	SSN
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPEG301.

1.2.76 SORTED EXTRACT - UPEG31S

FILE SUMMARY

FILE NAME:	Sorted Extract
FILE INDEX NUMBER:	UPEG31S
PURPOSE:	Sort to format sequence.
RECORD SIZE:	150 Bytes/Characters Display
BLOCK SIZE:	3450 Bytes/Characters Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity Code - Organization Code - Name
SUPPLEMENTAL DESCRIPTION:	Record layout is same format as UPEG301.

1.2.77 SORT AND FORMAT - UPEG451

FILE SUMMARY

FILE NAME:	Sort and Format
FILE INDEX NUMBER:	UPEG451
PURPOSE:	Supplies OCP with a list of all reports generated during the last cycle.
RECORD SIZE:	133 Bytes/Characters Display
BLOCK SIZE:	1330 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Program ID within Activity
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
(Blank Field)	10 AN	1-10
PRT-ID	8 AN	11-18
(Blank Field)	10 AN	19-28
PRT-ACT	2 AN	29-30
(Blank Field)	103 AN	31-133

1.2.78 FIELD TITLES AND CONTROL DATA - UPEG701

FILE SUMMARY

FILE NAME:	Field Titles and Control Data
FILE INDEX NUMBER:	UPEG701
PURPOSE:	Provides Field Titles and Control Data.
RECORD SIZE:	132 Bytes/Characters Display
BLOCK SIZE:	1320 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Random
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

Field Titles

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
FIELD TITLES	132 AN	1-132

1.2.78 FIELD TITLES AND CONTROL DATA UPEG701 (CONT'D)

Control Data

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACTION	1 AN	1
(Blank Field)	1 AN	2
RELATIVE LOCATION	3 N	3-5
(Blank Field)	1 AN	6
LENGTH	2 N	7-8
REPORT HEADER	54 AN	9-62
(Blank Field)	70 AN	63-132

1.2.79 SELECTED DATA - UPEG721

FILE SUMMARY

FILE NAME:	Selected Data
FILE INDEX NUMBER:	UPEG721
PURPOSE:	Provides selected data elements.
RECORD SIZE:	132 Bytes/Characters Display
BLOCK SIZE:	1320 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Random
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
SELECTED DATA BANK DATA ELEMENTS	132 AN	1-132

1.2.80 REORGANIZATION REQUESTS AND GENERATED TRANSACTIONS - UPEM101

FILE SUMMARY

FILE NAME:	Reorganization Requests and Generated Transactions
FILE INDEX NUMBER:	UPEM101
PURPOSE:	To provide report data in report code sequence.
RECORD SIZE:	133 Bytes/Characters Display
BLOCK SIZE:	1330 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Random
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

Request Report

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
1	1 AN	81
ACT CD	2 AN	82-83
ORG-FM	5 AN	84-88
ORG-TO	5 AN	89-93
ERR-MSG	30 AN	94-123
(Blank Field)	5 AN	124-128
(Blank Field)	3 AN	129-131
(Blank Field)	2 AN	132-133

COMMENT: RPT NR - Request Report.

1.2.80 REORGANIZATION REQUESTS AND GENERATED TRANSACTIONS - UPEM101 (CONT'D)

YJA and YKA Report

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
2	1 AN	81
ACT CD	2 AN	82-83
ORG CD	5 AN	84-88
SSN	9 AN	89-97
NAME	31 AN	98-128
DIC	3 AN	129-131
(Blank Field)	2 AN	132-133

COMMENT: RPT NR - YJA and YKA Report.

1.2.80 REORGANIZATION REQUESTS AND GENERATED TRANSACTIONS - UPEM101 (CONT'D)

YEA Report

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
3	1 AN	81
ACT CODE	2 AN	82-83
ORG CD	5 AN	84-88
POS NR	9 AN	89-97
(Blank Field)	31 AN	98-128
DIC	3 AN	129-131
(Blank Field)	2 AN	132-133

COMMENT: RPT NR - YEA Report.

1.2.80 REORGANIZATION REQUESTS AND GENERATED TRANSACTIONS - UPEM101 (CONT'D)

YEP Report

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
4	1 AN	81
BLK NR	2 AN	82-83
NAME	30 AN	84-113
(Blank Field)	15 AN	114-128
DIC	3 AN	129-131
(Blank Field)	2 AN	132-133

COMMENT: RPT NR - YEP Report.

1.2.80 REORGANIZATION REQUESTS AND GENERATED TRANSACTIONS - UPEM101 (CONT'D)

YHD Report

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
5	1 AN	81
ACT	2 AN	82-83
ORG CD	5 AN	84-88
SCC	9 AN	89-97
PSN	4 AN	98-101
MT	1 AN	102
(Blank Field)	26 AN	103-128
(Blank Field)	3 AN	129-131
(Blank Field)	2 AN	132-133

COMMENT: RPT NR - YHD Add.

1.2.80 REORGANIZATION REQUESTS AND GENERATED TRANSACTIONS - UPEM101 (CONT'D)

YHD Deletes and Freezes

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
CARD IMAGE	80 AN	1-80
6	1 AN	81
ACT	2 AN	82-83
ORG CD	5 AN	84-88
SCC	9 AN	89-97
PSN	4 AN	98-101
MT	1 AN	102
(Blank Field)	26 AN	103-128
(Blank Field)	3 AN	129-131
(Blank Field)	2 AN	132-133

COMMENT: RPT NR - YHD Deletes and Freezes.

1.2.81 SORTED REORGANIZATION REQUESTS - UPEM10S

FILE SUMMARY

FILE NAME:	Sorted Reorganization Requests
FILE INDEX NUMBER:	UPEM10S
PURPOSE:	To provide inquiries to the Data Bank.
RECORD SIZE:	69 Bytes/Characters Display
BLOCK SIZE:	690 Bytes/Characters Fixed Block Display
ACCESS METHOD:	Sequential
SEQUENCE:	Activity - Organization (FROM)
SUPPLEMENTAL DESCRIPTION:	None

FILE RECORD LAYOUT

DATA ELEMENT	FIELD DEFINITION	POSITION IN RECORD
ACT	2 A	1-2
ORG FROM	5 A	3-7
ORG TO	5 A	8-12
PAC	5 N	13-17
PAC EFF DATE	6 N	18-23
TRANS DATE	6 N	24-29
AUTHORITY	40 AN	30-69

VOLUME I APCAPS ADP SPECIFICATIONS

PART 2 DATA FORMATS

CHAPTER 6 SYSTEM OUTPUT

CHAPTER TABLE OF CONTENTS

SECT	DESCRIPTION	PAGE
1	GENERAL	
1.1	Purpose	I-2-6-1

VOLUME I APCAPS ADP SPECIFICATIONS

PART 2 DATA FORMATS

CHAPTER 6 SYSTEM OUTPUT

SECTION 1 GENERAL

1.1 Purpose

This chapter originally contained examples of system output but to eliminate duplication the system output is no longer published in DLAM 4745.4. Refer to DLAM 1450.1 and DLAM 7000.3 for system output.

VOLUME I APCAPS ADP SPECIFICATIONS

PART 3 SYSTEM SUPPORT AND CONTROL

CHAPTER 1 SEQUENCE OF OPERATIONS

CHAPTER TABLE OF CONTENTS

SECT DESCRIPTION PAGE

1 GENERAL

1.1 Purpose I-3-1-1

2 APCAPS JOB NUMBER

2.1 Definition I-3-1-2

3 JOB-JOB STEPS

3.1 EOM (Split PP) I-3-1-4
3.2 Weekly I-3-1-5
3.3 Biweekly I-3-1-10
3.4 Monthly I-3-1-17
3.5 Quarterly I-3-1-20
3.6 Annual I-3-1-21
3.7 As Required I-3-1-23

4 APCAPS INPUT JOB FLOW CHART

4.1 UPMJAR00 I-3-1-31
4.2 UPMJAR01 I-3-1-32
4.3 UPMJAR02 I-3-1-33

5 PAYROLL WEEKLY JOB FLOW CHART

5.1 UPAJWW01 I-3-1-34
5.2 UPAJWW02 I-3-1-37
5.3 UPAJWW04 I-3-1-38

6 PAYROLL BIWEEKLY JOB FLOW CHART

6.1 UPAJBW00 I-3-1-39
6.2 UPAJBW01 I-3-1-40
6.3 UPAJBW02 I-3-1-41
6.4 UPAJBW03 I-3-1-42
6.5 UPAJBW04 I-3-1-43
6.6 UPAJBW05 I-3-1-44
6.7 UPAJBW06 I-3-1-46
6.8 UPAJBW07 I-3-1-47

SECT	DESCRIPTION	PAGE
6.9	UPAJBW08	I-3-1-48
6.10	UPAJBW09	I-3-1-49
6.11	UPAJBW10	I-3-1-50
6.12	UPAJBW11	I-3-1-51
6.13	UPAJBW12	I-3-1-52
6.14	UPAJBW13	I-3-1-54
6.15	UPAJBW15	I-3-1-55
6.16	UPAJBW16	I-3-1-56
6.17	UPAJBW17	I-3-1-57
6.18	UPAJBW18	I-3-1-58
6.19	UPAJBW20	I-3-1-59
6.20	UPAJBW21	I-3-1-60
6.21	UPAJBW24	I-3-1-61
6.22	UPAJBW25	I-3-1-62
6.23	UPAJBW26	I-3-1-65
6.24	UPAJBW28	I-3-1-66
6.25	UPAJBW29	I-3-1-67

7 PAYROLL MONTHLY JOB FLOW CHART

SECT	DESCRIPTION	PAGE
7.1	UPAJMM01	I-3-1-68

8 PAYROLL QUARTERLY JOB FLOW CHART

SECT	DESCRIPTION	PAGE
8.1	UPAJQQ01	I-3-1-70

9 PAYROLL ANNUAL JOB FLOW CHART

SECT	DESCRIPTION	PAGE
9.1	UPAJAA01	I-3-1-71
9.2	UPAJAA02	I-3-1-72
9.3	UPAJAA05	I-3-1-74
9.4	UPAJAA06	I-3-1-75
9.5	UPAJAA07	I-3-1-76
9.6	UPAJAA08	I-3-1-77
9.7	UPAJAA09	I-3-1-78

10 PAYROLL AS REQUIRED JOB FLOW CHART

SECT	DESCRIPTION	PAGE
10.1	UPAJAR01	I-3-1-80
10.2	UPAJAR03	I-3-1-81
10.3	UPAJAR04	I-3-1-82
10.4	UPAJAR05	I-3-1-83
10.5	UPAJAR07	I-3-1-84
10.6	UPAJAR08	I-3-1-85
10.7	UPAJAR09	I-3-1-86
10.8	UPAJAR10	I-3-1-87
10.9	UPAJAR11	I-3-1-88
10.10	UPAJAR12	I-3-1-89

SECT **DESCRIPTION** **PAGE**

10.11 UPAJAR13 I-3-1-90
10.12 UPAJAR14 I-3-1-92
10.13 UPAJAR15 I-3-1-93

11 COST WEEKLY JOB FLOW CHART

11.1 UPCJWW01 I-3-1-94
11.2 UPCJWW02 I-3-1-96
11.3 UPCJWW03 I-3-1-97

12 COST WEEKLY JOB FLOW CHART

12.1 UPCJBW01 I-3-1-98

13 COST EOM (SPLIT PAY PERIOD) JOB FLOW CHART

13.1 UPCJSS01 I-3-1-100

14 COST MONTHLY JOB FLOW CHART

14.1 UPCJMM01 I-3-1-102
14.2 UPCJMM02 I-3-1-105
14.3 UPCJMM03 I-3-1-106
14.4 UPCJMM04 I-3-1-109
14.5 UPCJMM06 I-3-1-111

15 COST AS REQUIRED JOB FLOW CHART

15.1 UPCJAR01 I-3-1-112
15.2 UPCJAR02 I-3-1-113
15.3 UPCJAR03 I-3-1-115
15.4 UPCJAR04 I-3-1-117
15.5 UPCJAR05 I-3-1-119
15.6 UPCJAR07 I-3-1-120
15.7 UPCJAR08 I-3-1-122
15.8 UPCJAR09 I-3-1-124
15.9 UPCJAR10 I-3-1-125
15.10 UPCJAR11 I-3-1-126

16 PERSONNEL WEEKLY JOB FLOW CHART

16.1 UPEJWW01 I-3-1-127
16.2 UPEJWW02 I-3-1-128
16.3 UPEJWW03 I-3-1-129
16.4 UPEJWW04 I-3-1-133
16.5 UPEJWW05 I-3-1-135
16.6 UPEJWW06 I-3-1-136
16.7 UPEJWW07 I-3-1-138
16.8 UPEJWW08 I-3-1-141

SECT	DESCRIPTION	PAGE
17	PERSONNEL BIWEEKLY JOB FLOW CHART	
17.1	UPEJBW01	I-3-1-146
17.2	UPEJBW02	I-3-1-150
17.3	UPEJBW03	I-3-1-151
18	PERSONNEL ANNUAL JOB FLOW CHART	
18.1	UPEJAA01	I-3-1-152
19	PERSONNEL AS REQUIRED JOB FLOW CHART	
19.1	UPEJAR01	I-3-1-153
19.2	UPEJAR02	I-3-1-154
19.3	UPEJAR03	I-3-1-156
19.4	UPEJAR04	I-3-1-158
19.5	UPEJAR05	I-3-1-160
19.6	UPEJAR06	I-3-1-161
19.7	UPEJAR07	I-3-1-162
19.8	UPEJAR08	I-3-1-163
19.9	UPEJAR09	I-3-1-165
19.10	UPEJAR10	I-3-1-166
19.11	UPEJAR11	I-3-1-168
19.12	UPEJAR12	I-3-1-169
19.13	UPEJAR99	I-3-1-172
20	APCAPS SCHEDULES	
20.1	APCAPS Biweekly Mini Personnel	I-3-1-173
20.2	APCAPS Data Bank Update	I-3-1-174
20.3	APCAPS Biweekly 1 Pay	I-3-1-177
20.4	APCAPS Biweekly 2 Pay	I-3-1-178
20.5	APCAPS Biweekly 3 Pay	I-3-1-179
20.6	APCAPS Biweekly 4 Pay	I-3-1-182
20.7	APCAPS End-of-Month Pay	I-3-1-185
20.8	APCAPS Biweekly 4 - Quarterly 1, 2 and 3 Pay	I-3-1-186
20.9	APCAPS Biweekly/Quarterly 4 - Annual 1 Pay	I-3-1-189
20.10	APCAPS Biweekly 4 - Annual 2 Pay	I-3-1-192
20.11	APCAPS Fiscal 1 Pay	I-3-1-195
20.12	APCAPS Fiscal 2 Pay	I-3-1-196
20.13	APCAPS Tables Maintenance	I-3-1-197
20.14	APCAPS Selective MER Print	I-3-1-198
20.15	APCAPS Payroll Audit/Request	I-3-1-199
20.15.1	Audit Transaction Input - Figure 1	I-3-1-200
20.16	APCAPS MAR Update	I-3-1-201
20.17	APCAPS Cost Edit	I-3-1-202
20.18	APCAPS Cost Daily	I-3-1-204
20.19	APCAPS Cost Weekly	I-3-1-206
20.20	APCAPS Cost Biweekly/Biweekly and Daily	I-3-1-208
20.21	APCAPS Cost EOM (Split)/EOM (Split) and Daily	I-3-1-211

SECT	DESCRIPTION	PAGE
20.22	APCAPS Cost Monthly II/Monthly II and Daily	I-3-1-214
20.23	APCAPS Cost Monthly III/Monthly III and Daily	I-3-1-217
20.24	Entry/Exit Interface	I-3-1-220
20.25	APCAPS Stand Alone Transmittal for the Monthly HQ DLA Data Bank Processing	I-3-1-221
20.26	Annual History Purge	I-3-1-222
20.27	APCAPS PDI Update	I-3-1-223
20.28	Personnel MIS Reports	I-3-1-224
20.29	Position Classification Survey	I-3-1-226
20.30	Personnel History Report	I-3-1-227
20.31	Employee Personnel Record	I-3-1-228
20.32	APCAPS Employee Address and ZIP Code List	I-3-1-229
20.33	Retirement Eligibles Projections	I-3-1-230
20.34	Employee Table Selector Code List	I-3-1-231
20.35	Report Program Generator	I-3-1-232
20.36	APCAPS Reorganization	I-3-1-233
20.37	Individual Minority Group Designation	I-3-1-234
20.38	Report of Individual Nonpay Data	I-3-1-235

21 APCAPS SYSTEM SCHEDULE SEQUENCE (MANDATORY OR OPTIONAL)

SECT	DESCRIPTION	PAGE
21.1	Payroll Subsystem Schedule Sequence	I-3-1-236
21.2	Cost Subsystem Schedule Sequence	I-3-1-238
21.3	Personnel Subsystem Schedule Sequence	I-3-1-241

VOLUME I APCAPS ADP SPECIFICATIONS

PART 3 SYSTEM SUPPORT AND CONTROL

CHAPTER 1 SEQUENCE OF OPERATIONS

SECTION 1 GENERAL

1.1 PURPOSE

a. The sequence of operations required for the APCAP System is such that day of week as well as day of month must be considered for each days processing. The subject of scheduling is such that Jobs and Schedules as used in the operation of APCAPS are inseparable. Description of Jobs and Schedules used in APCAPS are defined in sections of this chapter.

b. The scheduling task is one of arranging the individual program(s) from a system, subsystem point of view to a schedule assemblage for processing at a specific time. To accomplish this, program(s) are assembled into Jobs (which are units of processing) and they, in turn are grouped and/or combined to form Schedule(s). This means that each Job is made up of one or more programs and each Schedule is made up of one or more Jobs in the operation of APCAPS.

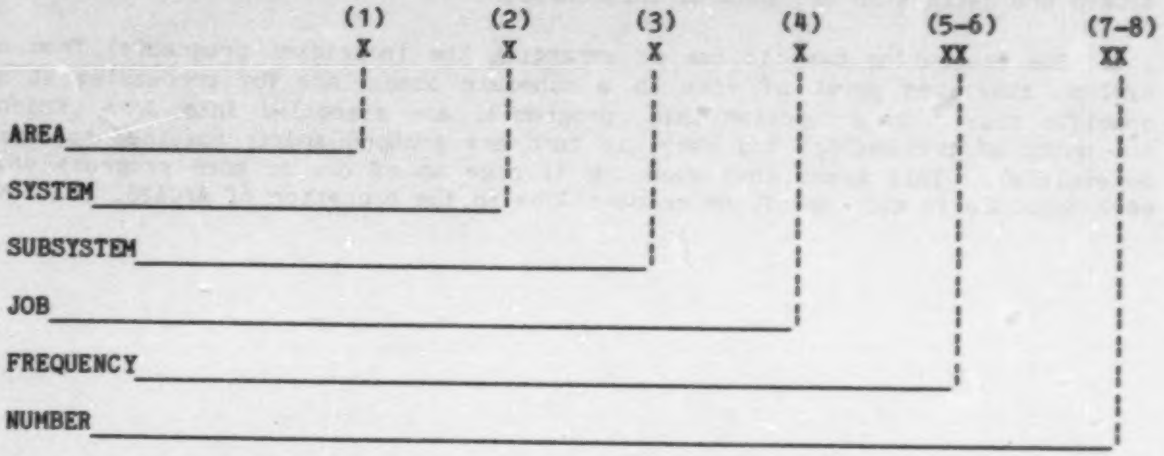
SECTION 2 APCAPS JOB NUMBER

2.1 DEFINITION

Job is a term used to describe and integral group of programs, one or more, which are run to perform a given set of functions. Once started, a specific job must be run to completion. Jobs are logical breaking points in the operation of the APCAP System.

2.2 JOB NUMBER

The Job Number is an eight position alphanumeric code assigned to a specific group of program(s) which will perform a given set of functions in the operation of the APCAP System. The Job Number format is as follows:



(1) AREA - An alpha character. The letter U will be used to indicate UADPS.

(2) SYSTEM - An alpha character. The letter P will be used to indicate APCAPS.

(3) SUBSYSTEM - An alpha character. The letter A designates the Payroll Subsystem; letter C the Cost/Performance Subsystem; and letters E and M the Personnel Management Subsystem.

(4) JOB - An alpha character. The letter J will be used to indicate Job.

(5-6) FREQUENCY - Two alpha characters. This code will be used to indicate the frequency of the job, e.g., weekly, monthly, etc. One of the following codes will be used:

AA - Annually
AR - As Required
BW - Every Other Week
CC - Conversion

MM - Monthly
QQ - Quarterly
SS - EOM (Split Pay Period)
WW - Weekly

(7-8) NUMBER - Two numeric characters. A sequential number 00 through 99 to designate a specific Job.

SECTION 3 JOB - JOB STEPS

3.1 EOM (SPLIT PP)

a. Job - UPCJSS01

Step 1 - UPCC35	End of Month Summarization
Step 2 - UPCC40	Sort EOM Data
Step 3 - UPCC42	Post Corrections and Consolidate
Step 4 - UPCC43	Sort Corrected EOM Data
Step 5 - UPCC45	EOM Consolidation and Format Payroll Cost Certification Listing

3.2 WEEKLY

a. Job - UPAJWW01

Step 1 - UPAA05	Permanent Transaction Sort
Step 2 - UPAA10	Permanent transaction Edit - 1
Step 3 - UPAA13	Permanent Transaction Edit - 2
Step 4 - UPAA60	Data Bank Update
Step 5 - UPAA96	Reset Mass Change
Step 6 - UPEC65	Scan/Post
Step 7 - UPEC70	Sort
Step 8 - UPEC75	Format

b. Job - UPAJWW02

Step 1 - UPAA82	Data Bank Resort
Step 2 - UPAA84	Manpower, Class Update and Data Bank Compatibility
Step 3 - UPAA86	Authority, PAC Description, Remarks Sort
Step 4 - UPAA88	Data Bank Sort
Step 5 - UPAA15	Transaction Register Sort
Step 6 - UPAA20	Pay/Personnel Class, Military and Manpower Transaction Registers

c. Job - UPAJWW04

Step 1 - UPAB21	Normals Compute
Step 2 - UPAB22	Normals Compute
Step 3 - UPAB23	Normals Print
Step 4 - UPAB24	T&A Card Sort
Step 5 - UPAB26	T&A Format

d. Job - UPCJWW01

Step 1 - UPCA49	Labor Effectiveness Summary by Organization
Step 2 - UPCA50	Weekly LPE Functional/Organization Sort

Step 3 - UPCA51	Weekly LPE Functional/Summary by Organization
Step 4 - UPCA52	Weekly Division Functional Work File Sort
Step 5 - UPCA53	Weekly Division Functional Organization Sort
Step 6 - UPCA54	Weekly Division Functional Organization Report
Step 7 - UPCA90	Subsidiary Cost Code Data Sort
Step 8 - UPCA95	Format Subsidiary Cost Code Listing

e. Job - UPCJWW02

Step 1 - UPCA28	Build Manpower Extract and Sort Key Generation
Step 2 - UPCA31	Manpower Extract Sort
Step 3 - UPCB20	Sort Labor Exception Headers
Step 4 - UPCB25	Format Labor Exception Headers
Step 5 - UPCB30	Sort Nonstandard Employees
Step 6 - UPCB35	Format Nonstandard Employees Listing

f. Job - UPCJWW03

Step 1 - UPCB10	Manpower Extract
Step 2 - UPCB15	Format Manpower Position Control Listing

g. Job - UPEJWW01

Step 1 - UPEA15	Pay and Personnel Incumbent Manpower Classification Data Sort
Step 2 - UPEA20	Manpower Transaction Edit and Position Description Identification
Step 3 - UPEA25	Valid Manpower Transactions, Errors and PD Number Actions Sort

h. Job - UPEJWW02

Step 1- UPEA40	PD Results Sort
Step 2 - UPEA45	PDI Reconciliation and Report Record Generation
Step 3 - UPEA50	PDI Report Records Sort
Step 4 - UPEA55	PDI Reports Generation

i. Job - UPEJWW03

Step 1 - UPEC10 Data Bank Update and Nonpay Message
Step 2 - UPEC20 Report Generation
Step 3 - UPEC05 SF 50 Data Sort
Step 4 - UPEC22 Reports Data Sort
Step 5 - UPEC25 Split
Step 6 - UPEC35 Format
Step 7 - UPEC40 Format
Step 8 - UPEC80 Report Data Sort
Step 9 - UPEC85 Report Format

j. Job - UPEJWW04

Step 1 - UPEC45 Split
Step 2 - UPEC32 Cancel/Correct Sort
Step 3 - UPEC24 Employee Personnel Record Sort
Step 4 - UPEC27 Employee Personnel Record Format
Step 5 - UPEC23 Data Bank Extract Sort
Step 6 - UPEC30 Reports Format

k. Job - UPEJWW05

Step 1 - UPEE10 Build Print Records
Step 2 - UPEE27 SF 50 and PCS Break Out
Step 3 - UPEE40 SF 50 Records Sort

l. Job - UPJWW06

Step 1 - UPEF03 History Transaction and BIS Sort
Step 2 - UPEF05 Request YKMs Sort
Step 3 - UPEF15 History Update and Reports Generation
Step 4 - UPEF17 History Replies Sort

Step 5 - UPEF20	Replies Format
Step 6 - UPEF45	BIS Sort
Step 7 - UPEF47	PCS Sort

m. Job - UPEJWW07

Step 1 - UPEF50	SF 50 Format
Step 2 - UPEF45	SF 50 Format and Record Sort
Step 3 - UPEF50	SF 50 Format and Record Sort
Step 4 - UPEF55	Print SFs 50
Step 5 - UPEC47	Pay History and PTDL Sort
Step 6 - UPEC50	Report Generation and History Feed
Step 7 - UPEC55	PTDL Data, Remarks and PADs Sort
Step 8 - UPEC60	Permanent Transaction Data List Format

n. Job - UPEJWW08

Step 1 - UPED70	Incomplete Accessions and Transaction Master Sort
Step 2 - UPED25	Sort Key Assignment
Step 3 - UPED30	Headquarters Data Bank History Input Sort
Step 4 - UPED35	Compatibility and Preparation Program
Step 5 - UPED37	Headquarters Transaction NOA Sort
Step 6 - UPED38	New NOA Headquarters Transactions
Step 7 - UPED40	Incomplete Accessions and Transactions Sort
Step 8 - UPED45	Complete Accessions and Transactions Sort
Step 9 - UPED50	Headquarters Data Bank Master Update
Step 10 - UPED60	Not Transmit Data Sort
Step 11 - UPED52	Sort

Step 12 - UPED54 Select Recent 915 Action

Step 13 - UPED65 Transmit Data Sort

Step 14 - UPED55 Report and Print Program

3.3 BIWEEKLY

a. Job - UPAJBW00

Step 1 - UPAF57 Pay History

Step 2 - UPAF45 Pay History SSN Change Sort

Step 3 - UPAF50 Pay History SSN Change Merge

Step 4 - UPAF42 Sort Data Bank Changes

Step 5 - UPAF43 Data Bank Merge

b. Job - UPAJBW01

Step 1 - UPAA22 Adjusted Transaction Sort

Step 2 - UPAA24 Adjusted Transaction Edit

Step 3 - UPAA26 Adjusted Transaction Report Sort

Step 4 - UPAA28 Adjusted Transaction Report

c. Job - UPAJBW02

Step 1 - UPAA30 Temporary Transaction Sort

Step 2 - UPAA35 Temporary Transaction Edit

Step 3 - UPAA40 Temporary Transaction Report Sort

Step 4 - UPAA45 Temporary Transaction Report

d. Job - UPAJBW03

Step 1 - UPAB05 Leave Edit and Update

Step 2 - UPAB10 T&A Sort

Step 3 - UPAB15 Print T&A Report

e. Job - UPAJBW04

Step 1 - UPAB20 Compute Actual Pay

Step 2 - UPAB25 Detail Count Sort

Step 3 - UPAB36 Payroll Certification

f. Job - UPAJBW05

Step 1 - UPAB40 Prepare MER Extracts

Step 2 - UPAB45 Composite Check Sort

Step 3 - UPAB47 Composite Check Breakout

Step 4 - UPAB53 Salary Check File Sort

Step 5 - UPAB55 Print Payroll Checks

Step 6 - UPAD35 Personal Service Process

Step 7 - UPAD45 Composite and Allotment Process

g. Job - UPAJBW06

Step 1 - UPAD05 Union Dues Sort

Step 2 - UPAD10 Union Dues Process

Step 3 - UPAD15 Compensatory Time Sort

Step 4 - UPAD17 Compensatory Time Summary Process

Step 5 - UPAD18 Compensatory Time Summary Sort

Step 6 - UPAD20 Compensatory Time Process

Step 7 - UPAD25 Health Benefits Sort

Step 8 - UPAD30 Health Benefits Process (Full-Time)

Step 9 - UPAD31 Health Benefits Process (Part-Time)

Step 10 - UPAD32 Health Benefits Listing

h. Job - UPAJBW07

Step 1 - UPAD00 Data Bank Extract Sort

Step 2 - UPAD01 Leave and Earning Process

Step 3 - UPAD70 Directorate/Office Leave Sort

Step 4 - UPAD71 Leave Summary Process

Step 5 - UPAD72 Leave Summary Sort

Step 6 - UPAD73 Directorate/Office Leave Process

i. Job - UPAJBW08

Step 1 - UPAD80 FEOLI Extract Sort

Step 2 - UPAD85 FEOLI Register Process

Step 3 - UPAD90 SES Awards Listing Process

j. Job - UPAJBW09

Step 1 - UPAA65 Adjustment Update to Data Bank

Step 2 - UPAA70 Detail Count Sort

Step 3 - UPAB37 Year-To-Date Summary

k. Job - UPAJBW10

Step 1 - UPAF05 Leave History Prior Adjustments

Step 2 - UPAF10 Leave History Update and SSN Changes

Step 3 - UPAF15 Leave History SSN Sort

Step 4 - UPAF20 Leave History SSN Change Merge

l. Job - UPAJBW11

Step 1 - UPAF30 Leave History Reports

Step 2 - UPAE01 Biweekly ILR Sort

Step 3 - UPAE02 Biweekly Leave Transfer Sort

m. Job - UPAJBW12

Step 1 - UPAG50 Consolidate Changes and Requests

Step 2 - UPAG55 Change Record Sort

Step 3 - UPAG60 Update Retirement Records

Step 4 - UPAG62 Retirement Records Sort

Step 5 - UPAG63 Merge Retirement Records

Step 6 - UPAG65 Print Line Sort

Step 7 - UPAG70 Prepare Biweekly Print Tapes

n. Job - UPAJBW13

Step 1 - UPAA29	"R" Awards Transaction Records

o. Job - UPAJBW15

Step 1 - UPAE05	Quarterly ILR Sort
Step 2 - UPAE15	Individual Leave Records

p. Job - UPAJBW16

Step 1 - UPAE80	Deduction Summary Sort
Step 2 - UPAE85	Biweekly Deduction Summary
Step 3 - UPAE90	City Tax Sort
Step 4 - UPAE95	Occupational Tax Summary

q. Job - UPAJBW17

Step 1 - UPAC05	Bond Sort
Step 2 - UPAC12	DIC Sort
Step 3 - UPAC15	Bond Issuance Schedule
Step 4 - UPAC10	Bond Issue

r. Job - UPAJBW18

Step 1 - UPAE35	Biweekly IPR Sort
Step 2 - UPAB40	Quarterly Individual Earning Report

s. Job - UPAJBW20

Step 1 - UPAB30	Data Bank Sort
Step 2 - UPAB38	Selective MER Print (Complete File)

t. Job - UPAJBW21

Step 1 - UPAB30	Data Bank Sort
Step 2 - UPAB38	Selective MER Print (Adjusted MERs only)

u. Job - UPAJBW24

Step 1 - UPAF03	IC Miscellaneous Transaction Sort

Step 2 - UPAF02 Special Requests - YGZ Transactions Print

Step 3 - UPAF04 Adjustment Expanded Transaction Sort

Step 4 - UPAF34 Permanent Expanded Transaction Sort

Step 5 - UPAF06 Valid YGA Transaction Sort

v. Job - UPAJBW25

Step 1 - UPAH10 Leave Accumulator

Step 2 - UPAH49 Leave Accumulator Sort

Step 3 - UPAH50 PSB RCS 0197-OPM-AN, Part C1 Format

Step 4 - UPAH19 Detail Count Sort

Step 5 - UPAH20 Pay Accumulator

Step 6 - UPAH28 Pay Accumulator Sort

Step 7 - UPAH35 PSB RCS 0197-OPM-AN, Part A1 Format

w. Job - UPAJBW26

Step 1 - UPAB65 Update CAPSTONE Master

Step 2 - UPAB66 Sorted Changed SSN Masters

Step 3 - UPAB67 Merge SSN Masters Back into CAPSTONE Master

Step 4 - UPAB68 Sort Changes

Step 5 - UPAB69 Format CAPSTONE Change Listing

x. Job - UPAJBW28

Step 1 - UPAE32 Master Employee Log and Locator List Process

Step 2 - UPAE25 Sort Log Extract

Step 3 - UPAE30 Format Employee Log and Locator List

y. Job - UPAJBW29

Step 1 - UPAE60 Fiscal Master Update

z. Job - UPCJBW01

Step 1 - UPCC03 Sort Cost Extract

Step 2 - UPCC05 Biweekly Cost to Payroll Reconciliation

Step 3 - UPCC06 Sort Unprocessed Employees

Step 4 - UPCC07 Format Unprocessed Employees Listing

Step 5 - UPCC10 Sort Reconciled Biweekly Data

Step 6 - UPCC15 Biweekly Subsidiary Cost Code Adjustment

Step 7 - UPCC20 Sort Adjusted Biweekly Data

Step 8 - UPCC25 Post Biweekly Manhour and Cost Corrections

Step 9 - UPCC30 Biweekly Consolidation and Format the Payroll Cost Certification Listing

Step 10 - UPCC32 Format RCS DLA(BW)1388(C) Listing

Step 11 - UPCC33 SF 113G History Biweekly Update

aa. Job - UPEJBW01

Step 1 - UPEC10 Data Bank Update and Nonpay Message

Step 2 - UPEC20 Report Generation

Step 3 - UPEC22 Reports Data Sort

Step 4 - UPEC25 Split

Step 5 - UPEC35 Format

Step 6 - UPEC23 Data Bank Extract Sort

Step 7 - UPEC30 Reports Formats

Step 8 - UPEC80 Reports Data Sort

Step 9 - UPEC85 Report Format

bb. Job - UPEJBW02

Step 1 - UPEF65 History Scan

Step 2 - UPEF30 SSAN History Change Record Sort

Step 3 - UPEF32 SSAN History Change Update

Step 4 - UPEF40 Inactive History Update

Step 5 - UPEF55 SSAN History Change Record Sort

Step 6 - UPEF60 Inactive History Update

cc. Job - UPEJBW03

Step 1 - UPEC67 Scan/Post

Step 2 - UPEC70 Sort

Step 3 - UPEC75 Format

3.4 MONTHLY

a. Job - UPAJMM01

Step 1 - UPAD49 Check Issue Merge

Step 2 - UPAD50 Check Issue Sort

Step 3 - UPAD55 Other Check Sort

Step 4 - UPAD60 YGW Validation Process

Step 5 - UPAD65 Check Issue Update

Step 6 - UPAD66 Check Listing Sort

Step 7 - UPAD67 Check Listing Process

Step 8 - UPAD68 Check Register Sort

Step 9 - UPAD69 Check Register Process

b. Job - UPCJMM01

Step 1 - UPCE05 Sort Current Month History Extract

Step 2 - UPCE10 Format Detail Manhour Labor Cost Listing

Step 3 - UPCE15 Format Monthly Payroll Cost Certification

Step 4 - UPCE25 Create Monthly LAPER Data and Workload Feeder Work File

Step 5 - UPCE26 Monthly Supervisory Standard Hours and Work Center Percentage Calculation

Step 6 - UPCE27 Format Monthly LAPER Listings and Create Monthly Work Files

Step 7 - UPCE60 Work Count Identifier and DLA Cost Code Sort

Step 8 - UPCE65 Format Monthly Workload Feeder Listing

c. Job - UPCJMM02

Step 1 - UPCE71 Labor Production Effectiveness Summary by Organization

Step 2 - UPCE72 Monthly LPE Functional Organization Sort

Step 3 - UPCE73 Monthly LPE Functional Organization Report

Step 4 - UPCE74 Monthly Division Functional Sort

Step 5 - UPCE75 Monthly Division Functional Organization Sort

Step 6 - UPCE76 Monthly Division Functional Organization Report

d. Job - UPCJMM03

Step 1 - UPCE40 Manpower Extract Sort

Step 2 - UPCE45 Format RCS DLA(M)1174(C)MIN Part B (Authorized and On Board)

Step 3 - UPCE50 Format RCS DLA(M)1174(C)MIN Part C (Civilian and Military Manhours)

Step 4 - UPCE55 Format SF 113G Reports

Step 5 - UPCE90 Monthly Job Order/Project Order Transaction Sort

Step 6 - UPCE92 Format Monthly JO/PO Cost Listing

Step 7 - UPCE95 Sort/Format Quarterly Overtime Managerial Report

e. Job - UPCJMM04

Step 1 - UPCE81 Workload History File Maintenance and Create DSSIAL and Floating Quarter Data Work Files

Step 2 - UPCE82 Sort Floating Quarter Data

Step 3 - UPCE83 Format Program Data for Local Standard Maintenance Listing

Step 4 - UPCE84 Summary/Organization Work File Sort

Step 5 - UPCE85 Program Data for Dimes

Step 6 - UPCE86 Summary Workload Extract Sort

Step 7 - UPCE87 Create DSSIAL Work Data

Step 8 - UPCE88 Format DSSIAL Listing

Step 9 - UPCE89 Earned Hours Report

f. Job - UPCJMM06

Step 1 - UPCE30 Format RCS DLA(M)48(C)MIN Current Report (Fiscal Year-To-Date Report)

g. Job - UPCJMM01

Step 1 - UTEC03 Interface between APCAPS and AUTODIN (used for transmittal of ACPDB data).

3.5 QUARTERLY

Job - UPAJQQ01

Step 1 - UPAE47	Pay History Sort
Step 2 - UPAE48	Quarterly Pay History Update
Step 3 - UPAE49	Updated Pay History Sort

3.6 ANNUAL

a. Job - UPAJAA01

Step 1 - UPAE07	Annual ILR Sort
Step 2 - UPAE15	Individual Leave Reports

b. Job - UPAJAA02

Step 1 - UPAG10	Data Bank Extract
Step 2 - UPAG25	Geographic Distribution of Federal Payrolls
Step 3 - UPAG30	Annual State/City W-2 Listing
Step 4 - UPAG35	Annual W-2 Listing
Step 5 - UPAG40	SSA Tape Creation
Step 6 - UPAG45	W-2 Forms

c. Job - UPAJAA05

Step 1 - UPAG95	Liability of Accrued Annual Leave Report

d. Job - UPAJAA06

Step 1 - UPAH49	Sort Leave Accumulator
Step 2 - UPAH50	PSB RCS 0197-OPM-AN, C1 Format

e. Job - UPAJAA07

Step 1 - UPAH28	Pay Accumulator Sort
Step 2 - UPAH30	Fiscal Year Pay/Split Accumulator
Step 3 - UPAH35	PSB RCS 0197-OPM-AN, Part A1 Format

f. Job - UPAJAA08

Step 1 - UPAH40	PSB RCS 0197-OPM-AN, Part B1 Format

g. Job - UPAJAA09

Step 1 - UPAE61	Fiscal Updata Cost Data
Step 2 - UPAE62	Fiscal Year-To-Date Master Sort

Step 3 - UPAE65 Fiscal Year-To-Date Process

h. Job - UPEJAA01

Step 1 - UPEF35 Annual History Purge

Step 2 - UPEF22 Inactive Purged History Sort

Step 3 - UPEF25 Inactive History Format

3.7 AS REQUIRED

a. Job - UPMJAR00

Step 1 - UPCA00 Entry/Exit Interface

b. Job - UPMJAR01

Step 1 - UPCA01 APCAPS Input Process

Step 2 - UPCA03 History Cancel/Correct Sort

Step 3 - UPCA04 History Cancel/Correct Validation

c. Job - UPAJAR01

Step 1 - UPAA02 Payroll Split Out

d. Job - UPAJAR02

Step 1 - UPEA01 Position Title Sort Code Sort

Step 2 - UPEA03 Position Title Sort Code Validation

e. Job - UPAJAR03

Step 1 - UPAE10 Bond Extract

Step 2 - UPAE45 Bond Extract Sort

Step 3 - UPAE50 Bond Participation Report

f. Job - UPAJAR04

Step 1 - UPAA90 Table Transaction Sort

Step 2 - UPAA92 Table Transaction Validation

Step 3 - UPAA95 Master Tables Update

g. Job - UPAJAR05

Step 1 - UPAA98 Master Tables Print

h. Job - UPAJAR07

Step 1 - UPAE20 Quarterly Recap of CSR

i. Job - UPAJAR08

Step 1 - UPAA02 Payroll Split Out

Step 2 - UPAB30	Data Bank Sort
Step 3 - UPAB31	Sort of YGZ Request Cards
Step 4 - UPAB38	Selective MER Print
j. Job - UPAJAR09	
Step 1 - UPAA72	Extract ZIP Codes
Step 2 - UPAA74	Sort ZIP Codes
Step 3 - UPAA76	Format Employees ZIP Codes
k. Job - UPAJAR10	
Step 1 - UPAA99	Data Bank Audit
Step 2 - UPAB38	MER Print
l. Job - UPAJAR11	
Step 1 - UPAF03	IC Miscellaneous Transactions Sort
Step 2 - UPAF30	Leave History Reports
Step 3 - UPAE01	Biweekly ILR Sort
Step 4 - UPAE15	Quarterly Individual Leave Reports
m. Job - UPAJAR12	
Step 1 - UPAJAR12	
Step 1 - UPAF57	Pay History
Step 2 - UPAF35	Biweekly IPR Sort
Step 3 - UPAF40	Quarterly Individual Earnings Report
n. Job - UPAJAR13	
Step 1 - UPAG50	Consolidate Changes and Request
Step 2 - UPAG55	Change Record Sort
Step 3 - UPAG60	Update Retirement File
Step 4 - UPAG65	Print Records Sort
Step 5 - UPAG70	Prepare Biweekly Print Tapes

o. Job - UPAJAR14
  - Step 1 - Dispose

p. Job - UPAJAR15
  - Step 1 - UPAG10 Data Bank Extract
  - Step 2 - UPAG30 State/City W-2 Proof Listing
  - Step 3 - UPAG35 W-2 Proof Listing

q. Job - UPCJAR01
  - Step 1 - UPCA05 MAR and Cost Validation
  - Step 2 - UPCA10 Transaction Key Sort
  - Step 3 - UPCA12 MAR Update and Compatibility
  - Step 4 - UPCA85 Format Master Account Record Listing

r. Job - UPCJAR02
  - Step 1 - UPCA15 JO/PO Master Update Pay/Pers/Cost Screen
  - Step 2 - UPCA17 Composite MAR Data Sort
  - Step 3 - UPCA18 Format MAR Reports/W/L Cards
  - Step 4 - UPCA52 PAC Sort
  - Step 5 - UPAA54 PAC Validation
  - Step 6 - UPAA54 Remarks Code Sort
  - Step 7 - UPAA56 Remarks Code Validation

s. Job - UPCJAR03
  - Step 1 - UPCA20 Cost Data Sort
  - Step 2 - UPCA25 Job Order/Project Order Numbers Validation
  - Step 3 - UPCA30 Sort Valid Cost Data
  - Step 4 - UPCA33 Non-LER Detail History
  - Step 5 - UPCA35 Detail History File Maintenance
  - Step 6 - UPCA80 Sort/Format Cost T/R, Missing LER, Labor Exception Cards

t. Job - UPCJAR04

Step 1 - UPCA40	Daily and Weekly Data Sort
Step 2 - UPCA41	LAPER History File Maintenance
Step 3 - UPCA42	Inquiries/Transfer LAPERS Data
Step 4 - UPCA45	LAPER History File Maintenance and Create Daily/Weekly LAPER Data
Step 5 - UPCA46	Daily/Weekly Supervisory Standard Hours and Work Center Summary/Organization Work File
Step 6 - UPCA47	Format Daily/Weekly LAPER Listings and Create the Weekly Summary/Organization Work File

u. Job - UPCJAR05

Step 1 - UPCA55	Job Order/Project Order Master File Maintenance
Step 2 - UPCA70	Job Order/Project Order Master Sort
Step 3 - UPCA60	Daily or Weekly Job Order/Project Order Report Transaction Sort
Step 4 - UPCA65	Format Daily or Weekly JO/PO Cost Listing

v. Job - UPCJAR07

Step 1 - UPCC02	Sort Split-Biweekly Monthly Data
Step 2 - UPCC04	Biweekly/End-of-Month and Monthly Breakout
Step 3 - UPCC81	As Required LAPER History Master Sort
Step 4 - UPCC82	DSSIAL Base Period Master File Maintenance
Step 5 - UPCC83	Extract Proposed Base Data
Step 6 - UPCC84	Extracted Proposed Base Data Sort
Step 7 - UPCC85	Format Proposed Base Profiles Listing

w. Job - UPCJAR08

Step 1 - UPCC50	Summary History Adjustment
Step 2 - UPCC51	SF 113G History Adjustment

Step 3 - UPCC52	Non-Labor Cost History Maintenance
Step 4 - UPCC55	Sort Summary Changed History
Step 5 - UPCC60	Summary History Consolidation
Step 6 - UPCC62	Biweekly Sort/Update Workload History-Actual Hours
Step 7 - UPCC70	Sort/Format Inquiry Listing

x. Job - UPCJAR09

Step 1 - UPCD05	Monthly Summary History Sort
Step 2 - UPCD07	Non-Labor Cost History Sort
Step 3 - UPCD10	Format RCS DLA(M)48(C)MIN Redo Report (Fiscal Year-To-Date Report)
Step 4 - UPCD15	Format RCS DLA(M)1174(C)MIN Part C Redo Report

y. Job - UPCJAR10

Step 1 - UPCA82	Format DSSIAL Base Period Listing
Step 2 - UPCA83	Format Non-Labor History Master File Listing
Step 3 - UPCA84	Format Workload History Master File Listing
Step 4 - UPCA86	Format DLA Cost Code File Listing
Step 5 - UPCA88	Format SF 113G History Listing
Step 6 - UPCA89	Format JO/PO History File Listing
Step 7 - UPCD95	Format YHH and YHR Transactions from History

z. Job - UPCJAR11

Step 1 - UPCA81	Format Organization Code and Title Listing
Step 2 - UPCA85	Format Master Account Record Listing
Step 3 - UPCA87	Format JO/PO Number Master Listing

aa. Job - UPEJAR01

Step 1 - UPEA05	File Maintenance Sort

Step 2 - UPEA10 PDI Master File Maintenance

bb. Job - UPEJAR02

Step 1 - UPEC10 Data Bank Update and Nonpay Message

Step 2 - UPEC20 Report Generation

Step 3 - UPEC23 Data Bank Extract Sort

Step 4 - UPEC30 Reports Format

cc. Job - UPJAR03

Step 1 - UPEC10 Data Bank Update and Nonpay Message

Step 2 - UPEC20 Report Generation

Step 3 - UPEC22 Sort

Step 4 - UPEC25 Split

Step 5 - UPEC40 Format

dd. Job - UPEJAR04

Step 1 - UPEF15 History Update and Reports Generation

Step 2 - UPEF17 Sort

Step 3 - UPEF20 Format

ee. Job - UPEJAR05

Step 1 - UPEC10 Data Bank Update and Nonpay Message

Step 2 - UPEC45 Split

Step 3 - UPEC24 Employee Personnel Record Sort

Step 4 - UPEC27 Format

ff. Job - UPEJAR06

Step 1 - UPEG30 Scan Select and Edit

Step 2 - UPEG31 Extract Sort

Step 3 - UPEG32 Compute and Report Format gg. Job - UPEJAR07

- Step 1 - UPEG45 Sort and Format

hh. Job - UPEJAR08

- Step 1 - UPEC10 Data Bank Update and Nonpay Message
- Step 2 - UPEC20 Report Generation
- Step 3 - UPEC22 Report Data Sort
- Step 4 - UPEC25 Split

ii. Job - UPEJAR09

- Step 1 - UPEG70 Process Control
- Step 2 - UPEG75 Selected Data Sort and Print

jj. Job - UPEJAR10

- Step 1 - UPEC10 Data Bank Update and Nonpay Message
- Step 2 - UPEC20 Report Generation
- Step 3 - UPEC22 Report Data Sort
- Step 4 - UPEC25 Split

kk. Job - UPEJAR11

- Step 1 - UPEC10 Data Bank Update and Nonpay Message
- Step 2 - UPEC80 Report Data Sort
- Step 3 - UPEC85 Report Format

ll. Job - UPEJAR12

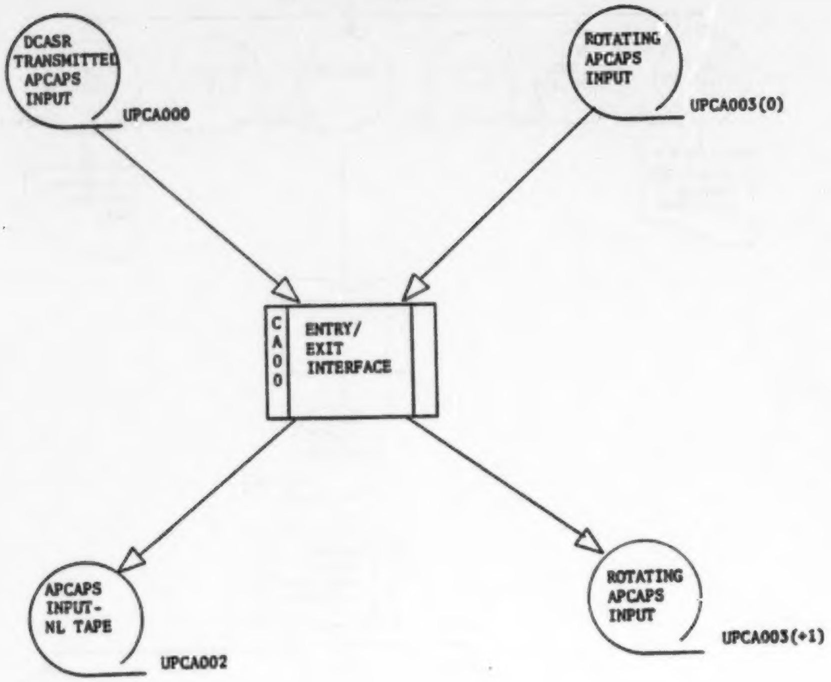
- Step 1 - UPED50 HQ Master Update
- Step 2 - UPED60 Sort
- Step 3 - UPED52 Sort
- Step 4 - UPED54 Select Recent 915 Action
- Step 5 - UPED65 Sort
- Step 6 - UPED55 Reports Print Program

mm. Job - UPEJAR99

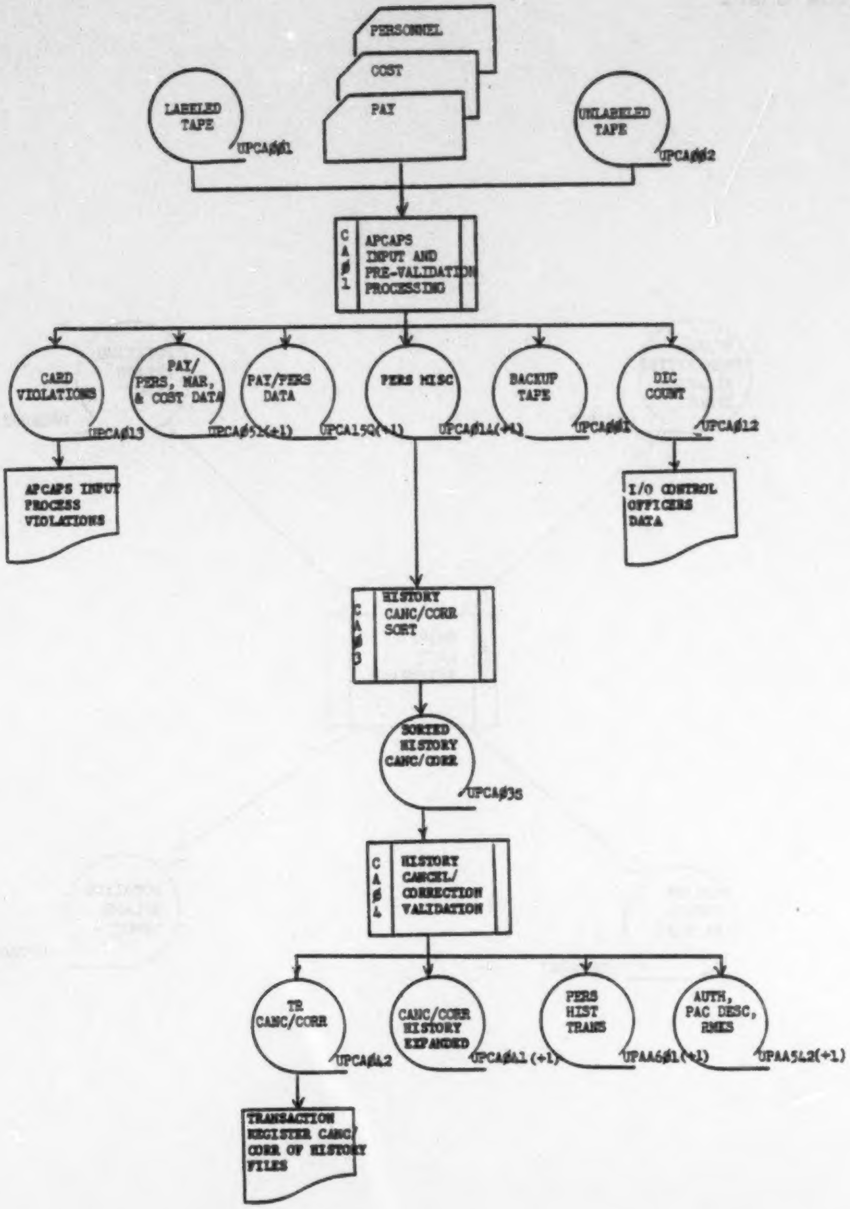
Step 1 - UPEM10	Reorganization Request Sort, Validation and YHD Generator
Step 2 - UPEM20	Reorganization Personnel and Comptroller Transaction Generator
Step 3 - UPEM30	Reorganization Report Generator

SECTION 4 APCAPS INPUT JOB FLOW CHART

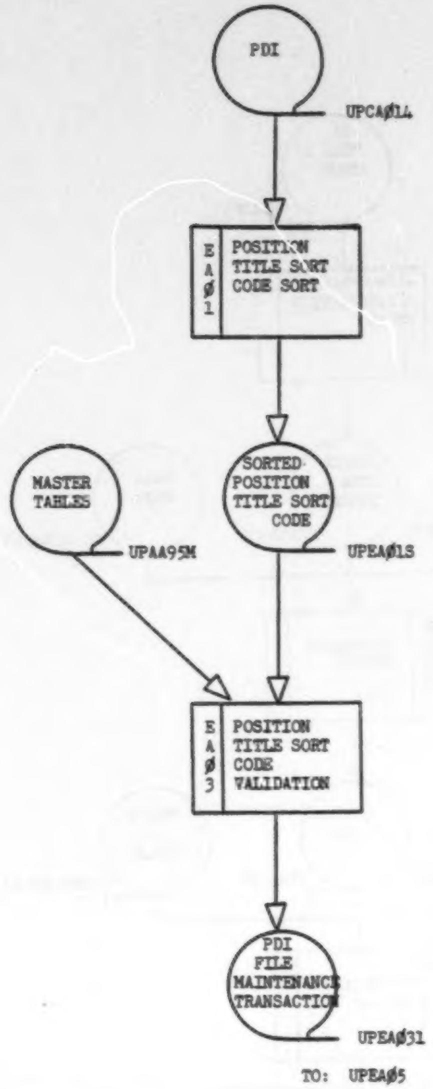
4.1 UPMJAR00
Job Flow Chart


DCASR TRANSMITTED APCAPS INPUT
UPCA000
ROTATING APCAPS INPUT
UPCA003(0)
CA00
ENTRY/ EXIT INTERFACE
APCAPS INPUT-NL TAPE
UPCA002
ROTATING APCAPS INPUT
UPCA003(+1)

4.2 UPMJAR01
Job Flow Chart


PERSONNEL
COST
PAY
LABELED TAPE
UPCA001
UNLABELED TAPE
UPCA002
C A 0 1
APCAPS INPUT AND PRE-VALIDATION PROCESSING
CARD VIOLATIONS
UPCA013
PAY/ PERS, MAR, & COST DATA
UPCA052(+1)
PAY/PERS DATA
UPCA150(+1)
PERS MISC
UPCA014(+1)
BACKUP TAPE
UPCA001
DIC COUNT
UPCA012
APCAPS INPUT PROCESS VIOLATIONS
I/O CONTROL OFFICERS DATA
C A 0 3
HISTORY CANC/CORR SORT
SORTED HISTORY CANC/CORR
UPCA035
C A 0 4
HISTORY CANCEL/ CORRECTION VALIDATION
TR CANC/CORR
UPCA042
CANC/CORR HISTORY EXPANDED
UPCA041 (+1)
PERS HIST TRANS
UPAA601(+1)
AUTH, PAC DESC, RMES
UPAA542(+1)
TRANSACTION REGISTER CANC/ CORR OF HISTORY FILES

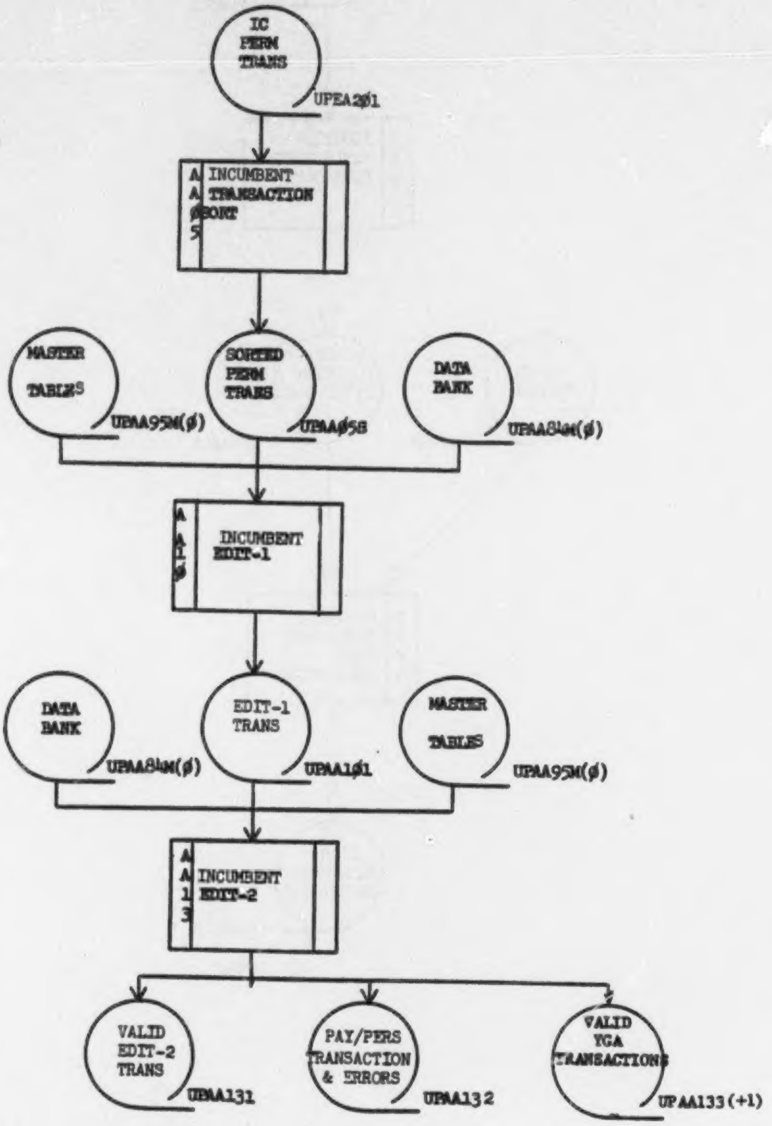
4.3 UPMJAR02
Job Flow Chart


PDI
UPCA014
E
A
0
1
POSITION
TITLE SORT
CODE SORT
MASTER
TABLES
UPAA95M
SORTED
POSITION
TITLE SORT
CODE
UPEA01S
E
A
0
3
POSITION
TITLE SORT
CODE
VALIDATION
PDI
FILE
MAINTENANCE
TRANSACTION
UPEA031
TO: UPEA05

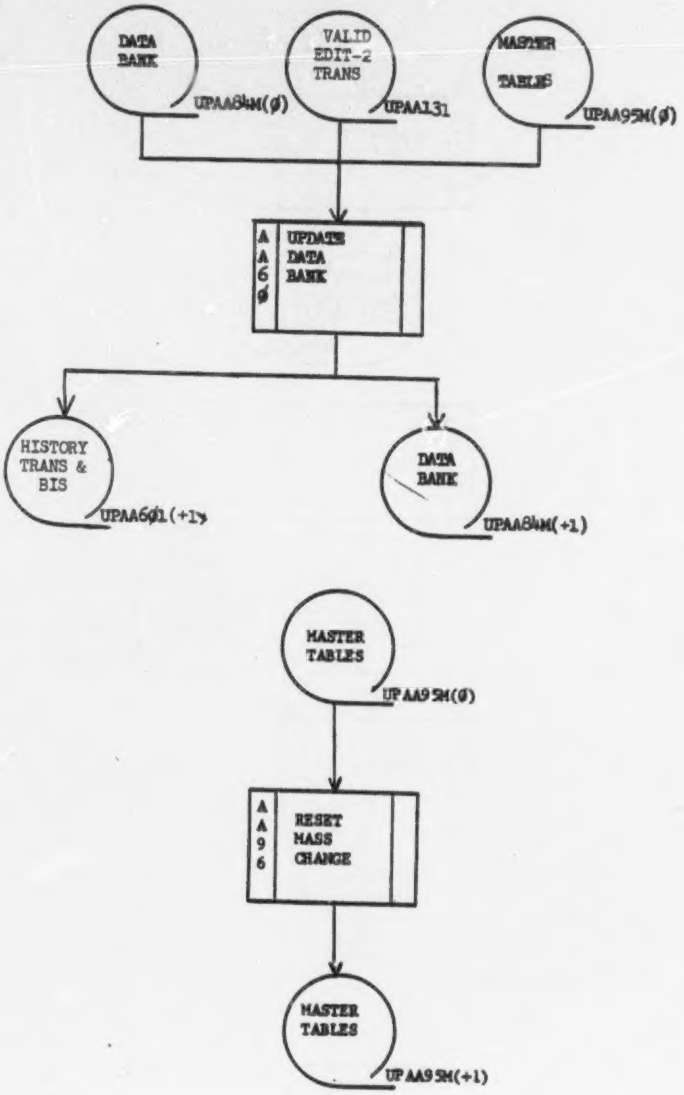
SECTION 5 PAYROLL WEEKLY JOB FLOW CHART

5.1 UPAJWW01

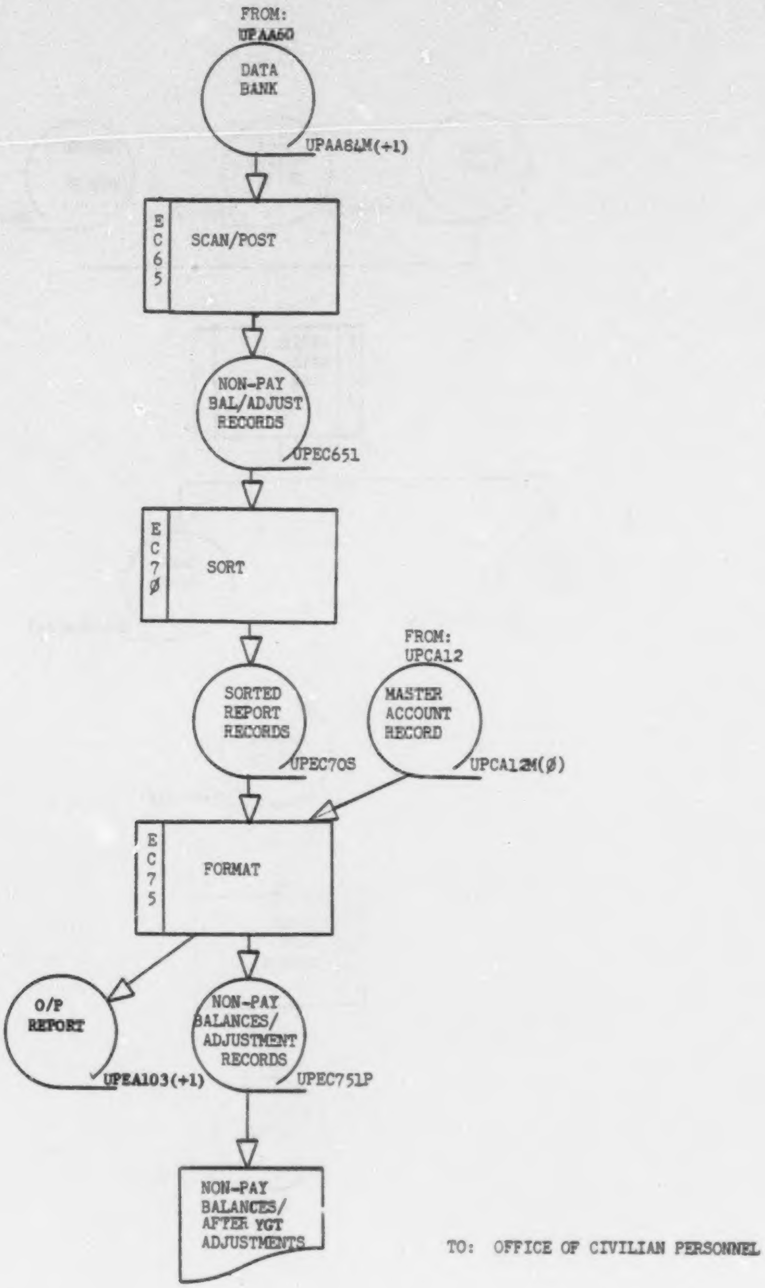
Job Flow Chart Page 1


IC PERM TRANS
UPEA201
AA05
INCUMBENT TRANSACTION SORT
MASTER TABLES
UPAA95M(0)
SORTED PERM TRANS
UPAA058
DATA BANK
UPAA84M(0)
AA10
INCUMBENT EDIT-1
DATA BANK
UPAA84M(0)
EDIT-1 TRANS
UPAA101
MASTER TABLES
UPAA95M(0)
AA13
INCUMBENT EDIT-2
VALID EDIT-2 TRANS
UPAA131
PAY/PERS TRANSACTION & ERRORS
UPAA132
VALID YGA TRANSACTIONS
UPAA133(+1)

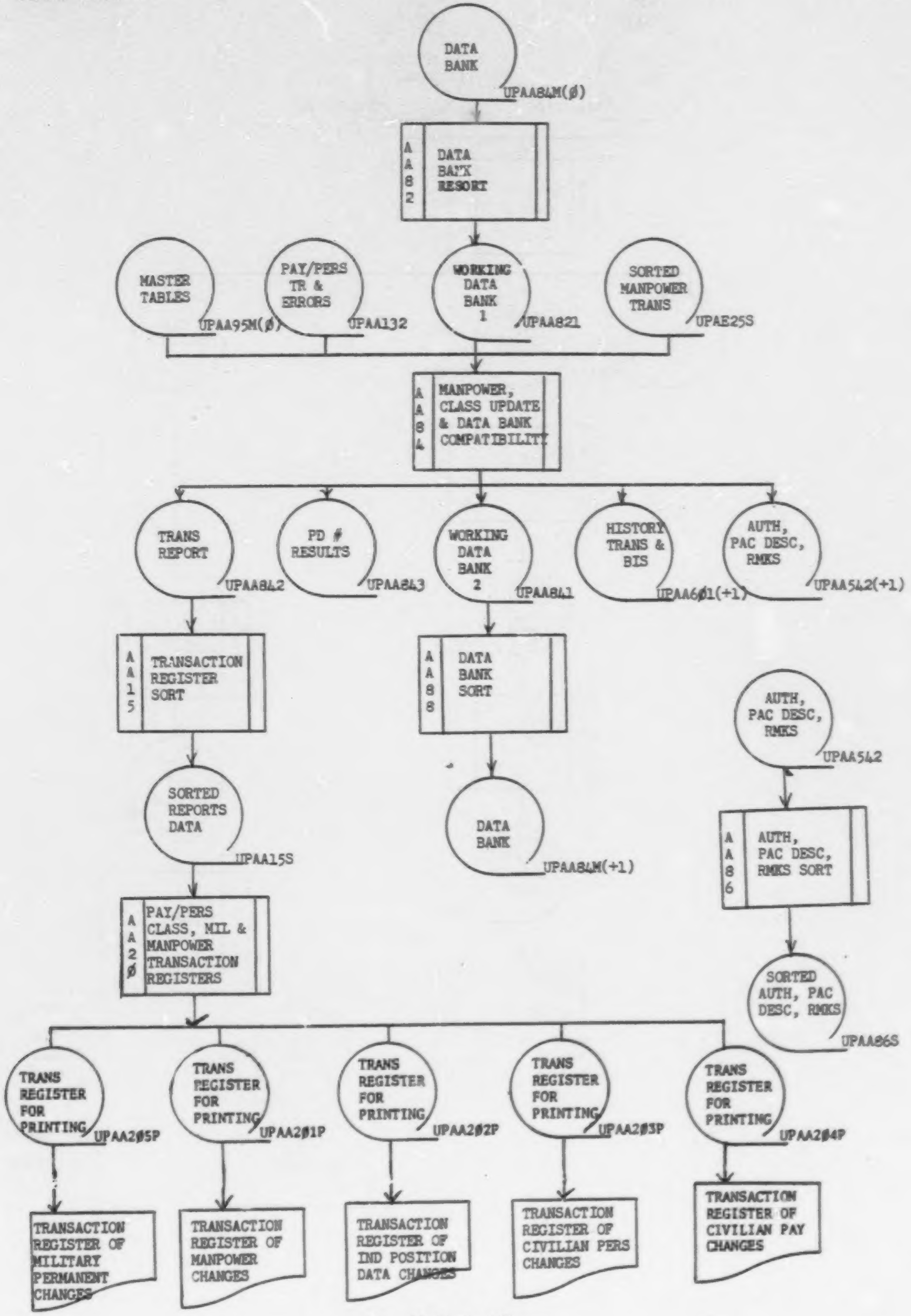
5.1 UPAJWW01
Job Flow Chart Page 2


DATA BANK
UPAA84M(0)
VALID EDIT-2 TRANS
UPAA131
MASTER TABLES
UPAA95M(0)
AA60
UPDATE DATA BANK
HISTORY TRANS & BIS
UPAA601(+1)
DATA BANK
UPAA84M(+1)
MASTER TABLES
UPAA95M(0)
AA96
RESET MASS CHANGE
MASTER TABLES
UPAA95M(+1)

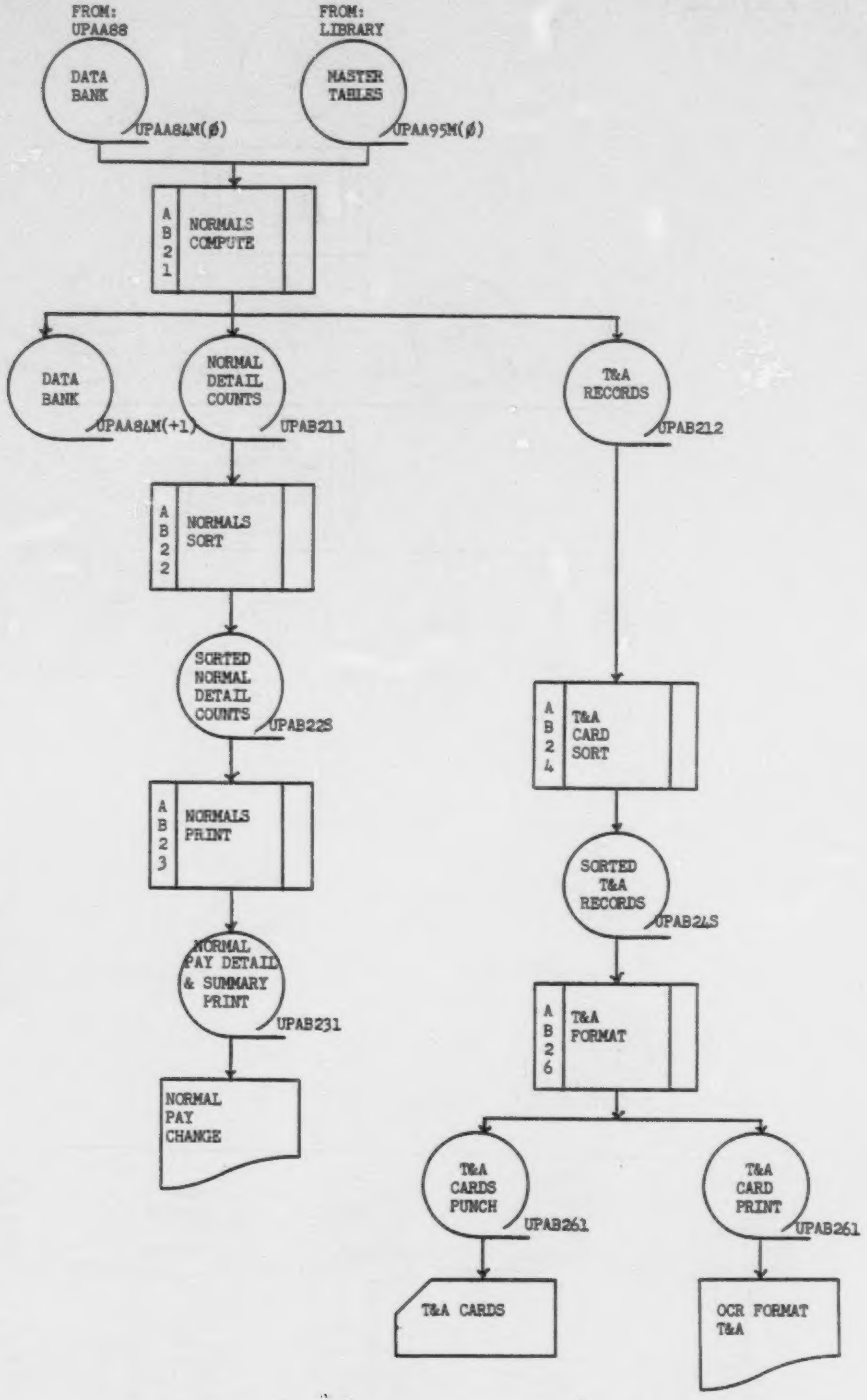
5.1 UPAJWW01
Job Flow Chart Page 3


FROM:
UPAA50
DATA BANK
UPAA81M(+1)
EC65
SCAN/POST
NON-PAY BAL/ADJUST RECORDS
UPEC651
EC70
SORT
SORTED REPORT RECORDS
UPEC70S
FROM:
UPCA12
MASTER ACCOUNT RECORD
UPCA12M(0)
EC75
FORMAT
O/P REPORT
UPEA103(+1)
NON-PAY BALANCES/ ADJUSTMENT RECORDS
UPEC751P
NON-PAY BALANCES/ AFTER YGT ADJUSTMENTS
TO: OFFICE OF CIVILIAN PERSONNEL

5.2 UPAJWW02
Job Flow Chart

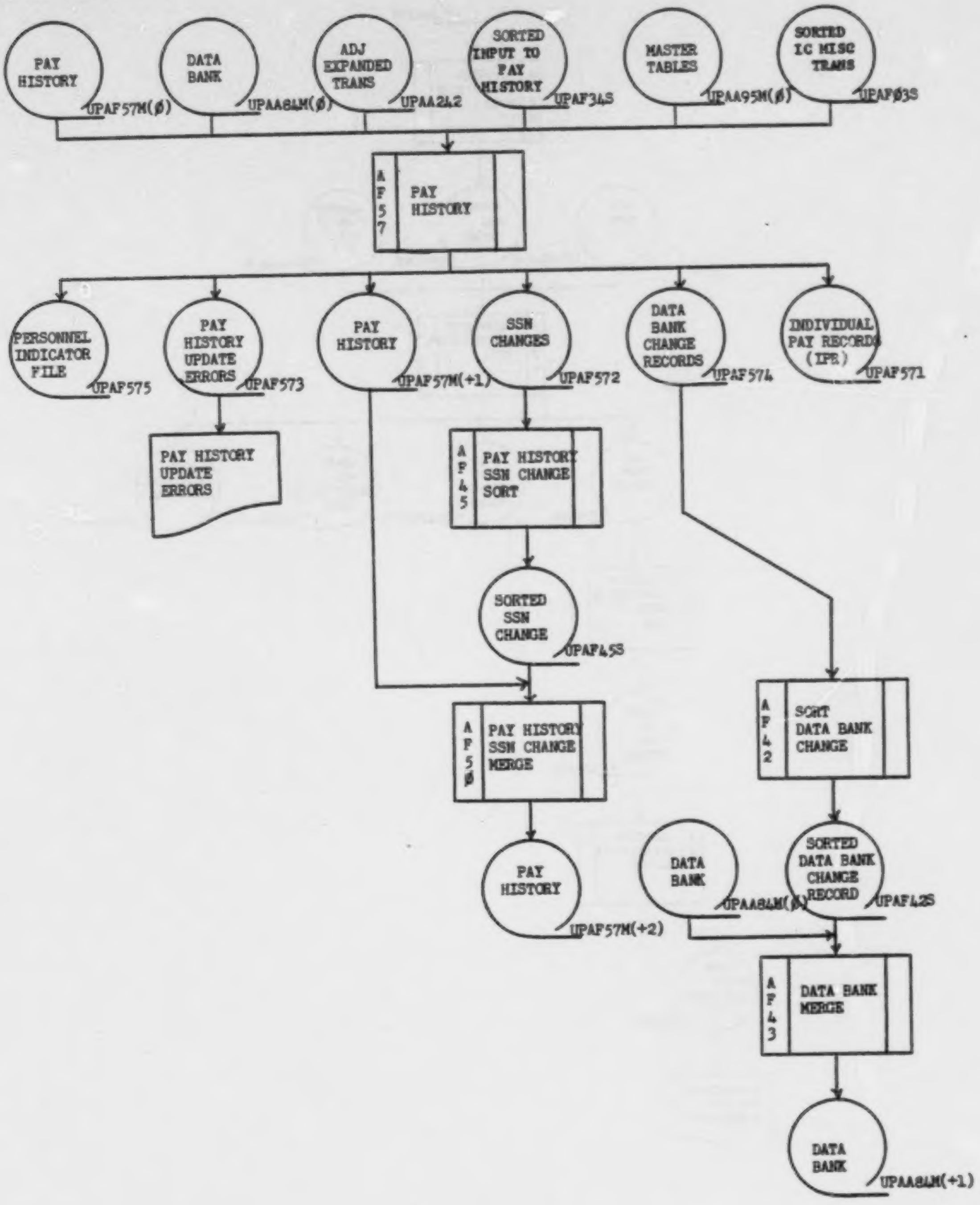

DATA BANK
UPAA84M(0)
AA82
DATA BANK RESORT
MASTER TABLES
UPAA95M(0)
PAY/PERS TR & ERRORS
UPAA132
WORKING DATA BANK 1
UPAA821
SORTED MANPOWER TRANS
UPAE25S
AA84
MANPOWER, CLASS UPDATE & DATA BANK COMPATIBILITY
TRANS REPORT
UPAA842
PD # RESULTS
UPAA843
WORKING DATA BANK 2
UPAA841
HISTORY TRANS & BIS
UPAA601(+1)
AUTH, PAC DESC, RMKS
UPAA542(+1)
AA15
TRANSACTION REGISTER SORT
AA88
DATA BANK SORT
AUTH, PAC DESC, RMKS
UPAA542
SORTED REPORTS DATA
UPAA15S
DATA BANK
UPAA84M(+1)
AA86
AUTH, PAC DESC, RMKS SORT
AA20
PAY/PERS CLASS, MIL & MANPOWER TRANSACTION REGISTERS
SORTED AUTH, PAC DESC, RMKS
UPAA86S
TRANS REGISTER FOR PRINTING
UPAA205P
TRANS REGISTER FOR PRINTING
UPAA201P
TRANS REGISTER FOR PRINTING
UPAA202P
TRANS REGISTER FOR PRINTING
UPAA203P
TRANS REGISTER FOR PRINTING
UPAA204P
TRANSACTION REGISTER OF MILITARY PERMANENT CHANGES
TRANSACTION REGISTER OF MANPOWER CHANGES
TRANSACTION REGISTER OF IND POSITION DATA CHANGES
TRANSACTION REGISTER OF CIVILIAN PERS CHANGES
TRANSACTION REGISTER OF CIVILIAN PAY CHANGES

5.3 UPAJWW04
Job Flow Chart

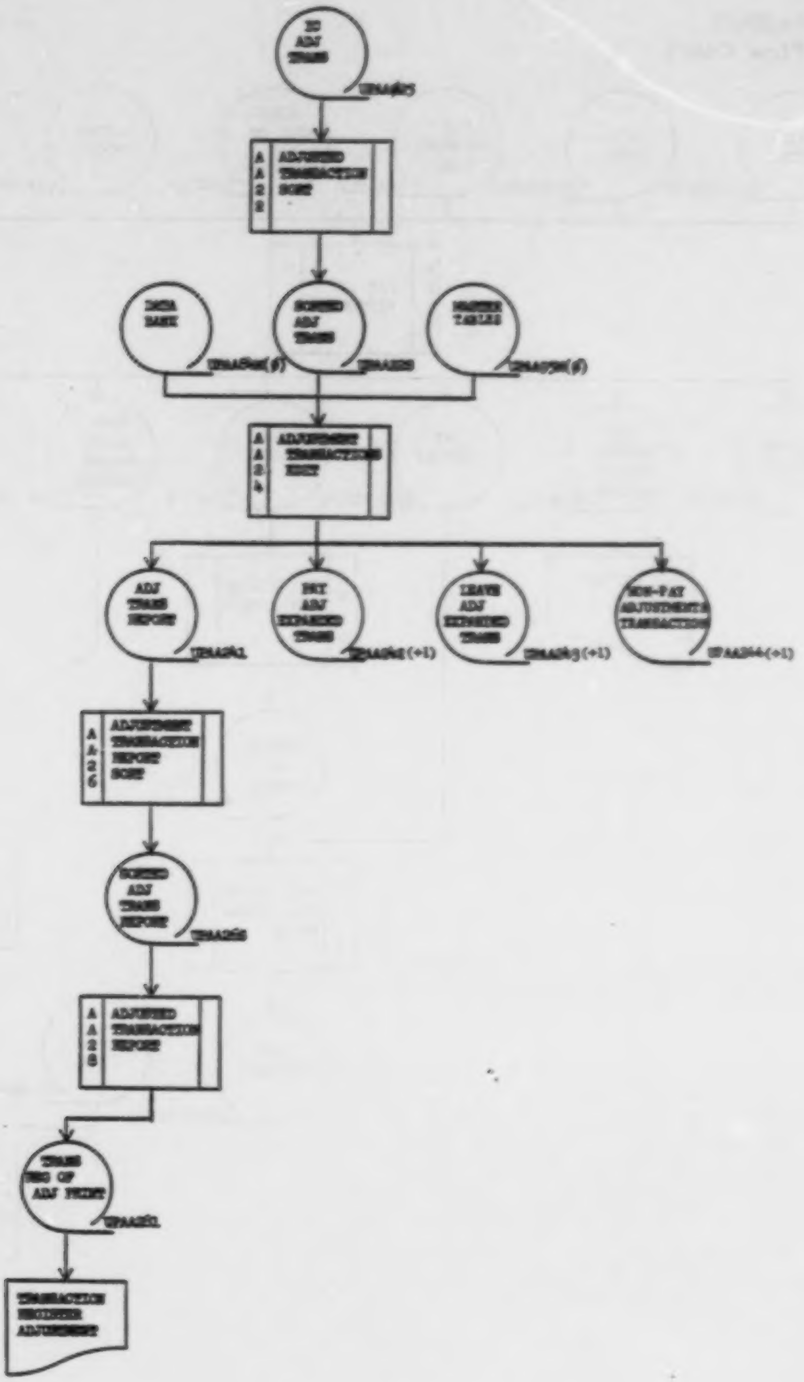

FROM:
UPAA88
FROM:
LIBRARY
DATA BANK
UPAA84M(0)
MASTER TABLES
UPAA95M(0)
AB21
NORMALS COMPUTE
DATA BANK
UPAA84M(+1)
NORMAL DETAIL COUNTS
UPAB211
T&A RECORDS
UPAB212
AB22
NORMALS SORT
SORTED NORMAL DETAIL COUNTS
UPAB22S
AB23
NORMALS PRINT
NORMAL PAY DETAIL & SUMMARY PRINT
UPAB231
NORMAL PAY CHANGE
AB24
T&A CARD SORT
SORTED T&A RECORDS
UPAB24S
AB26
T&A FORMAT
T&A CARDS PUNCH
UPAB261
T&A CARD PRINT
UPAB261
T&A CARDS
OCR FORMAT T&A

SECTION 6 PAYROLL BIWEEKLY JOB FLOW CHART

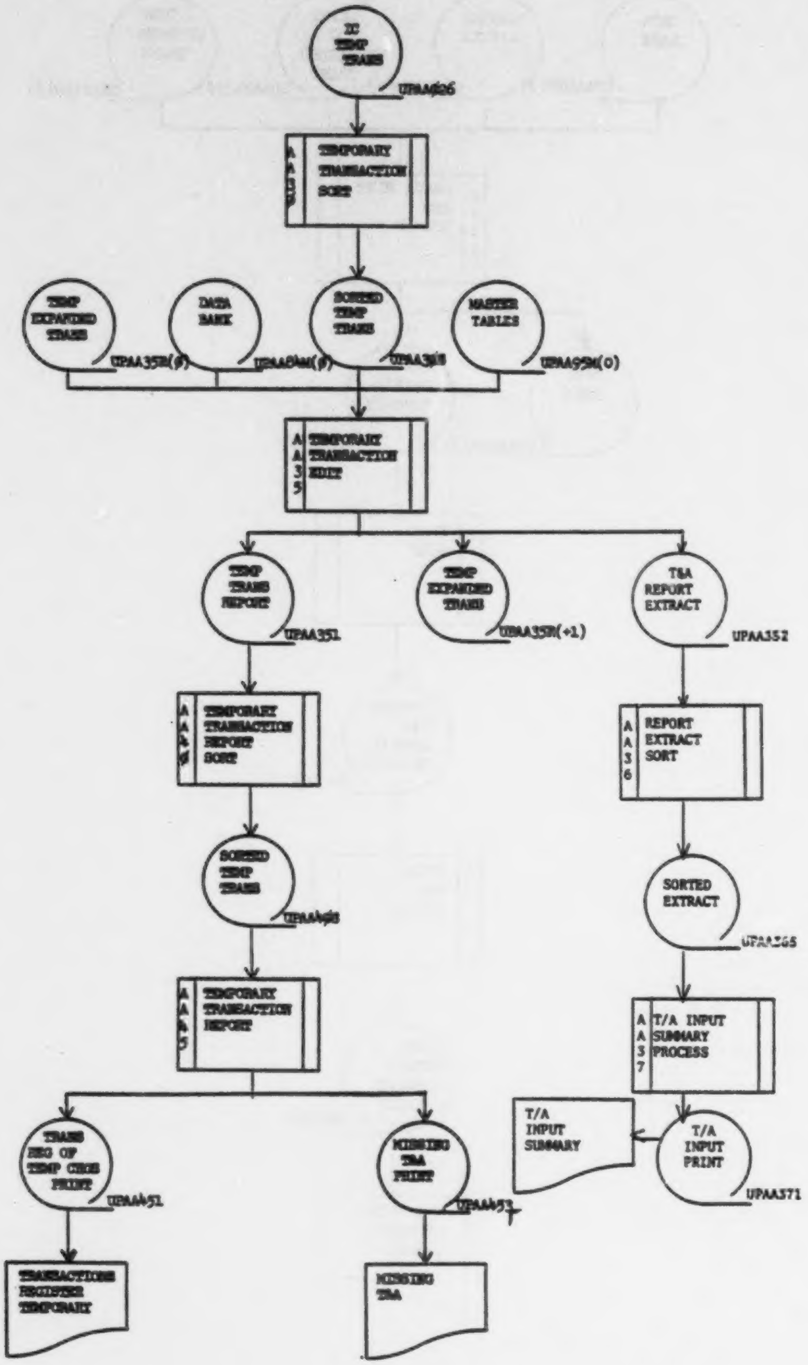
6.1 UPAJBW00
Job Flow Chart


PAY HISTORY
UPAF57M(0)
DATA BANK
UPAA84M(0)
ADJ EXPANDED TRANS
UPAA242
SORTED INPUT TO PAY HISTORY
UPAF34S
MASTER TABLES
UPAA95M(0)
SORTED IC MISC TRANS
UPAF03S
AF57
PAY HISTORY
PERSONNEL INDICATOR FILE
UPAF575
PAY HISTORY UPDATE ERRORS
UPAF573
PAY HISTORY
UPAF57M(+1)
SSN CHANGES
UPAF572
DATA BANK CHANGE RECORDS
UPAF574
INDIVIDUAL PAY RECORDS (IPR)
UPAF571
PAY HISTORY UPDATE ERRORS
AF45
PAY HISTORY SSN CHANGE SORT
SORTED SSN CHANGE
UPAF45S
AF50
PAY HISTORY SSN CHANGE MERGE
PAY HISTORY
UPAF57M(+2)
AF42
SORT DATA BANK CHANGE
DATA BANK
UPAA84M(0)
SORTED DATA BANK CHANGE RECORD
UPAF42S
AF43
DATA BANK MERGE
DATA BANK
UPAA84M(+1)

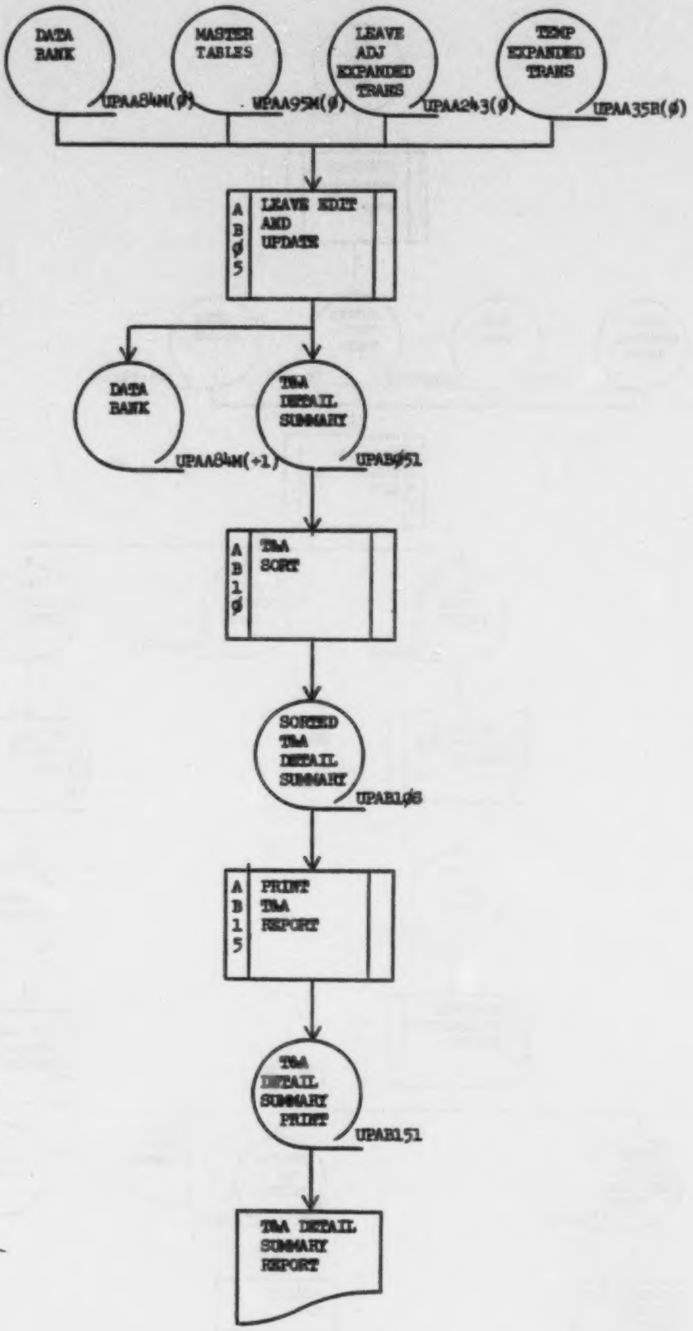
6.2 UPAJBW01
Job Flow Chart


IN ADJ TRANS
AA22
ADJUSTED TRANSACTION SORT
DATA BANK
SORTED ADJ TRANS
MASTER TABLES
AA24
ADJUSTMENT TRANSACTIONS EDIT
ADJ TRANS REPORT
PAY ADJ EXPANDED TRANS
(+1)
LEAVE ADJ EXPANDED TRANS
(+1)
NON-PAY ADJUSTMENTS TRANSACTION
(+1)
AA26
ADJUSTMENT TRANSACTION REPORT SORT
SORTED ADJ TRANS REPORT
AA28
ADJUSTED TRANSACTION REPORT
TRANS REG OF ADJ PRINT
TRANSACTION REGISTER ADJUSTMENT

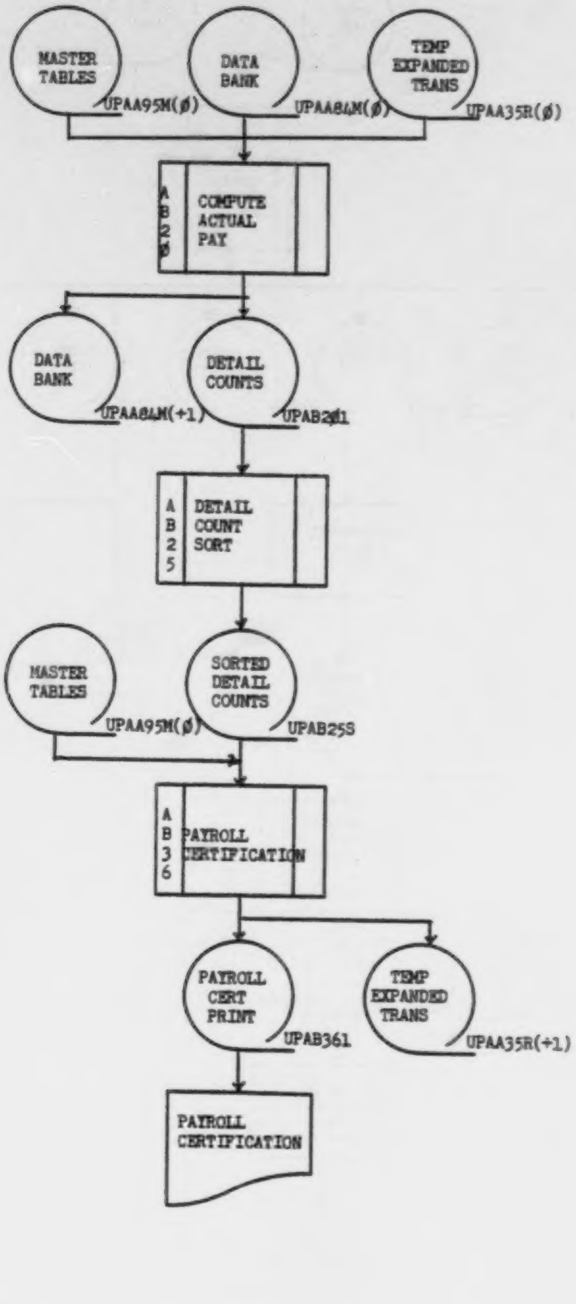
6.3 UPAJBW02
Job Flow Chart


IC TEMP TRANS
UPAA026
A A 3
TEMPORARY TRANSACTION SORT
TEMP EXPANDED TRANS
UPAA35R(0)
DATA BANK
UPAA84M(0)
SORTED TEMP TRANS
UPAA305
MASTER TABLES
UPAA95M(0)
A A 3 5
TEMPORARY TRANSACTION EDIT
TEMP TRANS REPORT
UPAA351
TEMP EXPANDED TRANS
UPAA35R(+1)
T&A REPORT EXTRACT
UPAA352
A A 4 0
TEMPORARY TRANSACTION REPORT SORT
A A 3 6
REPORT EXTRACT SORT
SORTED TEMP TRANS
UPAA408
SORTED EXTRACT
UPAA365
A A 4 5
TEMPORARY TRANSACTION REPORT
A A 3 7
T/A INPUT SUMMARY PROCESS
TRANS REG OF TEMP CHGS PRINT
UPAA451
MISSING T&A PRINT
UPAA453
T/A INPUT SUMMARY
T/A INPUT PRINT
UPAA371
TRANSACTIONS REGISTER TEMPORARY
MISSING T&A

6.4 UPAJBW03
Job Flow Chart

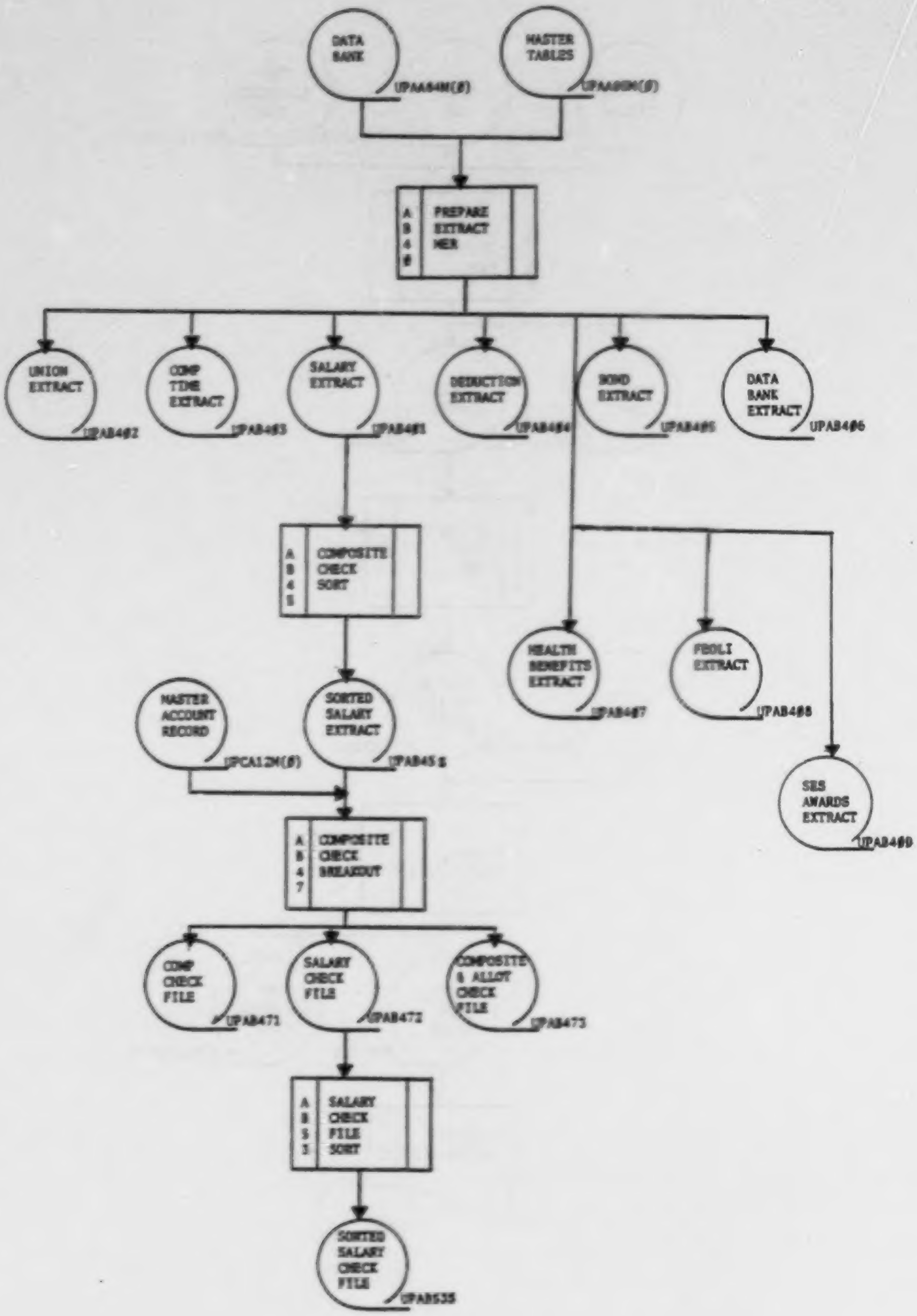

DATA BANK
UPAA84M(0)
MASTER TABLES
UPAA95M(0)
LEAVE ADJ EXPANDED TRANS
UPAA243(0)
TEMP EXPANDED TRANS
UPAA35B(0)
AB05
LEAVE EDIT AND UPDATE
DATA BANK
UPAA84M(+1)
T&A DETAIL SUMMARY
UPAB051
AB10
T&A SORT
SORTED T&A DETAIL SUMMARY
UPAB108
AB15
PRINT T&A REPORT
T&A DETAIL SUMMARY PRINT
UPAB151
T&A DETAIL SUMMARY REPORT

6.5 UPAJBW04
Job Flow Chart

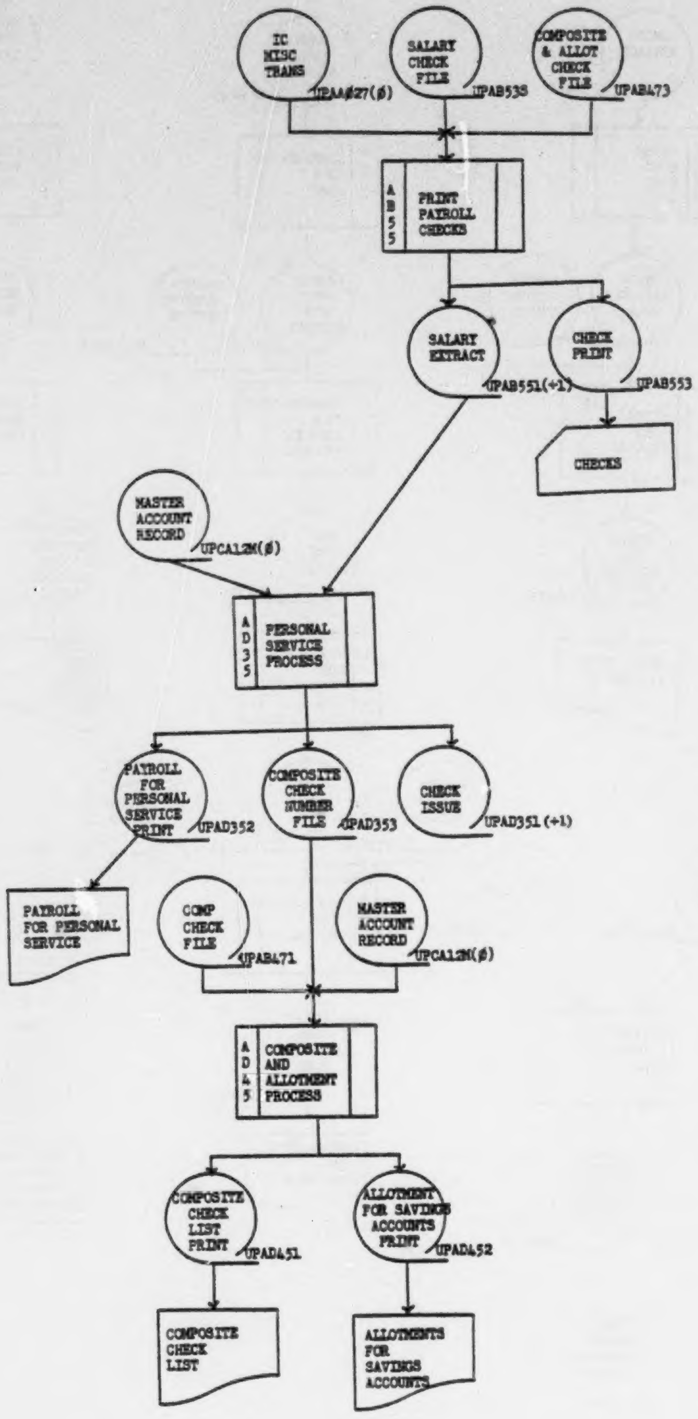

MASTER TABLES
UPAA95M(0)
DATA BANK
UPAA84M(0)
TEMP EXPANDED TRANS
UPAA35R(0)
AB20 COMPUTE ACTUAL PAY
DATA BANK
UPAA84M(+1)
DETAIL COUNTS
UPAB201
AB25 DETAIL COUNT SORT
MASTER TABLES
UPAA95M(0)
SORTED DETAIL COUNTS
UPAB25S
AB36 PAYROLL CERTIFICATION
PAYROLL CERT PRINT
UPAB361
TEMP EXPANDED TRANS
UPAA35R(+1)
PAYROLL CERTIFICATION

6.6 UPAJBW05

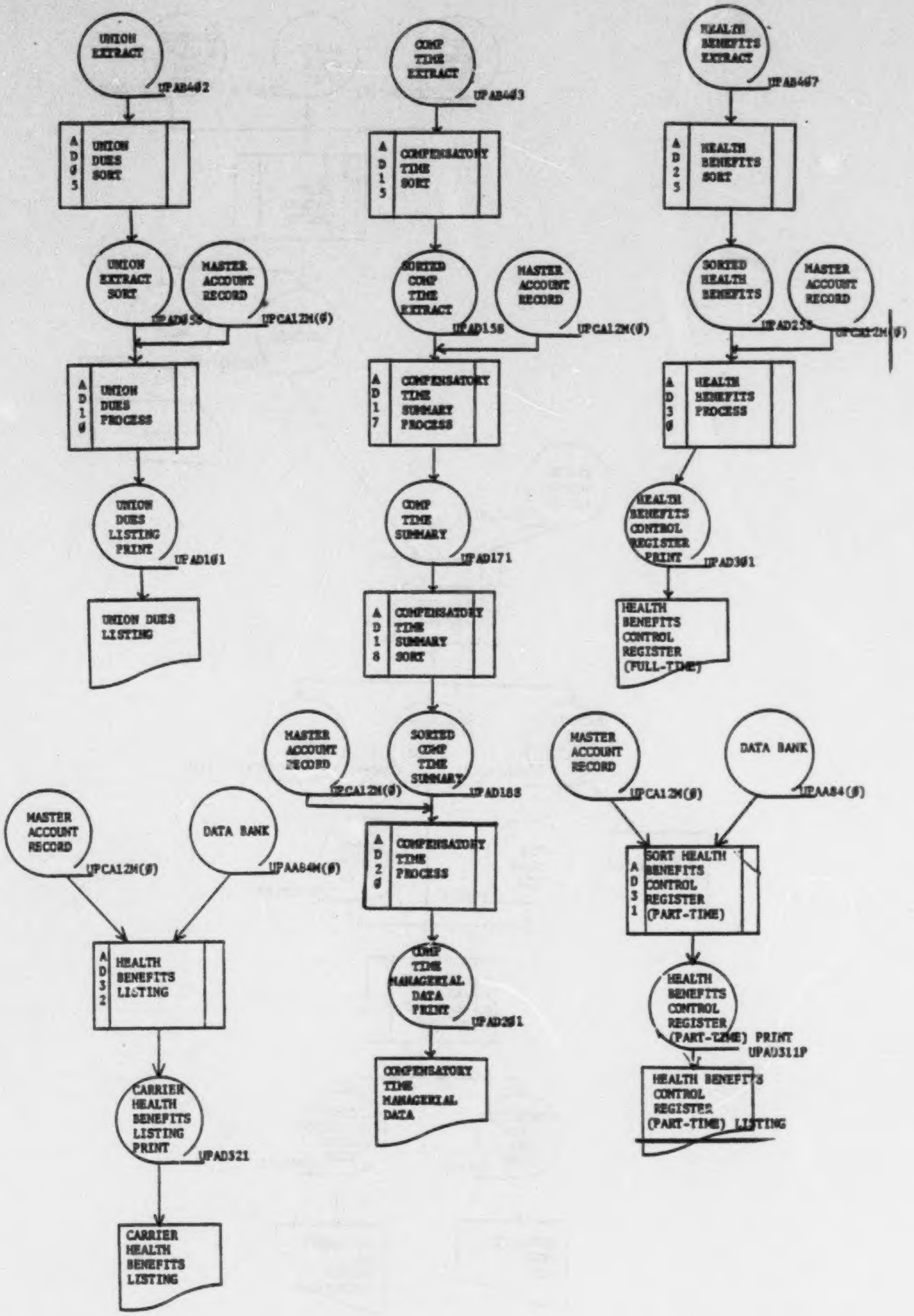
Job Flow Chart Page 1


DATA BANK
UPAA04M(0)
MASTER TABLES
UPAA00M(0)
A B 4 0
PREPARE EXTRACT HER
UNION EXTRACT
UPAB402
COMP TIME EXTRACT
UPAB403
SALARY EXTRACT
UPAB401
DEDUCTION EXTRACT
UPAB404
BOND EXTRACT
UPAB405
DATA BANK EXTRACT
UPAB406
A B 4 5
COMPOSITE CHECK SORT
HEALTH BENEFITS EXTRACT
UPAB407
FEGLI EXTRACT
UPAB408
MASTER ACCOUNT RECORD
UPCA12M(0)
SORTED SALARY EXTRACT
UPAB455
SES AWARDS EXTRACT
UPAB409
A B 4 7
COMPOSITE CHECK BREAKOUT
COMP CHECK FILE
UPAB471
SALARY CHECK FILE
UPAB472
COMPOSITE & ALLOT CHECK FILE
UPAB473
A B 5 3
SALARY CHECK FILE SORT
SORTED SALARY CHECK FILE
UPAB535

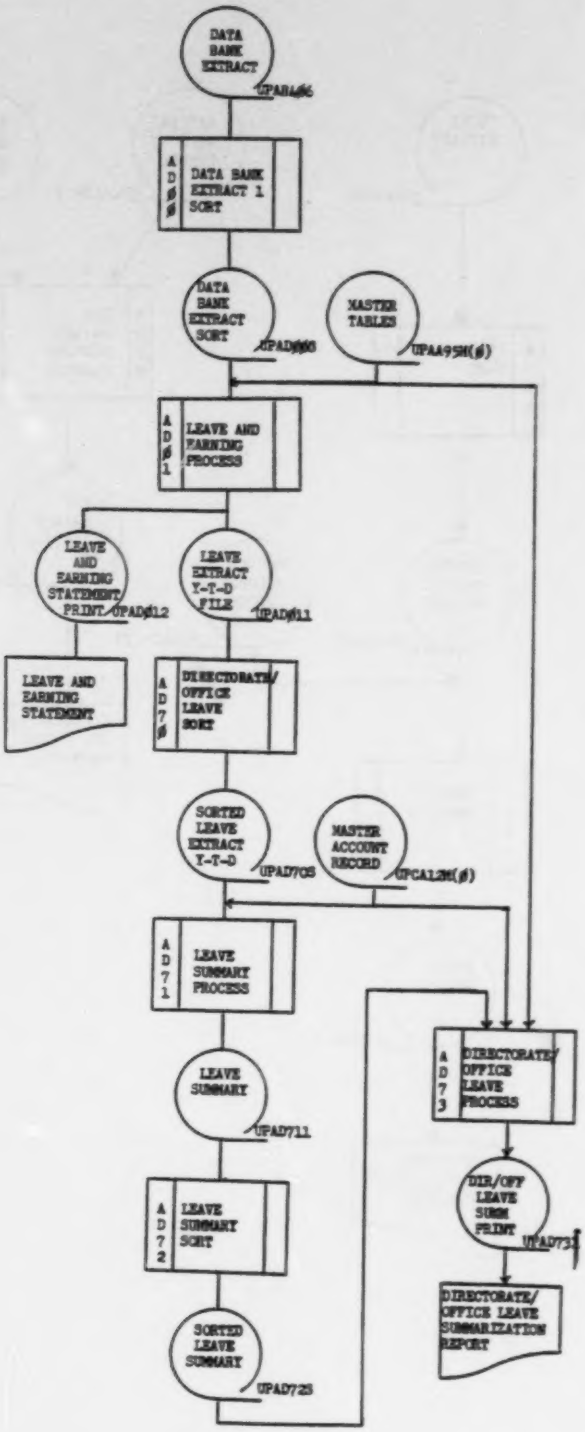
6.6 UPAJBW05
Job Flow Chart Page 2


IC MISC TRANS
UPAA027(0)
SALARY CHECK FILE
UPAB538
COMPOSITE & ALLOT CHECK FILE
UPAB473
AB55
PRINT PAYROLL CHECKS
SALARY EXTRACT
UPAB551(+1)
CHECK PRINT
UPAB553
CHECKS
MASTER ACCOUNT RECORD
UPCA12M(0)
AD35
PERSONAL SERVICE PROCESS
PAYROLL FOR PERSONAL SERVICE PRINT
UPAD352
COMPOSITE CHECK NUMBER FILE
UPAD353
CHECK ISSUE
UPAD351 (+1)
PAYROLL FOR PERSONAL SERVICE
COMP CHECK FILE
UPAB471
MASTER ACCOUNT RECORD
UPCA12M(0)
AD45
COMPOSITE AND ALLOTMENT PROCESS
COMPOSITE CHECK LIST PRINT
UPAD451
ALLOTMENT FOR SAVINGS ACCOUNTS PRINT
UPAD452
COMPOSITE CHECK LIST
ALLOTMENTS FOR SAVINGS ACCOUNTS

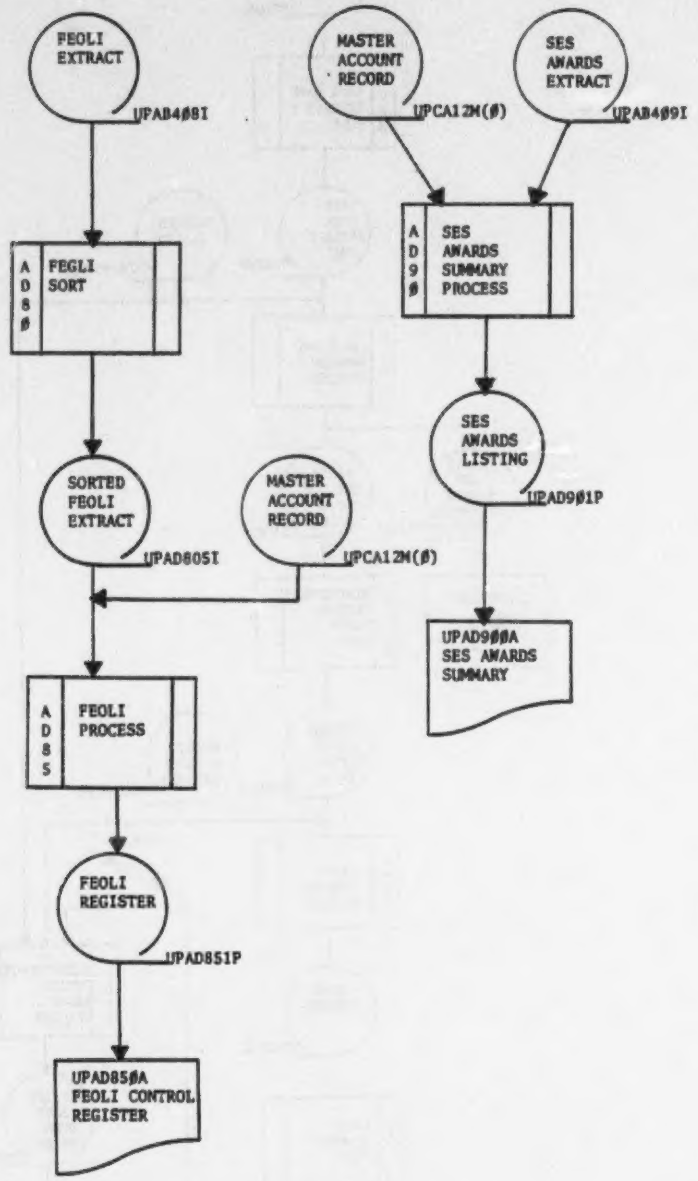
6.7 UPAJBW06
Job Flow Chart


UNION EXTRACT
UPAB402
AD05 UNION DUES SORT
UNION EXTRACT SORT
UPAD058
MASTER ACCOUNT RECORD
UPCA12M(0)
AD10 UNION DUES PROCESS
UNION DUES LISTING PRINT
UPAD101
UNION DUES LISTING
COMP TIME EXTRACT
UPAB403
AD15 COMPENSATORY TIME SORT
SORTED COMP TIME EXTRACT
UPAD158
MASTER ACCOUNT RECORD
UPCA12M(0)
AD17 COMPENSATORY TIME SUMMARY PROCESS
COMP TIME SUMMARY
UPAD171
AD18 COMPENSATORY TIME SUMMARY SORT
MASTER ACCOUNT RECORD
UPCA12M(0)
SORTED COMP TIME SUMMARY
UPAD188
AD20 COMPENSATORY TIME PROCESS
COMP TIME MANAGERIAL DATA PRINT
UPAD201
COMPENSATORY TIME MANAGERIAL DATA
HEALTH BENEFITS EXTRACT
UPAB407
AD25 HEALTH BENEFITS SORT
SORTED HEALTH BENEFITS
UPAD258
MASTER ACCOUNT RECORD
UPCA12M(0)
AD30 HEALTH BENEFITS PROCESS
HEALTH BENEFITS CONTROL REGISTER PRINT
UPAD301
HEALTH BENEFITS CONTROL REGISTER (FULL-TIME)
MASTER ACCOUNT RECORD
UPCA12M(0)
DATA BANK
UPAA84M(0)
AD32 HEALTH BENEFITS LISTING
CARRIER HEALTH BENEFITS LISTING PRINT
UPAD321
CARRIER HEALTH BENEFITS LISTING
MASTER ACCOUNT RECORD
UPCA12M(0)
DATA BANK
UPAA84(0)
AD31 SORT HEALTH BENEFITS CONTROL REGISTER (PART-TIME)
HEALTH BENEFITS CONTROL REGISTER (PART-TIME) PRINT
UPAD311P
HEALTH BENEFITS CONTROL REGISTER (PART-TIME) LISTING

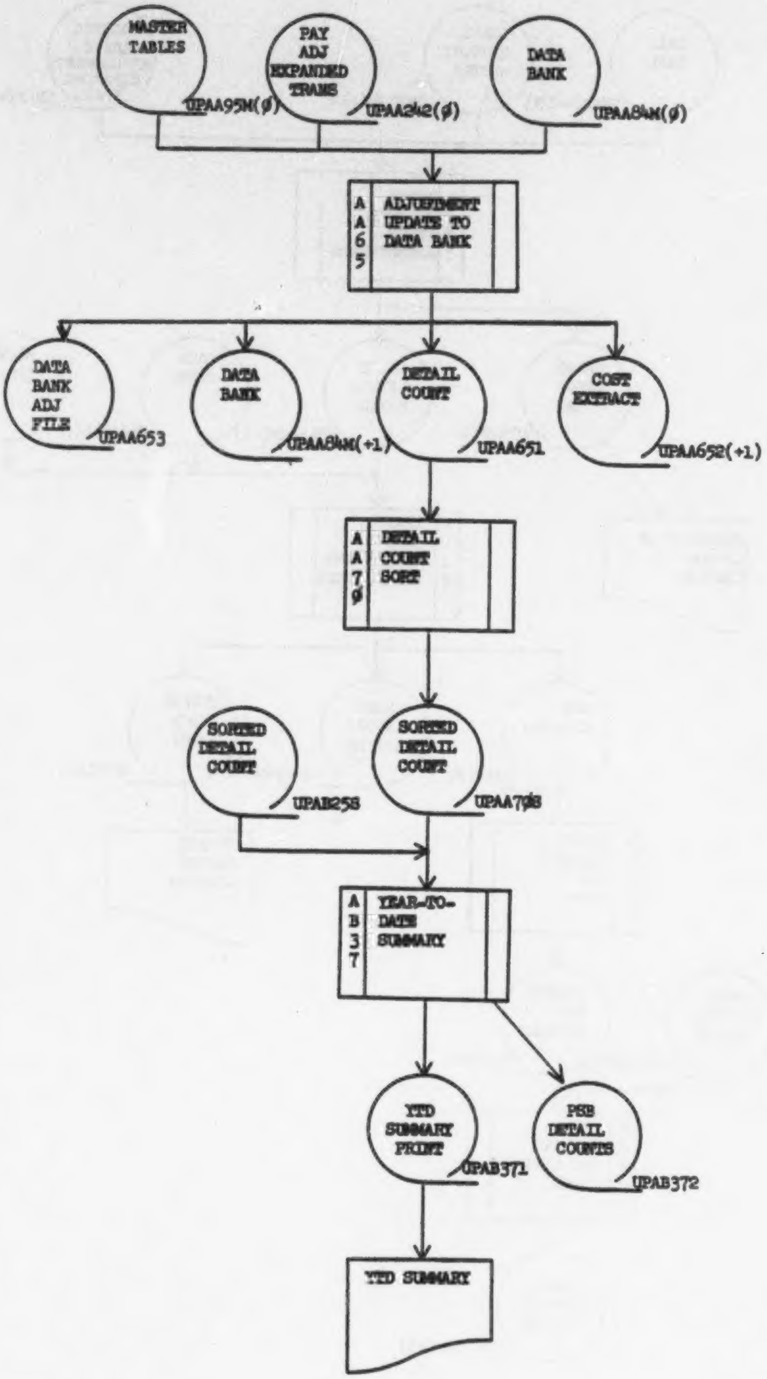
6.8 UPAJBW07
Job Flow Chart


DATA BANK EXTRACT
UPABA06
AD00
DATA BANK EXTRACT 1 SORT
DATA BANK EXTRACT SORT
UPAD00S
MASTER TABLES
UPAA95M(0)
AD01
LEAVE AND EARNING PROCESS
LEAVE AND EARNING STATEMENT PRINT
UPAD012
LEAVE EXTRACT Y-T-D FILE
UPAD011
LEAVE AND EARNING STATEMENT
AD70
DIRECTORATE/ OFFICE LEAVE SORT
SORTED LEAVE EXTRACT Y-T-D
UPAD70S
MASTER ACCOUNT RECORD
UPCA12M(0)
AD71
LEAVE SUMMARY PROCESS
LEAVE SUMMARY
UPAD711
AD72
LEAVE SUMMARY SORT
SORTED LEAVE SUMMARY
UPAD72S
AD73
DIRECTORATE/ OFFICE LEAVE PROCESS
DIR/OFF LEAVE SUMM PRINT
UPAD731
DIRECTORATE/ OFFICE LEAVE SUMMARIZATION REPORT

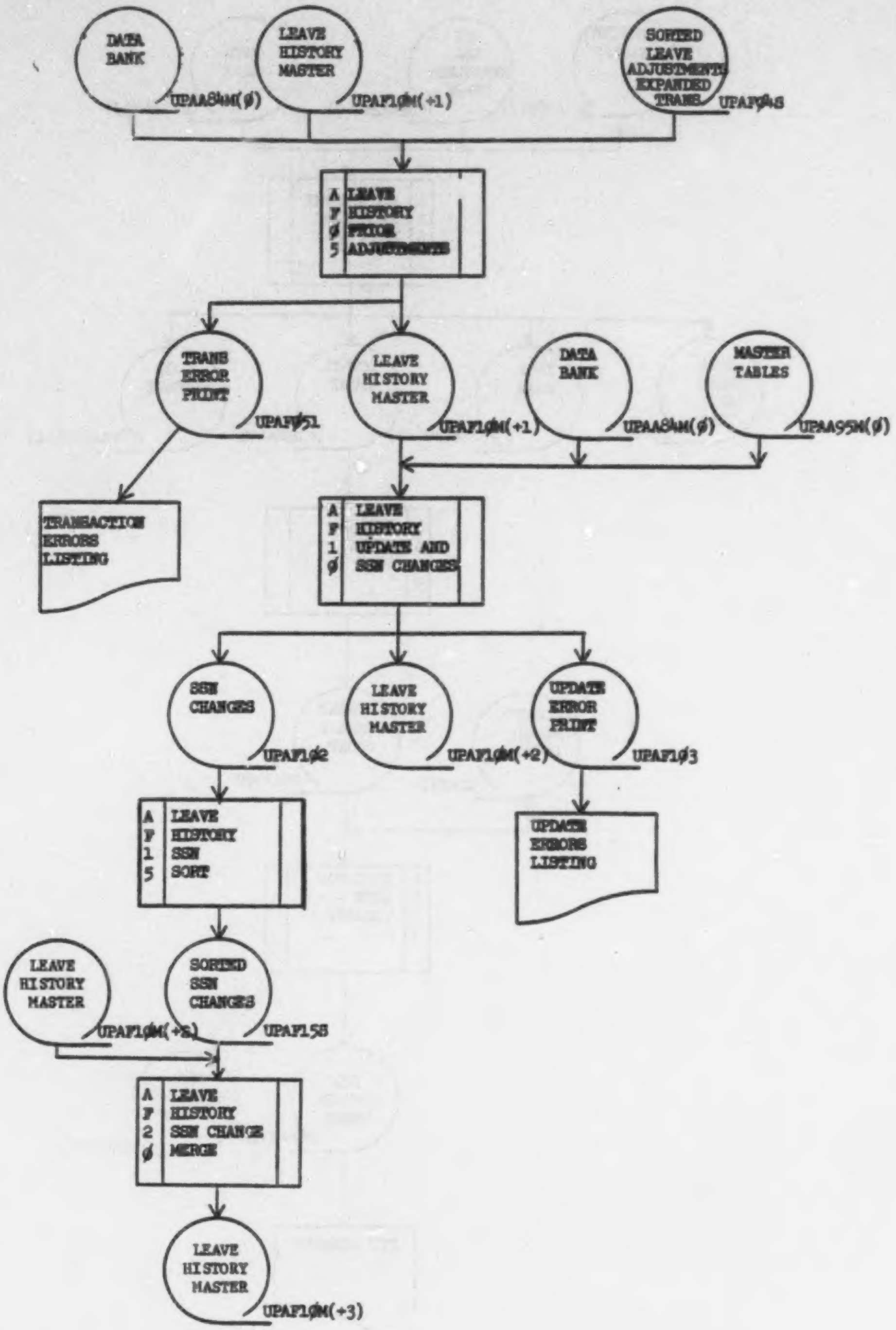
6.9 UPAJBW08
Job Flow Chart


FEOLI EXTRACT
UPAB408I
MASTER ACCOUNT RECORD
UPCA12M(0)
SES AWARDS EXTRACT
UPAB409I
A D 8 0
FEGLI SORT
A D 9 0
SES AWARDS SUMMARY PROCESS
SES AWARDS LISTING
UPAD901P
SORTED FEOLI EXTRACT
UPAD805I
MASTER ACCOUNT RECORD
UPCA12M(0)
UPAD900A SES AWARDS SUMMARY
A D 8 5
FEOLI PROCESS
FEOLI REGISTER
UPAD851P
UPAD850A FEOLI CONTROL REGISTER

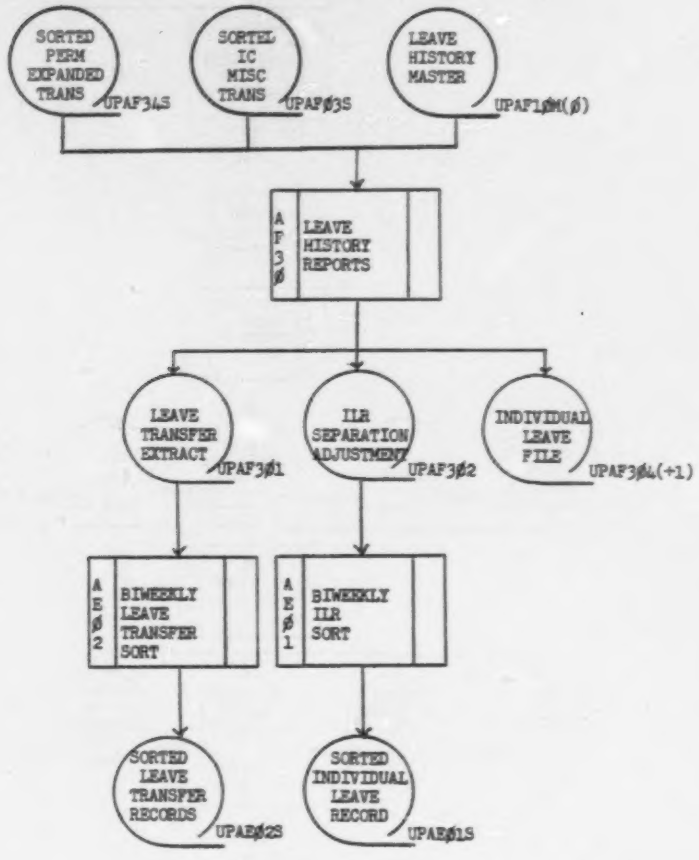
6.10 UPAJBW09
Job Flow Chart


MASTER TABLES
UPAA95M(0)
PAY ADJ EXPANDED TRANS
UPAA242(0)
DATA BANK
UPAA84M(0)
AA65
ADJUSTMENT UPDATE TO DATA BANK
DATA BANK ADJ FILE
UPAA653
DATA BANK
UPAA84M(+1)
DETAIL COUNT
UPAA651
COST EXTRACT
UPAA652(+1)
AA70
DETAIL COUNT SORT
SORTED DETAIL COUNT
UPAB258
SORTED DETAIL COUNT
UPAA708
AB37
YEAR-TO-DATE SUMMARY
YTD SUMMARY PRINT
UPAB371
PSB DETAIL COUNTS
UPAB372
YTD SUMMARY

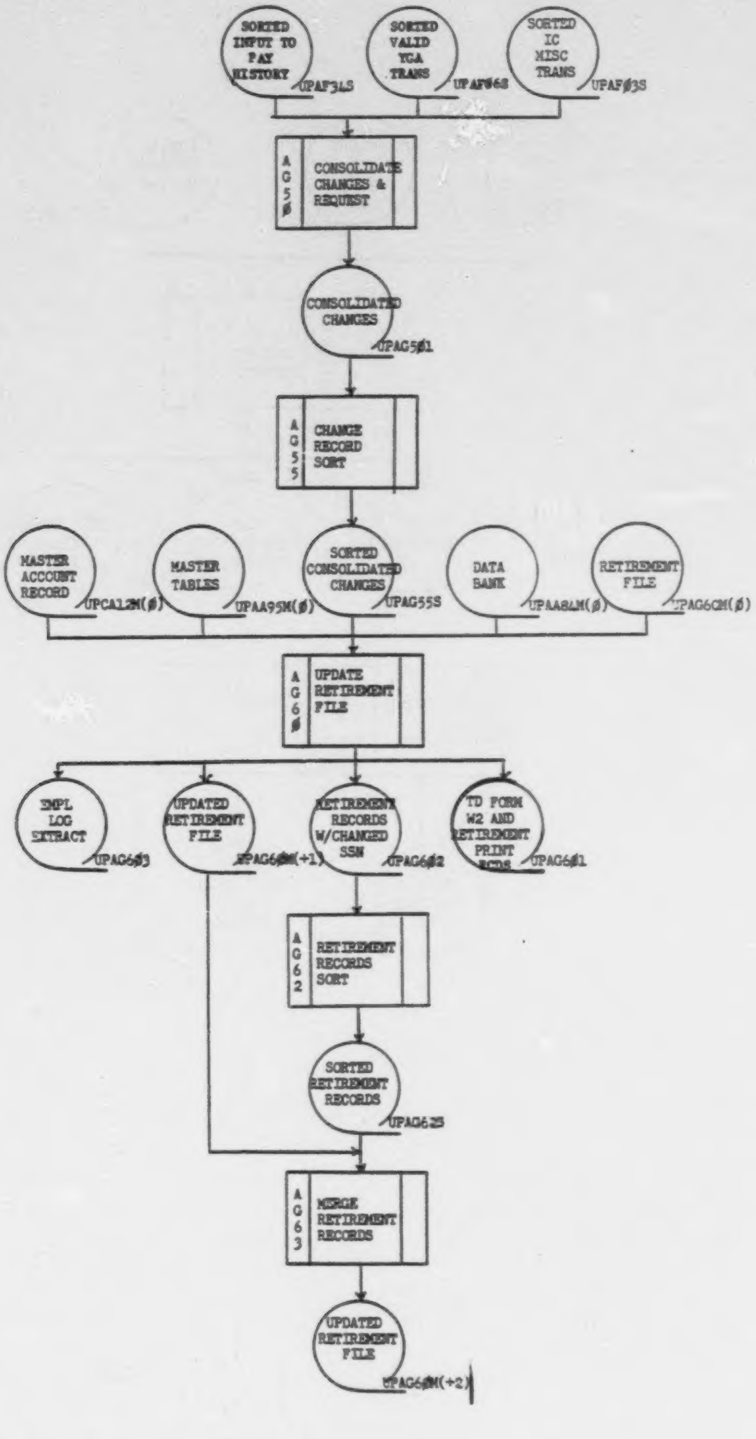
6.11 UPAJBW10 Job Flow Chart


DATA BANK
UPAA84M(0)
LEAVE HISTORY MASTER
UPAF10M(+1)
SORTED LEAVE ADJUSTMENTS EXPANDED TRANS.
UPAF04S
AF05 LEAVE HISTORY PRIOR ADJUSTMENTS
TRANS ERROR PRINT
UPAF051
LEAVE HISTORY MASTER
UPAF10M(+1)
DATA BANK
UPAA84M(0)
MASTER TABLES
UPAA95M(0)
TRANSACTION ERRORS LISTING
AF10 LEAVE HISTORY UPDATE AND SSN CHANGES
SSN CHANGES
UPAF102
LEAVE HISTORY MASTER
UPAF10M(+2)
UPDATE ERROR PRINT
UPAF103
UPDATE ERRORS LISTING
AF15 LEAVE HISTORY SSN SORT
LEAVE HISTORY MASTER
UPAF10M(+2)
SORTED SSN CHANGES
UPAF15S
AF20 LEAVE HISTORY SSN CHANGE MERGE
LEAVE HISTORY MASTER
UPAF10M(+3)

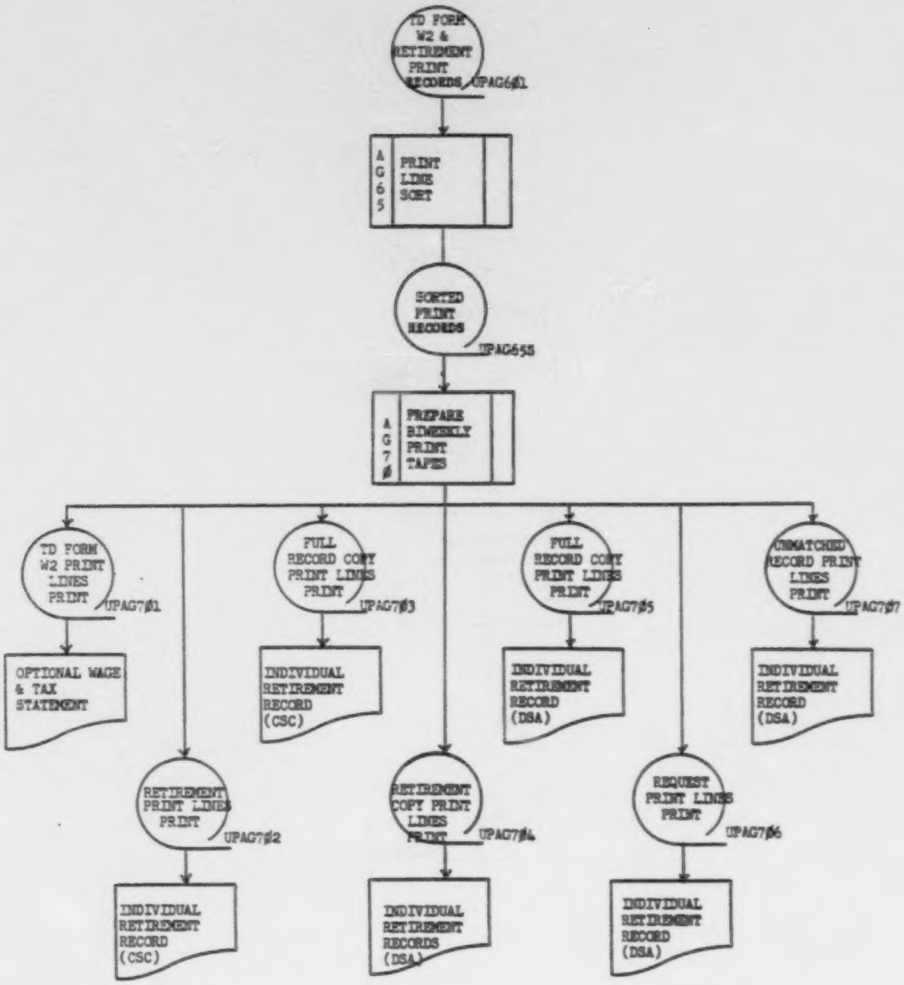
6.12 UPAJBW11
Job Flow Chart


SORTED PERM EXPANDED TRANS
UPAF34S
SORTED IC MISC TRANS
UPAF03S
LEAVE HISTORY MASTER
UPAF10M(0)
AF30
LEAVE HISTORY REPORTS
LEAVE TRANSFER EXTRACT
UPAF301
ILR SEPARATION ADJUSTMENT
UPAF302
INDIVIDUAL LEAVE FILE
UPAF304(+1)
AE02
BIWEEKLY LEAVE TRANSFER SORT
AE01
BIWEEKLY ILR SORT
SORTED LEAVE TRANSFER RECORDS
UPAE02S
SORTED INDIVIDUAL LEAVE RECORD
UPAE01S

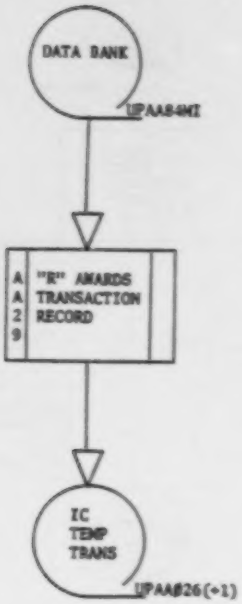
6.13 UPAJBW12
Job Flow Chart Page 1


SORTED INPUT TO PAY HISTORY
UPAF34S
SORTED VALID YGA TRANS
UPAF06S
SORTED IC MISC TRANS
UPAF03S
AG50
CONSOLIDATE CHANGES & REQUEST
CONSOLIDATED CHANGES
UPAG501
AG55
CHANGE RECORD SORT
MASTER ACCOUNT RECORD
UPCA12M(0)
MASTER TABLES
UPAA95M(0)
SORTED CONSOLIDATED CHANGES
UPAG55S
DATA BANK
UPAA84M(0)
RETIREMENT FILE
UPAG6CM(0)
AG60
UPDATE RETIREMENT FILE
EMPL LOG EXTRACT
UPAG603
UPDATED RETIREMENT FILE
UPAG60M(+1)
RETIREMENT RECORDS W/CHANGED SSN
UPAG602
TD FORM W2 AND RETIREMENT PRINT RCDS
UPAG601
AG62
RETIREMENT RECORDS SORT
SORTED RETIREMENT RECORDS
UPAG62S
AG63
MERGE RETIREMENT RECORDS
UPDATED RETIREMENT FILE
UPAG60M(+2)

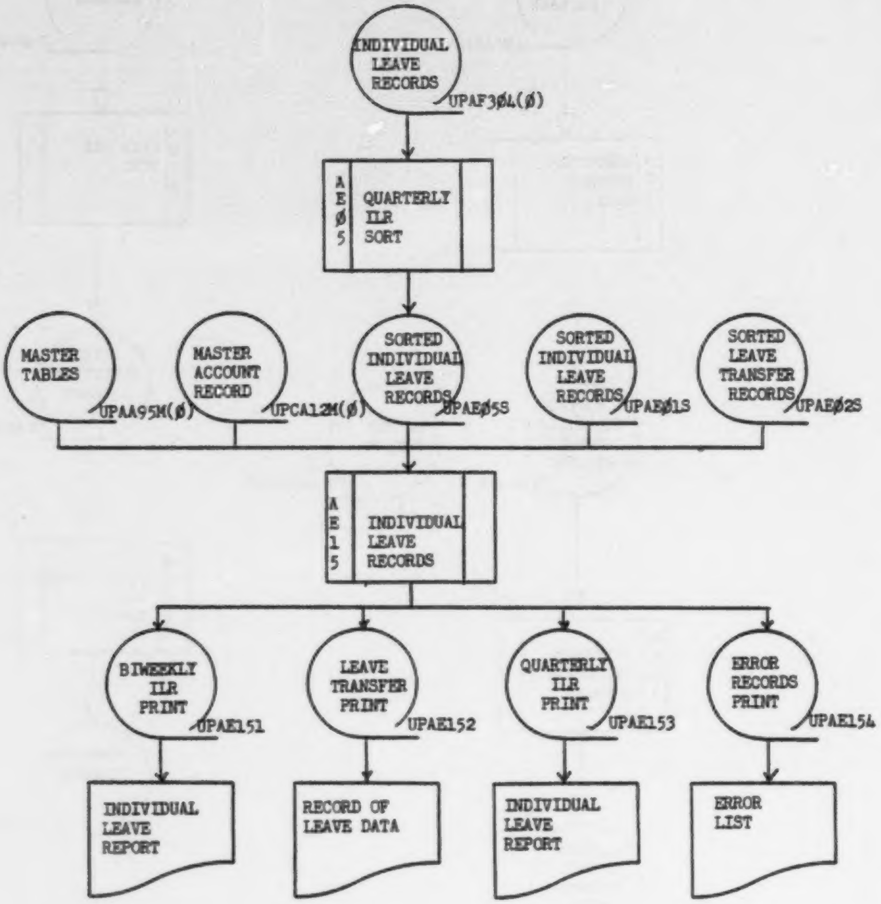
6.13 UPAJBW12
Job Flow Chart Page 2


TD FORM W2 & RETIREMENT PRINT RECORDS
UPAG601
AG65
PRINT LINE SORT
SORTED PRINT RECORDS
UPAG655
AG70
PREPARE BIWEEKLY PRINT TAPES
TD FORM W2 PRINT LINES PRINT
UPAG701
OPTIONAL WAGE & TAX STATEMENT
RETIREMENT PRINT LINES PRINT
UPAG702
INDIVIDUAL RETIREMENT RECORD (CSC)
FULL RECORD COPY PRINT LINES PRINT
UPAG703
INDIVIDUAL RETIREMENT RECORD (CSC)
RETIREMENT COPY PRINT LINES PRINT
UPAG704
INDIVIDUAL RETIREMENT RECORDS (DSA)
FULL RECORD COPY PRINT LINES PRINT
UPAG705
INDIVIDUAL RETIREMENT RECORD (DSA)
REQUEST PRINT LINES PRINT
UPAG706
INDIVIDUAL RETIREMENT RECORD (DSA)
UNMATCHED RECORD PRINT LINES PRINT
UPAG707
INDIVIDUAL RETIREMENT RECORD (DSA)

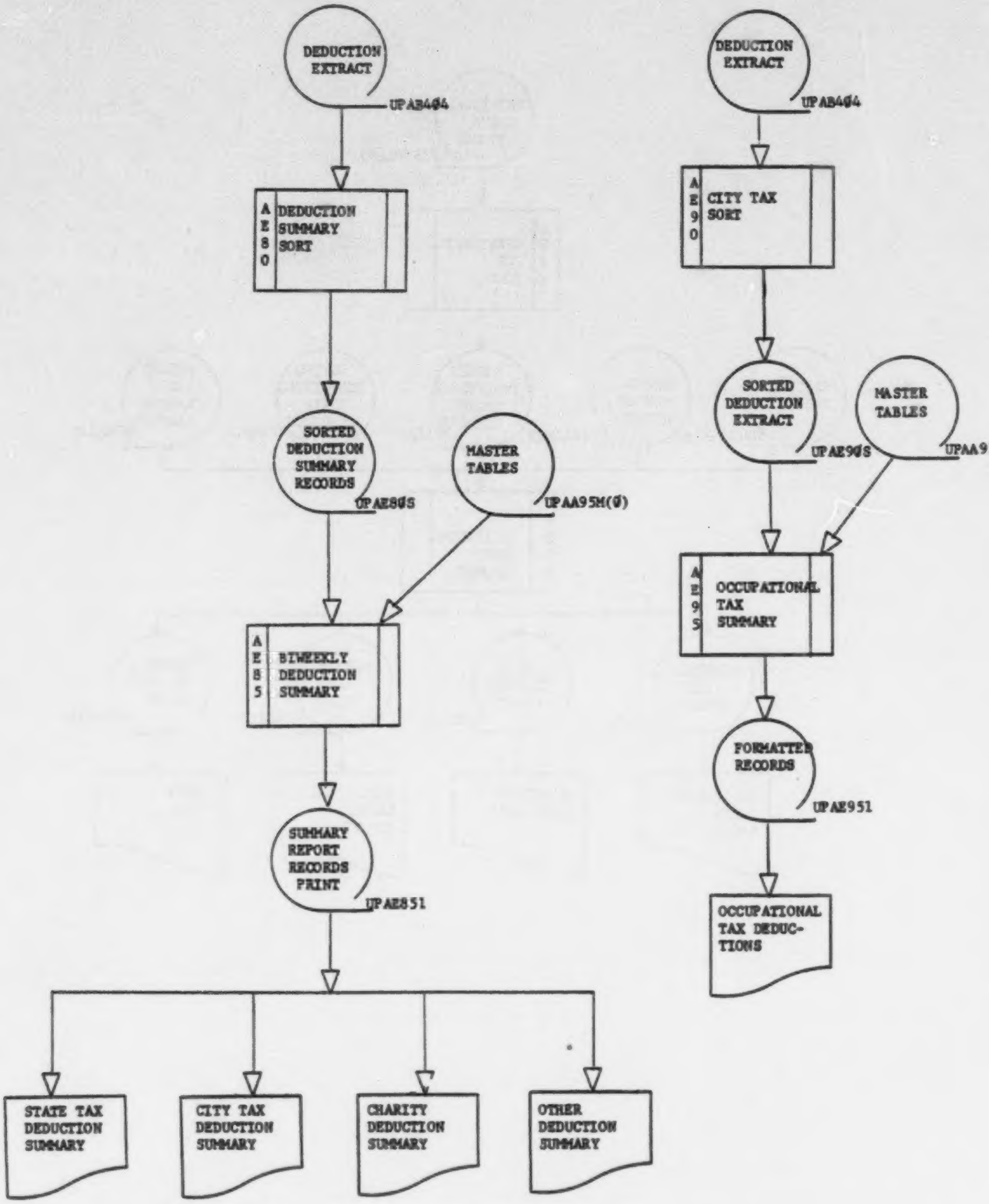
6.14 UPAJBW13
Job Flow Chart


DATA BANK
UPAA84MI
A
A
2
9
"R" AWARDS
TRANSACTION
RECORD
IC
TEMP
TRANS
UPAA026(+1)

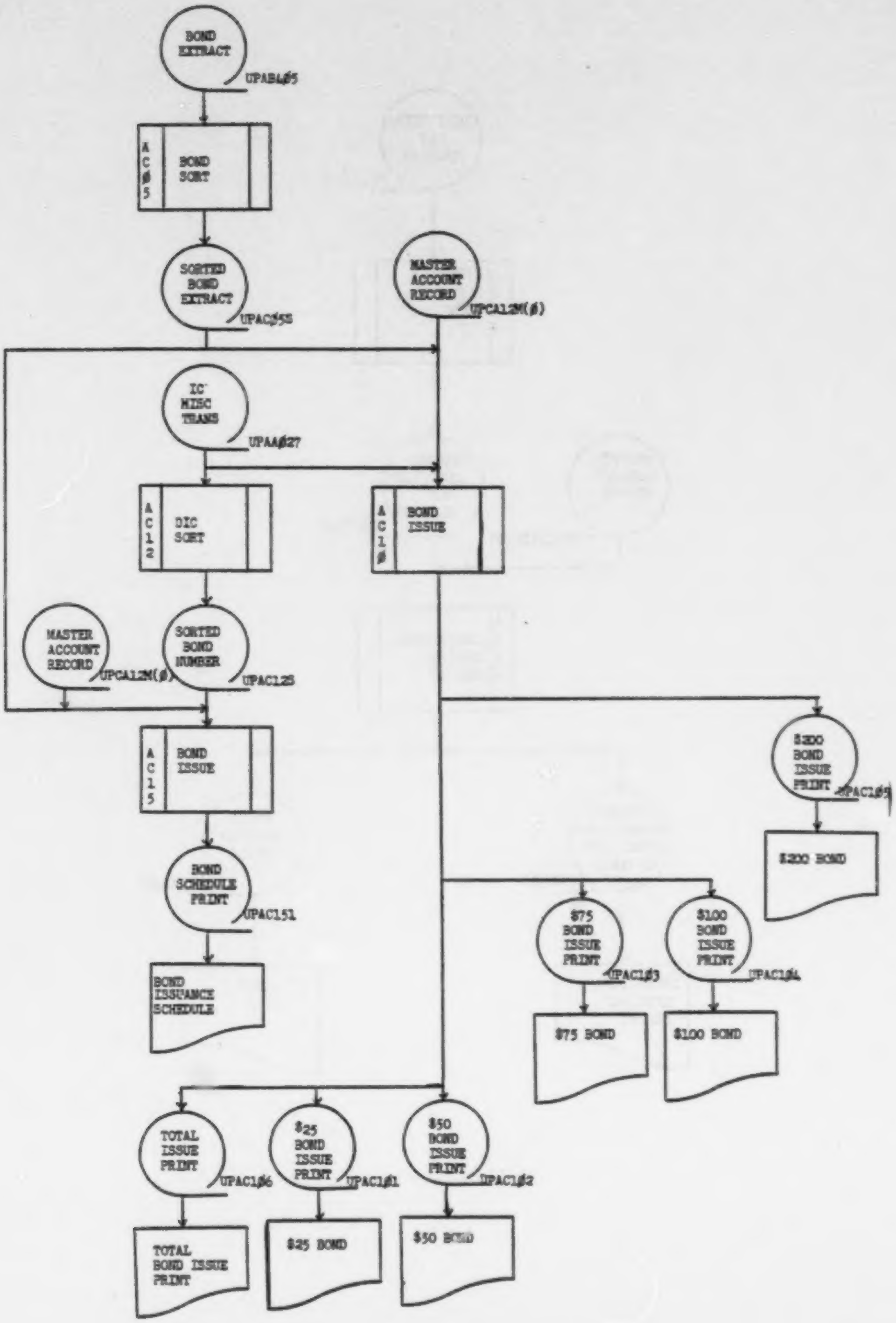
6.15 UPAJBW15
Job Flow Chart


INDIVIDUAL LEAVE RECORDS
UPAF304(0)
AE05
QUARTERLY ILR SORT
MASTER TABLES
UPAA95M(0)
MASTER ACCOUNT RECORD
UPCA12M(0)
SORTED INDIVIDUAL LEAVE RECORDS
UPAE05S
SORTED INDIVIDUAL LEAVE RECORDS
UPAE01S
SORTED LEAVE TRANSFER RECORDS
UPAE02S
AE15
INDIVIDUAL LEAVE RECORDS
BIWEEKLY ILR PRINT
UPAE151
LEAVE TRANSFER PRINT
UPAE152
QUARTERLY ILR PRINT
UPAE153
ERROR RECORDS PRINT
UPAE154
INDIVIDUAL LEAVE REPORT
RECORD OF LEAVE DATA
INDIVIDUAL LEAVE REPORT
ERROR LIST

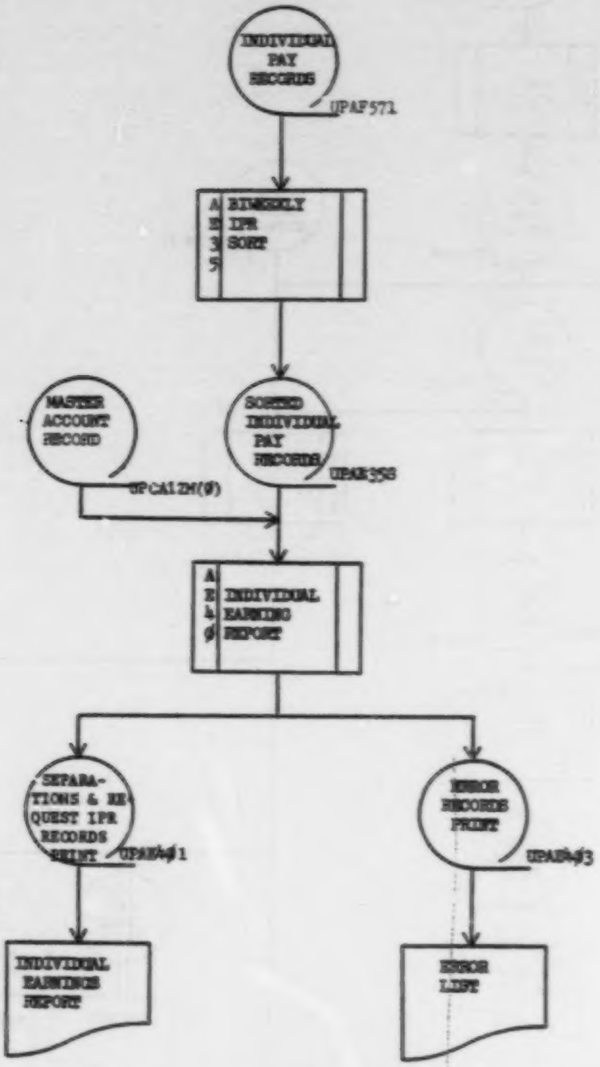
6.16 UPAJBW16
Job Flow Chart


DEDUCTION EXTRACT
UPAB404
AE80
DEDUCTION SUMMARY SORT
SORTED DEDUCTION SUMMARY RECORDS
UPAE80S
MASTER TABLES
UPAA95M(0)
AE85
BIWEEKLY DEDUCTION SUMMARY
SUMMARY REPORT RECORDS PRINT
UPAE851
STATE TAX DEDUCTION SUMMARY
CITY TAX DEDUCTION SUMMARY
CHARITY DEDUCTION SUMMARY
OTHER DEDUCTION SUMMARY
DEDUCTION EXTRACT
UPAB404
AE90
CITY TAX SORT
SORTED DEDUCTION EXTRACT
UPAE90S
MASTER TABLES
UPAA95M
AE95
OCCUPATIONAL TAX SUMMARY
FORMATTED RECORDS
UPAE951
OCCUPATIONAL TAX DEDUCTIONS

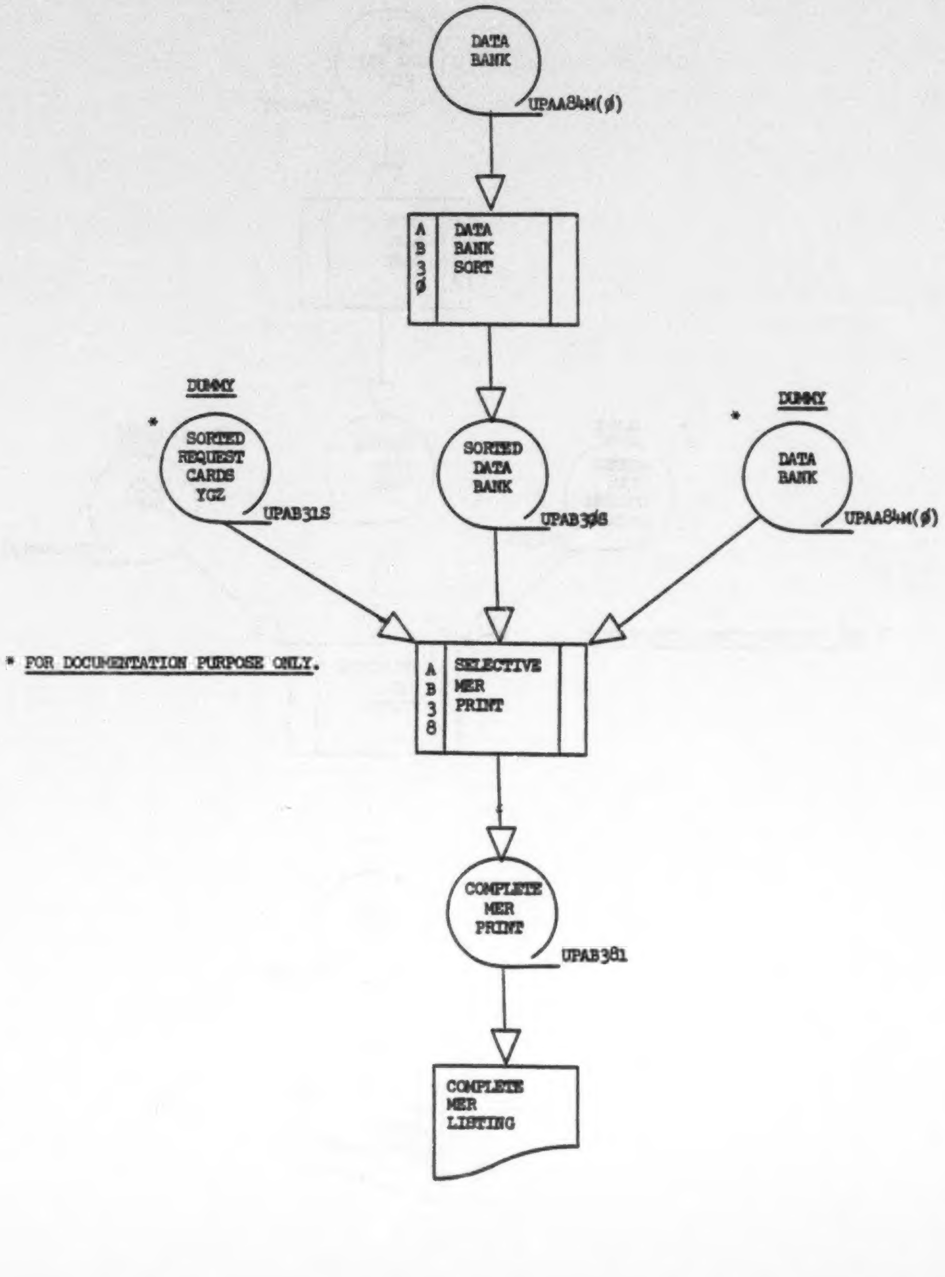
6.17 UPAJBW17
Job Flow Chart


BOND EXTRACT
UPAB405
A C 0 5
BOND SORT
SORTED BOND EXTRACT
UPAC055
MASTER ACCOUNT RECORD
UPCA12M(0)
IC MISC TRANS
UPAA027
A C 1 2
DIC SORT
A C 1 0
BOND ISSUE
MASTER ACCOUNT RECORD
UPCA12M(0)
SORTED BOND NUMBER
UPAC125
A C 1 5
BOND ISSUE
BOND SCHEDULE PRINT
UPAC151
BOND ISSUANCE SCHEDULE
$200 BOND ISSUE PRINT
UPAC105
$200 BOND
$75 BOND ISSUE PRINT
UPAC103
$75 BOND
$100 BOND ISSUE PRINT
UPAC104
$100 BOND
TOTAL ISSUE PRINT
UPAC106
TOTAL BOND ISSUE PRINT
$25 BOND ISSUE PRINT
UPAC101
$25 BOND
$50 BOND ISSUE PRINT
UPAC102
$50 BOND

6.18 UPAJBW18
Job Flow Chart

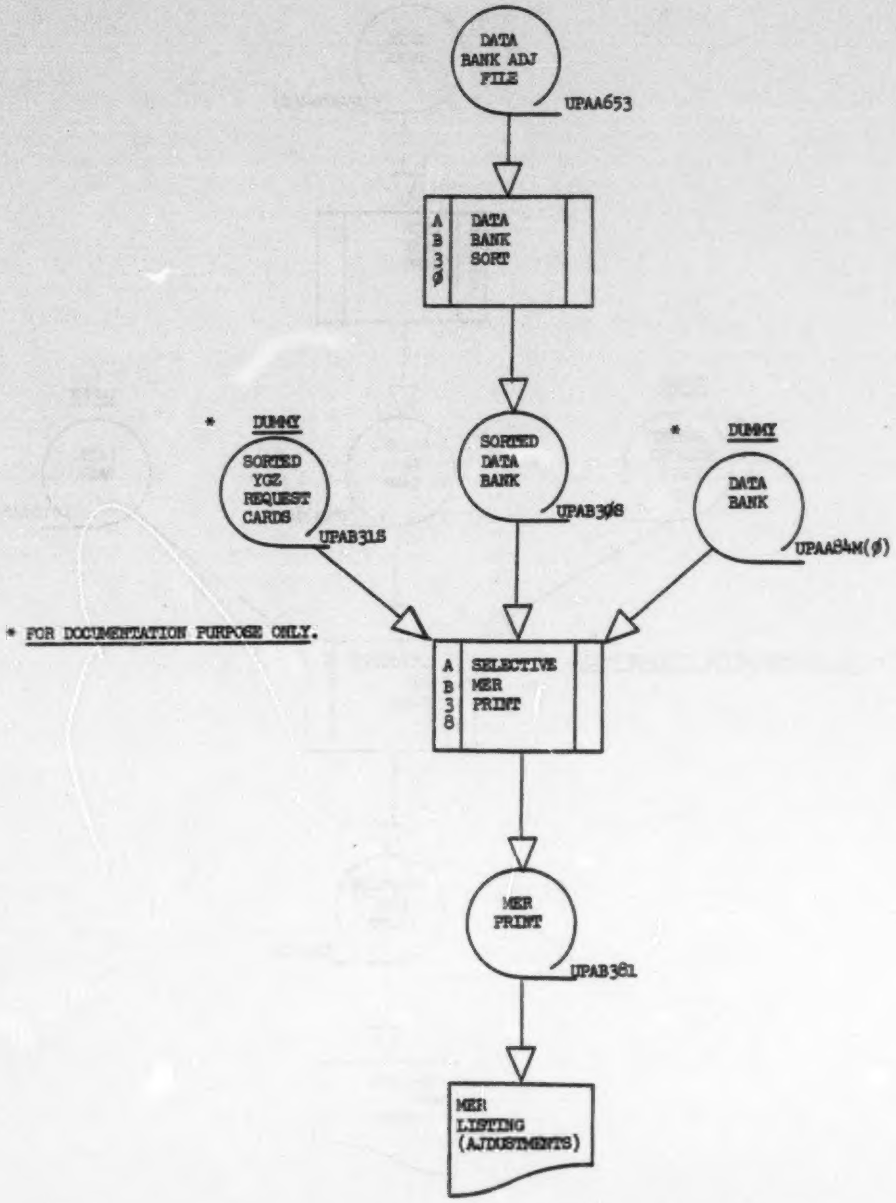

INDIVIDUAL PAY RECORDS
UPAF571
A
B
3
5
BIWEEKLY IPR SORT
MASTER ACCOUNT RECORD
UPCA12M(0)
SORTED INDIVIDUAL PAY RECORDS
UPAB358
A
B
4
0
INDIVIDUAL EARNING REPORT
SEPARATIONS & REQUEST IPR RECORDS PRINT
UPAB401
ERROR RECORDS PRINT
UPAB403
INDIVIDUAL EARNINGS REPORT
ERROR LIST

6.19 UPAJBW20
Job Flow Chart

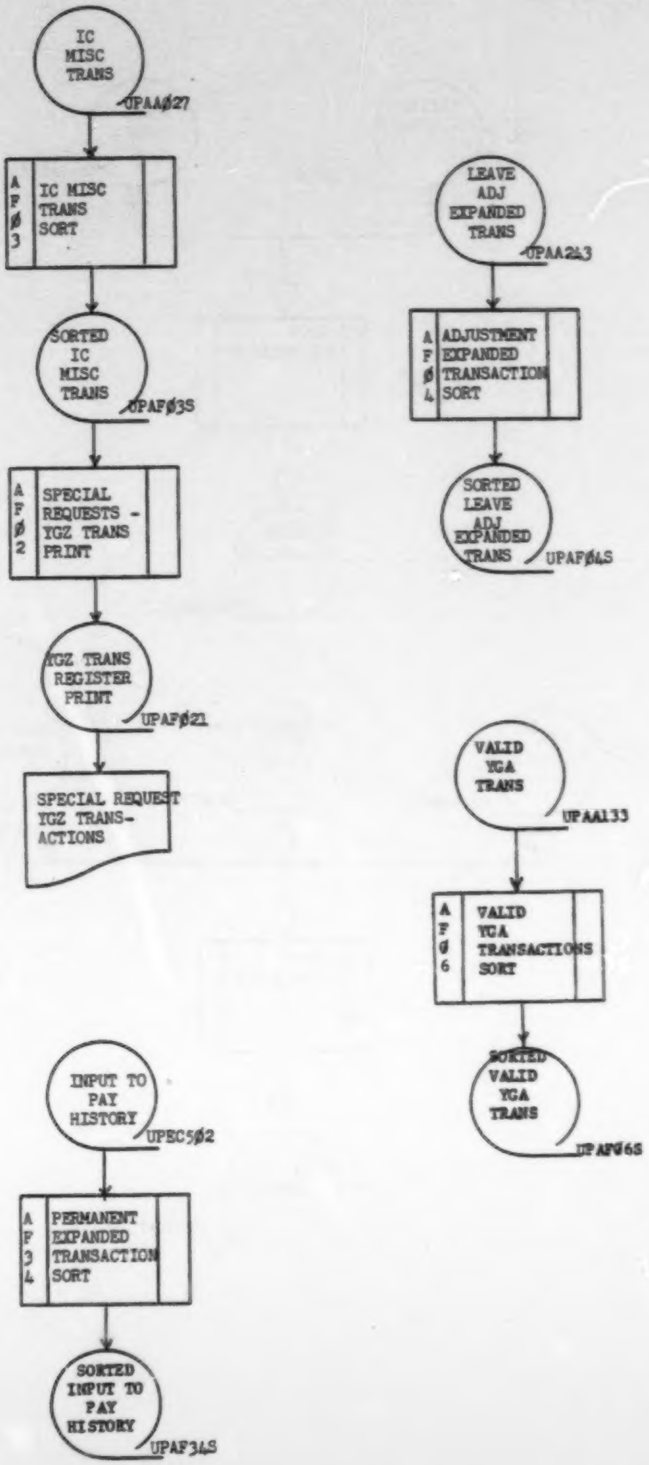

DATA
BANK
UPAA84M(0)
A
B
3
0
DATA
BANK
SORT
DUMMY
*
SORTED
REQUEST
CARDS
YGZ
UPAB31S
SORTED
DATA
BANK
UPAB30S
DUMMY
*
DATA
BANK
UPAA84M(0)
A
B
3
8
SELECTIVE
MER
PRINT
COMPLETE
MER
PRINT
UPAB381
COMPLETE
MER
LISTING

* FOR DOCUMENTATION PURPOSE ONLY.

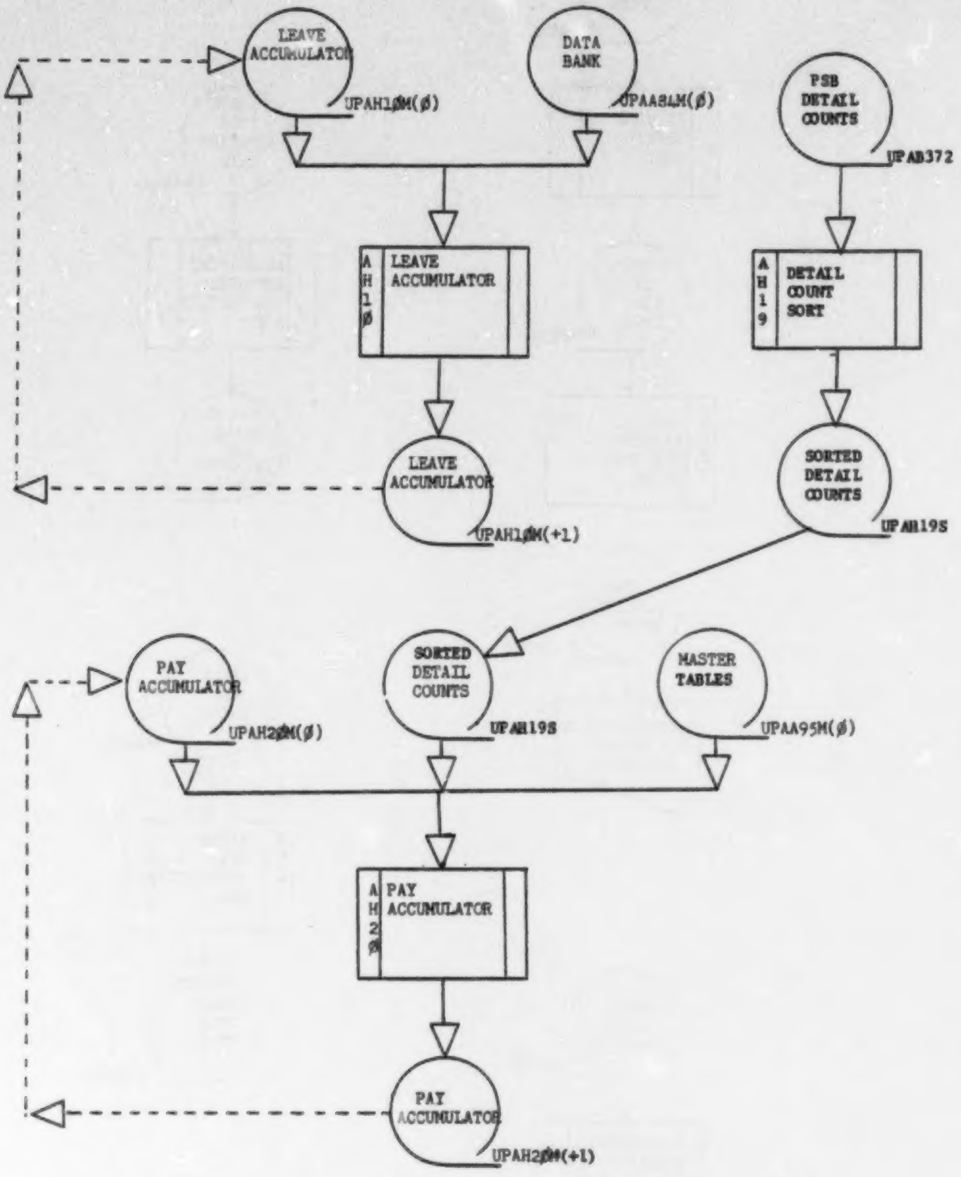
6.20 UPAJBW21
Job Flow Chart


DATA BANK ADJ FILE
UPAA653
A B 3 0
DATA BANK SORT
* DUMMY
SORTED YGZ REQUEST CARDS
UPAB31S
SORTED DATA BANK
UPAB308
* DUMMY
DATA BANK
UPAA84M(0)
* FOR DOCUMENTATION PURPOSE ONLY.
A B 3 8
SELECTIVE MER PRINT
MER PRINT
UPAB381
MER LISTING (AJDUSTMENTS)

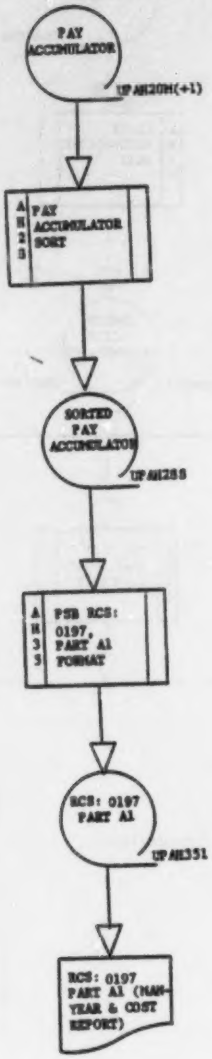
6.21 UPAJBW24
Job Flow Chart


IC MISC TRANS
UPAA027
AF03
IC MISC TRANS SORT
SORTED IC MISC TRANS
UPAF03S
AF02
SPECIAL REQUESTS - YGZ TRANS PRINT
YGZ TRANS REGISTER PRINT
UPAF021
SPECIAL REQUEST YGZ TRANS-ACTIONS
LEAVE ADJ EXPANDED TRANS
UPAA243
AF04
ADJUSTMENT EXPANDED TRANSACTION SORT
SORTED LEAVE ADJ EXPANDED TRANS
UPAF04S
VALID YGA TRANS
UPAA133
AF06
VALID YGA TRANSACTIONS SORT
SORTED VALID YGA TRANS
UPAF06S
INPUT TO PAY HISTORY
UPEC502
AF34
PERMANENT EXPANDED TRANSACTION SORT
SORTED INPUT TO PAY HISTORY
UPAF34S

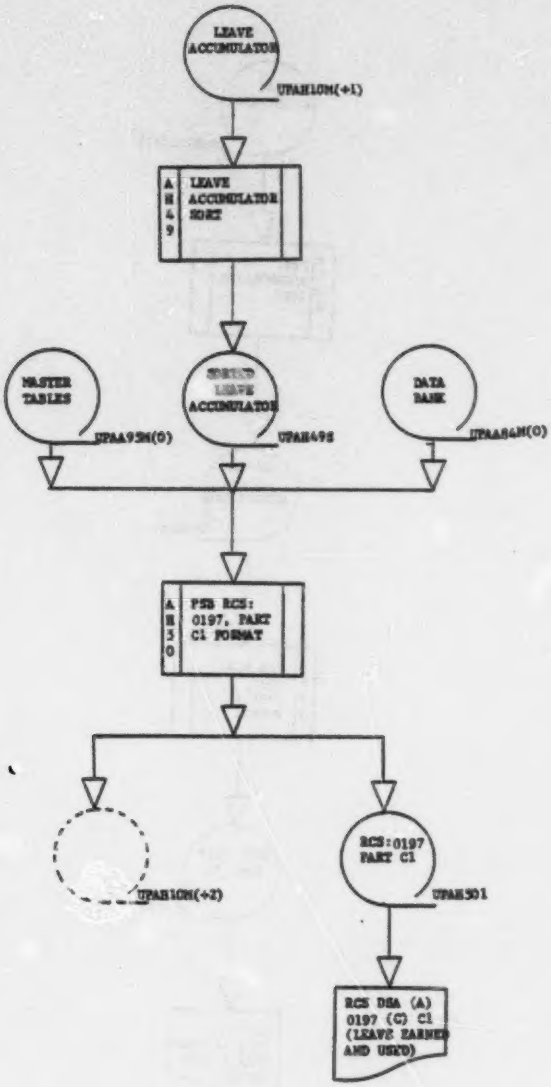
6.22 UPAJBW25
Job Flow Chart Page 1


LEAVE ACCUMULATOR
UPAH10M(0)
DATA BANK
UPAA84M(0)
PSB DETAIL COUNTS
UPAB372
AH10
LEAVE ACCUMULATOR
AH19
DETAIL COUNT SORT
LEAVE ACCUMULATOR
UPAH10M(+1)
SORTED DETAIL COUNTS
UPAH19S
PAY ACCUMULATOR
UPAH20M(0)
SORTED DETAIL COUNTS
UPAH19S
MASTER TABLES
UPAA95M(0)
AH20
PAY ACCUMULATOR
PAY ACCUMULATOR
UPAH20M(+1)

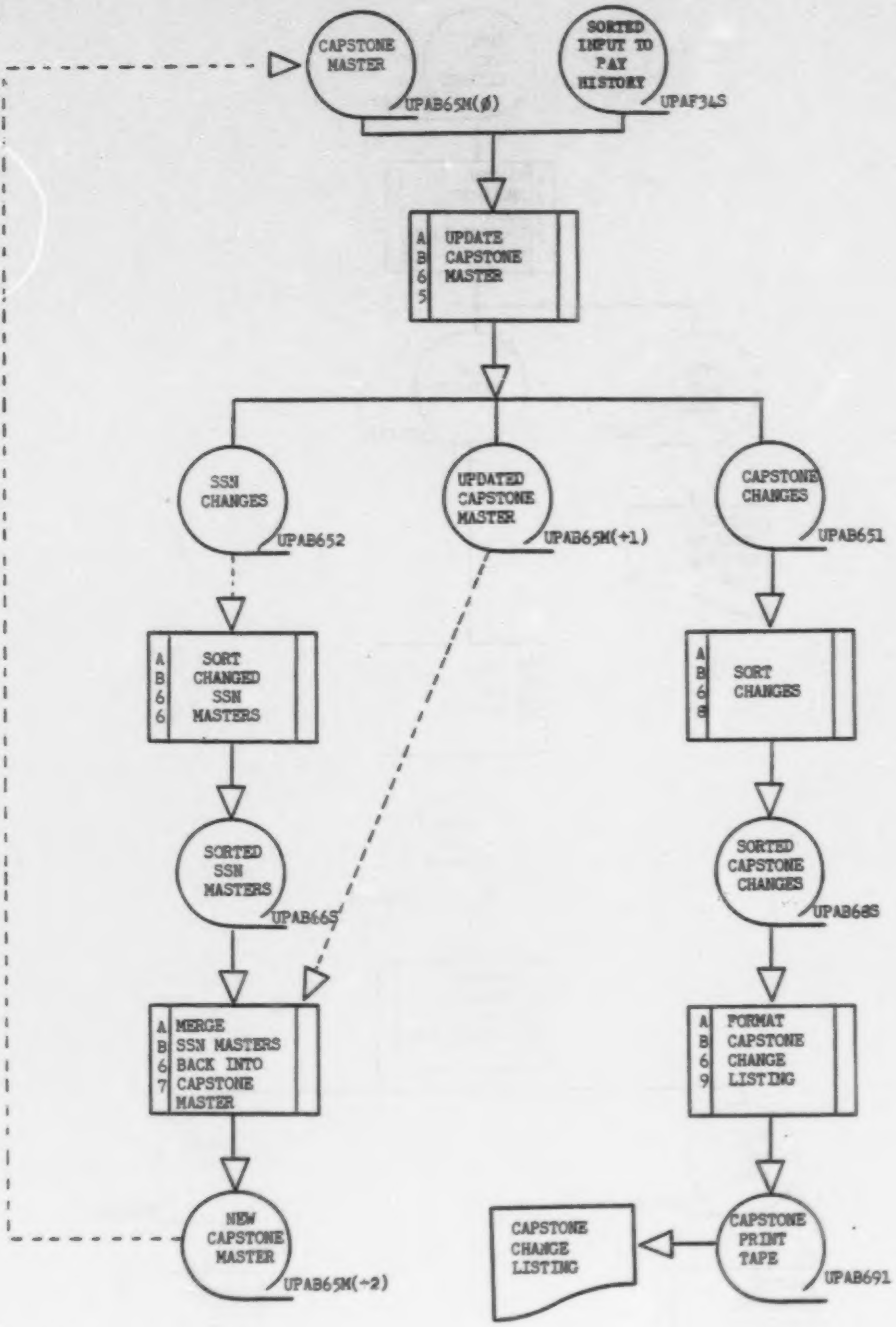
6.22 UPAJBW25
Job Flow Chart Page 2


PAY ACCUMULATOR
UPAH20M(+1)
A
H
2
3
PAY ACCUMULATOR SORT
SORTED PAY ACCUMULATOR
UPAH25S
A
H
3
5
PSB RCS: 0197, PART A1 FORMAT
RCS: 0197 PART A1
UPAH351
RCS: 0197 PART A1 (MAN-YEAR & COST REPORT)

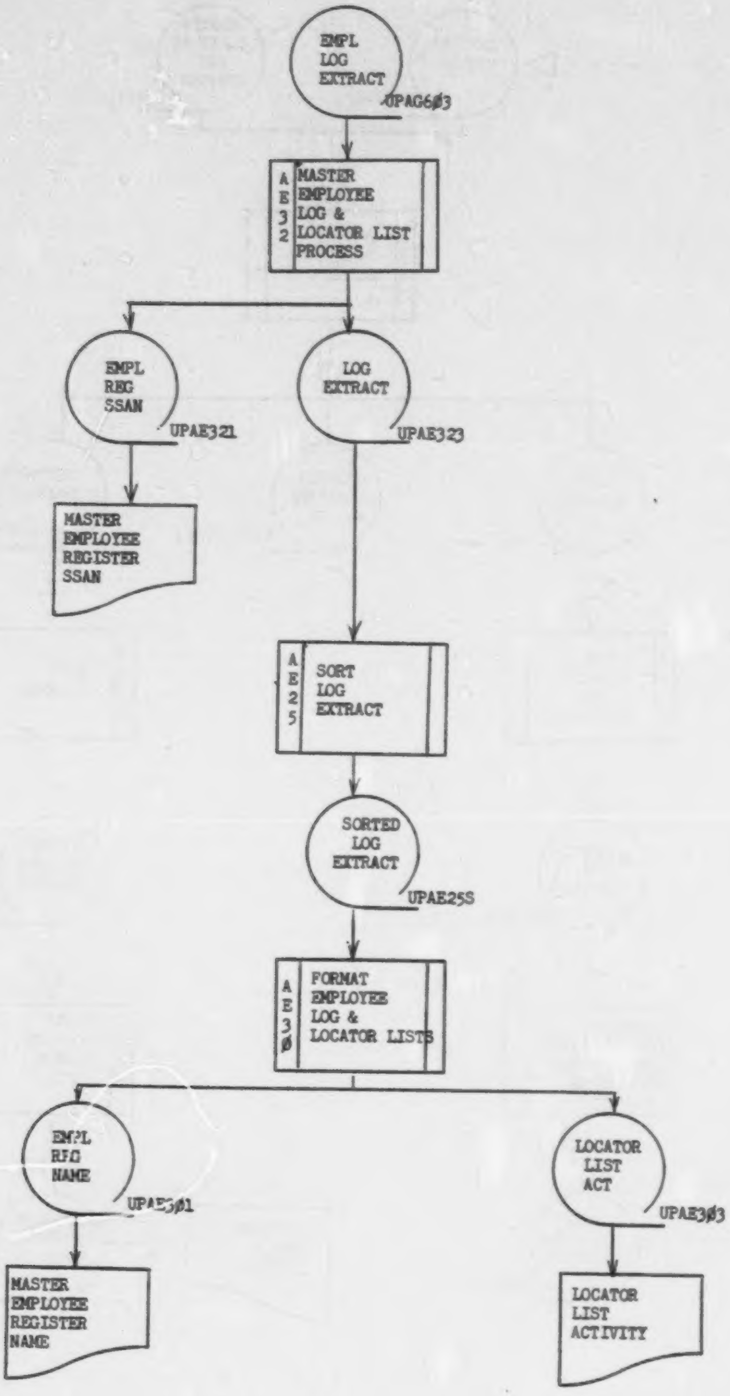
6.22 UPAJBW25
Job Flow Chart Page 3


LEAVE ACCUMULATOR
UPAH10M(+1)
AH49
LEAVE ACCUMULATOR SORT
MASTER TABLES
UPAA95M(0)
SORTED LEAVE ACCUMULATOR
UPAH49S
DATA BANK
UPAA84M(0)
AH50
PSB RCS: 0197, PART C1 FORMAT
UPAH10M(+2)
RCS:0197 PART C1
UPAH501
RCS DSA (A) 0197 (C) C1 (LEAVE EARNED AND USED)

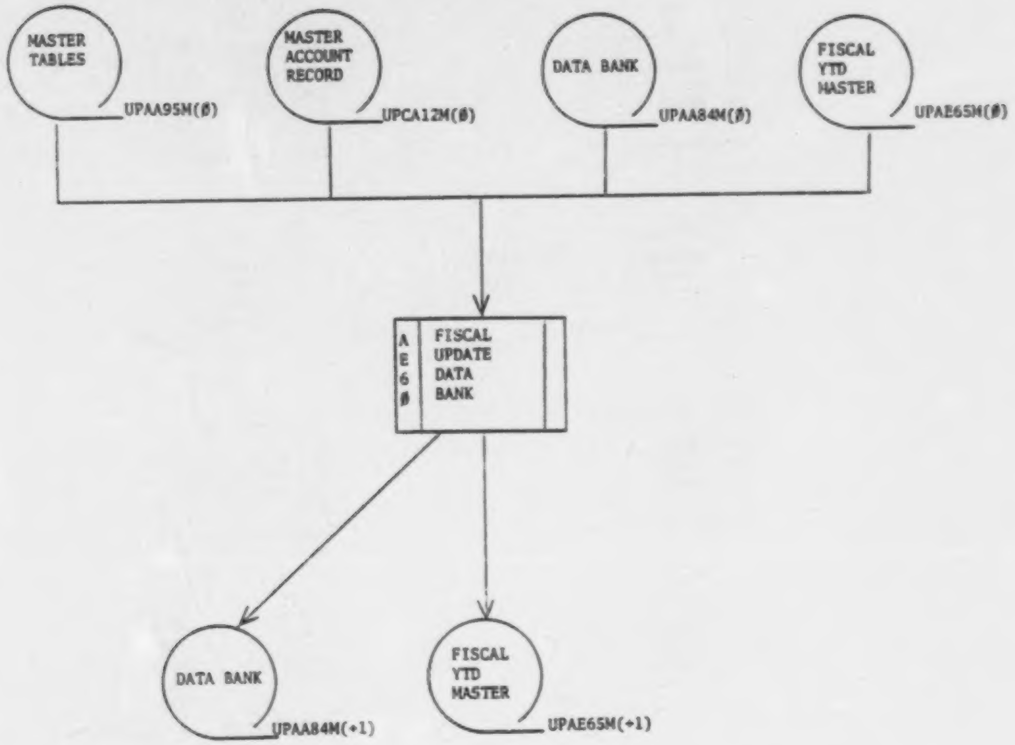
6.23 UPAJBW26
Job Flow Chart


CAPSTONE MASTER
UPAB65M(0)
SORTED INPUT TO PAY HISTORY
UPAF34S
A B 6 5
UPDATE CAPSTONE MASTER
SSN CHANGES
UPAB652
UPDATED CAPSTONE MASTER
UPAB65M(+1)
CAPSTONE CHANGES
UPAB651
A B 6 6
SORT CHANGED SSN MASTERS
A B 6 8
SORT CHANGES
SORTED SSN MASTERS
UPAB66S
SORTED CAPSTONE CHANGES
UPAB68S
A B 6 7
MERGE SSN MASTERS BACK INTO CAPSTONE MASTER
A B 6 9
FORMAT CAPSTONE CHANGE LISTING
NEW CAPSTONE MASTER
UPAB65M(+2)
CAPSTONE CHANGE LISTING
CAPSTONE PRINT TAPE
UPAB691

6.24 UPAJBW28
Job Flow Chart


EMPL LOG EXTRACT
UPAG603
AE32
MASTER EMPLOYEE LOG & LOCATOR LIST PROCESS
EMPL REG SSAN
UPAE321
LOG EXTRACT
UPAE323
MASTER EMPLOYEE REGISTER SSAN
AE25
SORT LOG EXTRACT
SORTED LOG EXTRACT
UPAE25S
AE30
FORMAT EMPLOYEE LOG & LOCATOR LISTS
EMPL REG NAME
UPAE301
LOCATOR LIST ACT
UPAE303
MASTER EMPLOYEE REGISTER NAME
LOCATOR LIST ACTIVITY

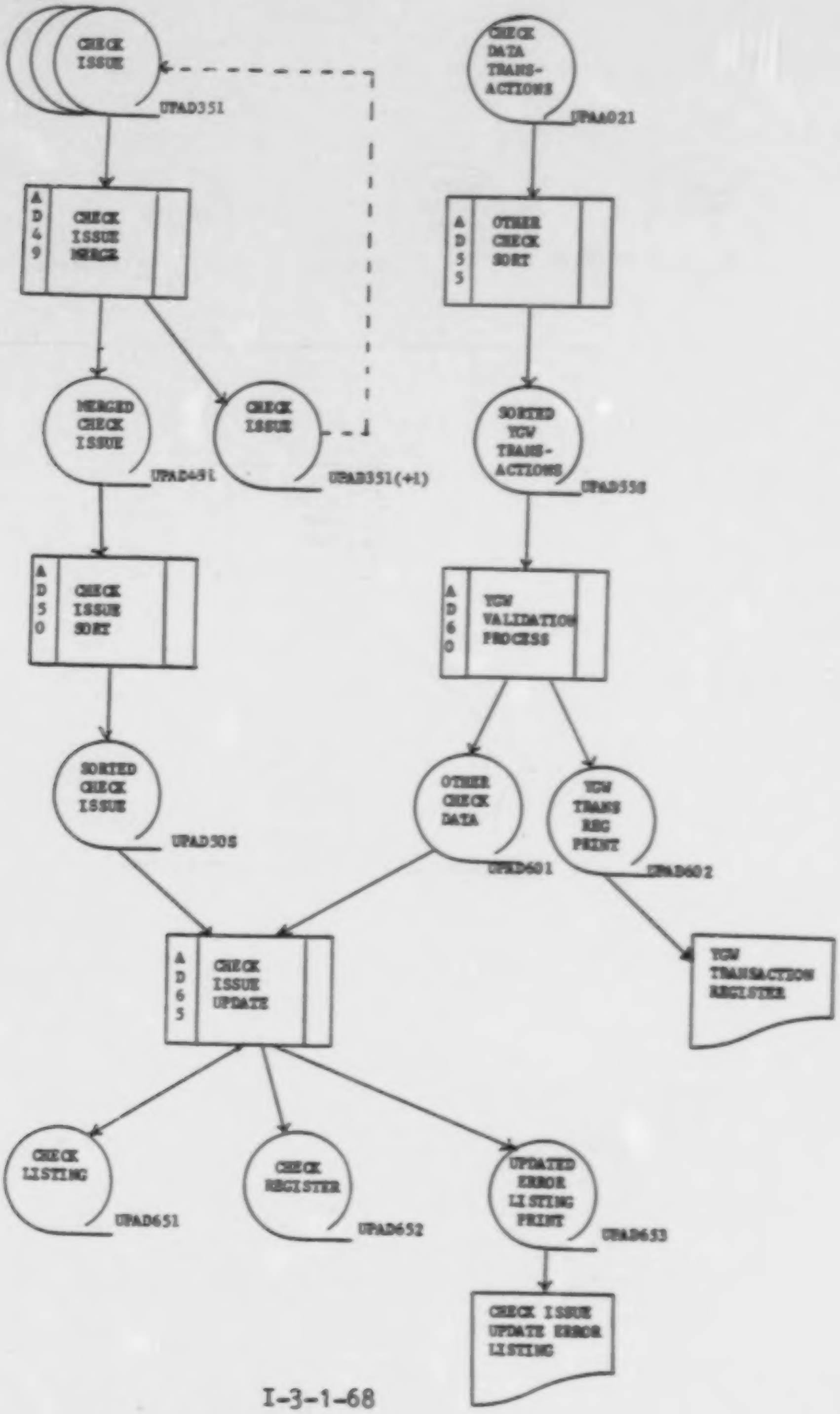
6.25 UPAJBW29
Job Flow Chart


MASTER TABLES
UPAA95M(0)
MASTER ACCOUNT RECORD
UPCA12M(0)
DATA BANK
UPAA84M(0)
FISCAL YTD MASTER
UPAE65M(0)
AE60
FISCAL UPDATE DATA BANK
DATA BANK
UPAA84M(+1)
FISCAL YTD MASTER
UPAE65M(+1)

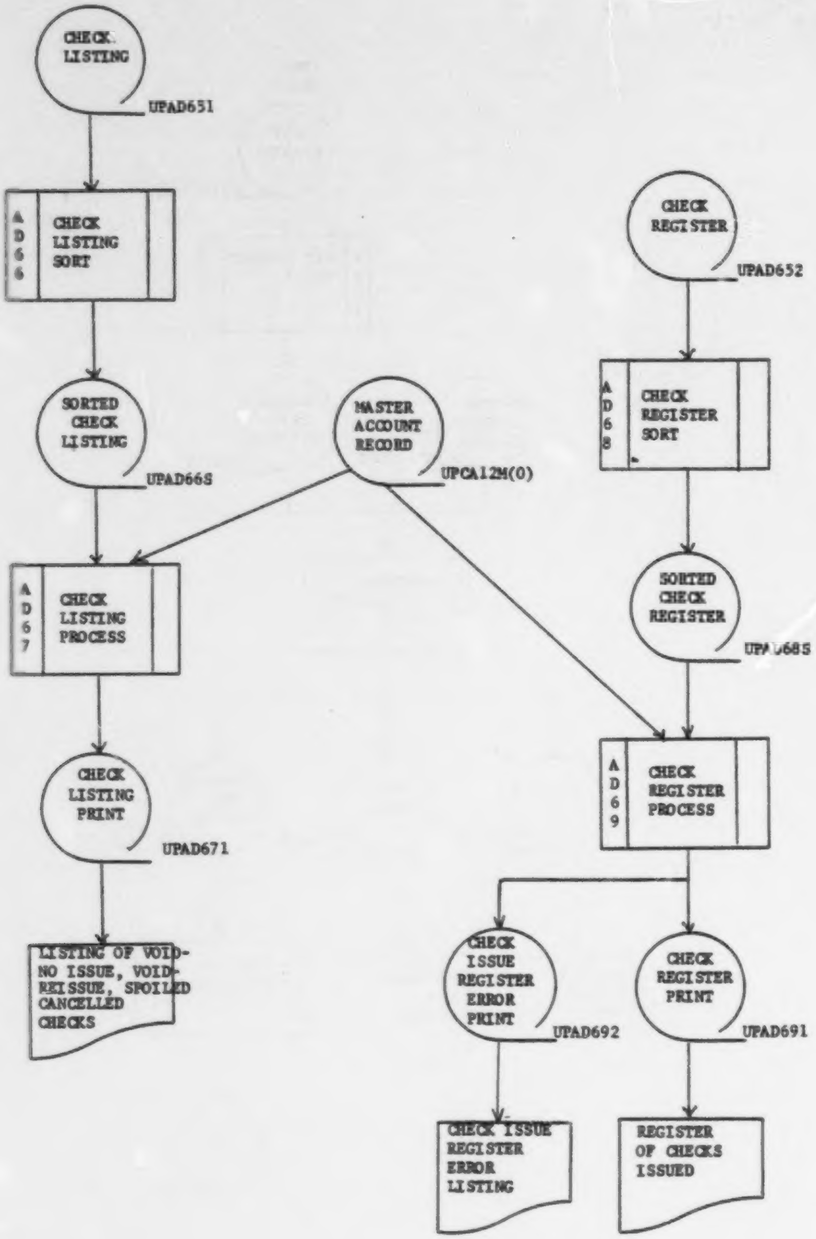
SECTION 7 PAYROLL MONTHLY JOB FLOW CHART

7.1 UPAJMM01

Job Flow Chart Page 1

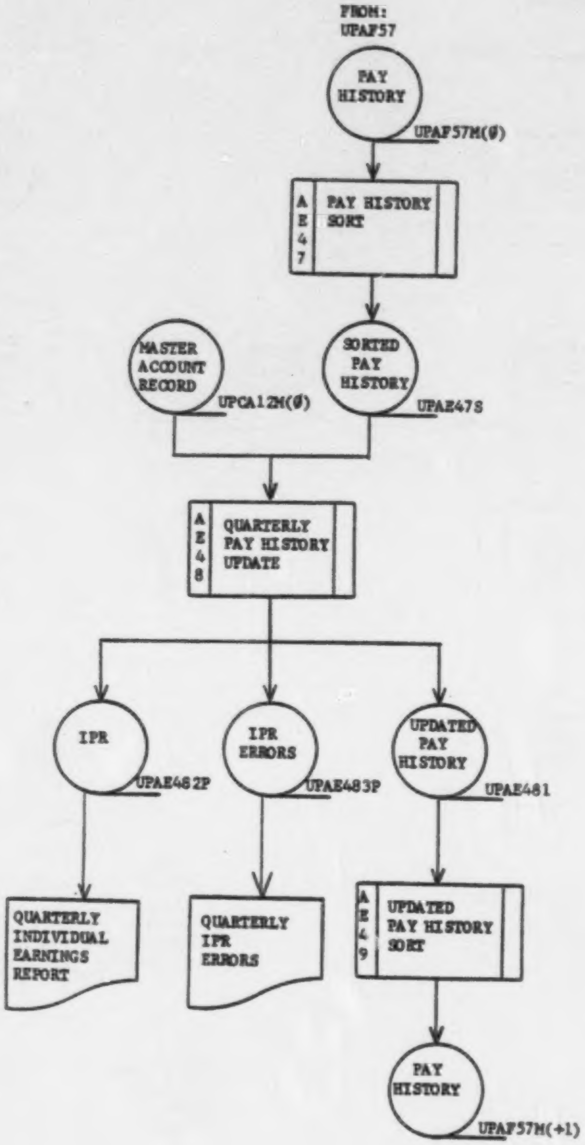

CHECK ISSUE
UPAD351
CHECK DATA TRANS-ACTIONS
UPAA021
AD49
CHECK ISSUE MERGE
AD55
OTHER CHECK SORT
MERGED CHECK ISSUE
UPAD491
CHECK ISSUE
UPAD351(+1)
SORTED YGW TRANS-ACTIONS
UPAD558
AD50
CHECK ISSUE SORT
AD60
YGW VALIDATION PROCESS
SORTED CHECK ISSUE
UPAD505
OTHER CHECK DATA
UPAD601
YGW TRANS REG PRINT
UPAD602
AD65
CHECK ISSUE UPDATE
YGW TRANSACTION REGISTER
CHECK LISTING
UPAD651
CHECK REGISTER
UPAD652
UPDATED ERROR LISTING PRINT
UPAD653
CHECK ISSUE UPDATE ERROR LISTING

7.1 UPAJMM01
Job Flow Chart Page 2


CHECK LISTING
UPAD651
AD66
CHECK LISTING SORT
SORTED CHECK LISTING
UPAD66S
MASTER ACCOUNT RECORD
UPCA12M(0)
AD67
CHECK LISTING PROCESS
CHECK LISTING PRINT
UPAD671
LISTING OF VOID-NO ISSUE, VOID-REISSUE, SPOILED CANCELLED CHECKS
CHECK REGISTER
UPAD652
AD68
CHECK REGISTER SORT
SORTED CHECK REGISTER
UPAD68S
AD69
CHECK REGISTER PROCESS
CHECK ISSUE REGISTER ERROR PRINT
UPAD692
CHECK REGISTER PRINT
UPAD691
CHECK ISSUE REGISTER ERROR LISTING
REGISTER OF CHECKS ISSUED

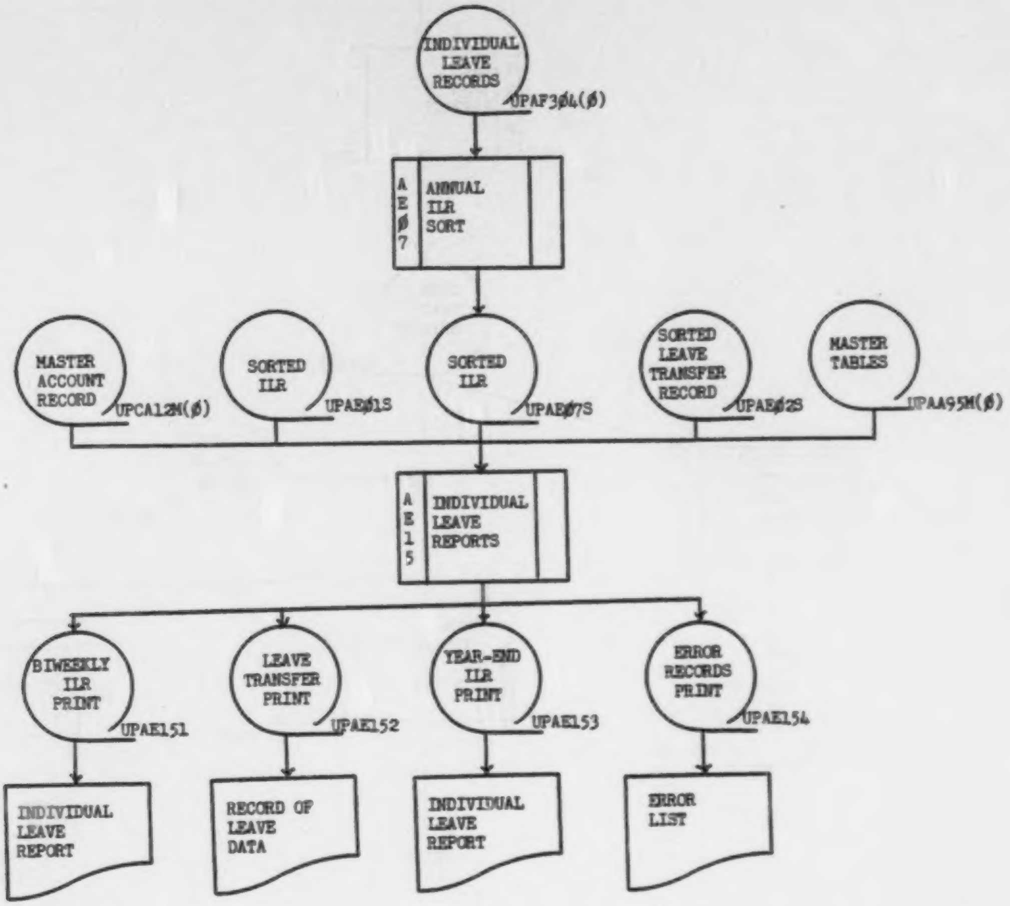
SECION 8 PAYROLL QUARTERLY JOB FLOW CHART

8.1 UPAJQQ01
Job Flow Chart

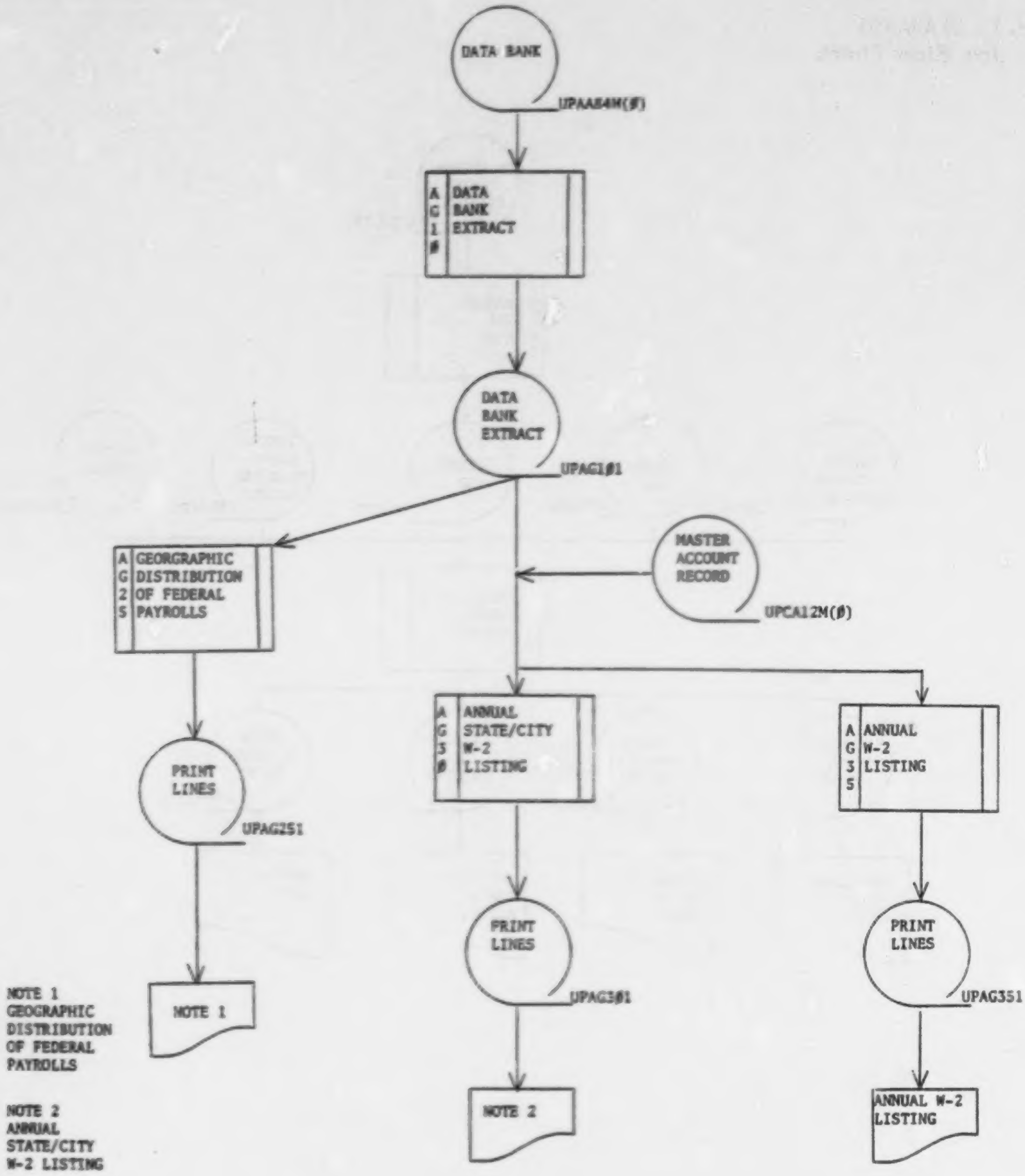

FROM:
UPAF57
PAY HISTORY
UPAF57M(0)
A E 4 7
PAY HISTORY SORT
MASTER ACCOUNT RECORD
UPCA12M(0)
SORTED PAY HISTORY
UPAE47S
A E 4 8
QUARTERLY PAY HISTORY UPDATE
IPR
UPAE482P
IPR ERRORS
UPAE483P
UPDATED PAY HISTORY
UPAE481
QUARTERLY INDIVIDUAL EARNINGS REPORT
QUARTERLY IPR ERRORS
A E 4 9
UPDATED PAY HISTORY SORT
PAY HISTORY
UPAF57M(+1)

SECTION 9 PAYROLL ANNUAL JOB FLOW CHART

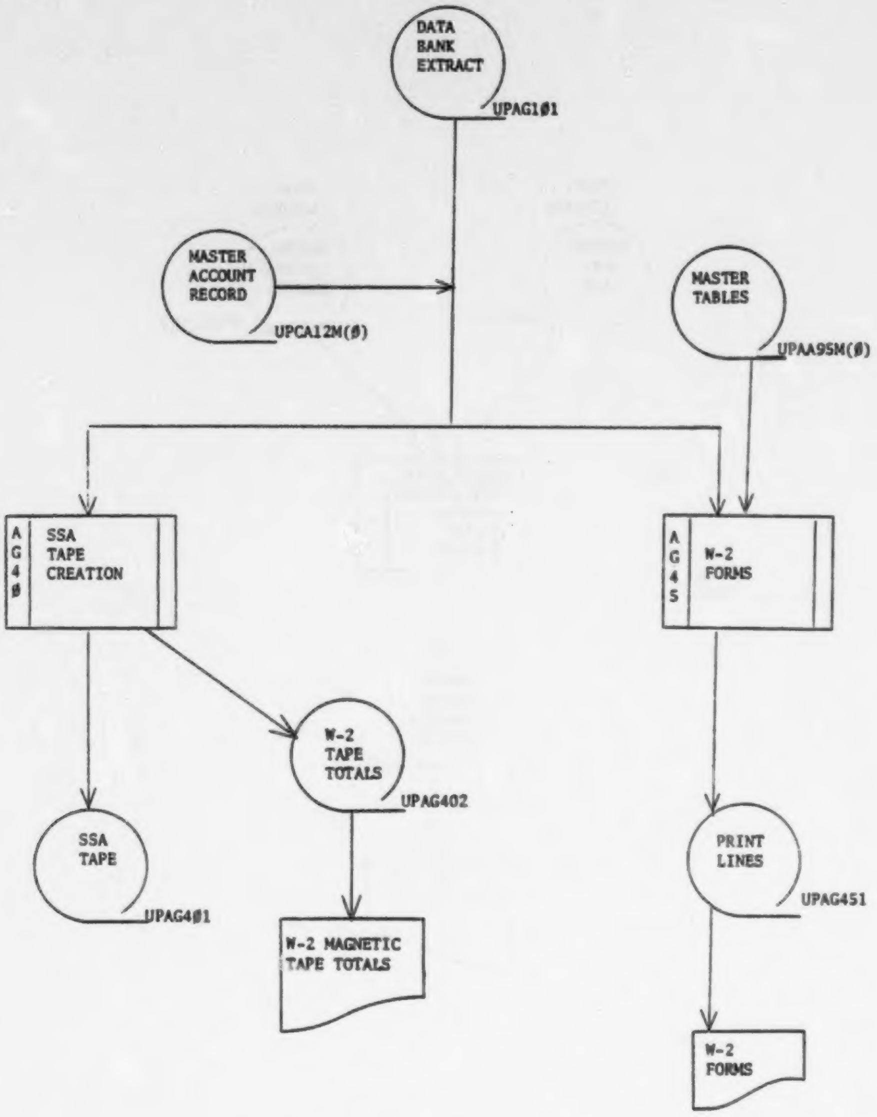
9.1 UPAJAA01
Job Flow Chart


INDIVIDUAL LEAVE RECORDS
UPAF304(0)
AE07
ANNUAL ILR SORT
MASTER ACCOUNT RECORD
UPCA12M(0)
SORTED ILR
UPAE01S
SORTED ILR
UPAE07S
SORTED LEAVE TRANSFER RECORD
UPAE02S
MASTER TABLES
UPAA95M(0)
AE15
INDIVIDUAL LEAVE REPORTS
BIWEEKLY ILR PRINT
UPAE151
LEAVE TRANSFER PRINT
UPAE152
YEAR-END ILR PRINT
UPAE153
ERROR RECORDS PRINT
UPAE154
INDIVIDUAL LEAVE REPORT
RECORD OF LEAVE DATA
INDIVIDUAL LEAVE REPORT
ERROR LIST

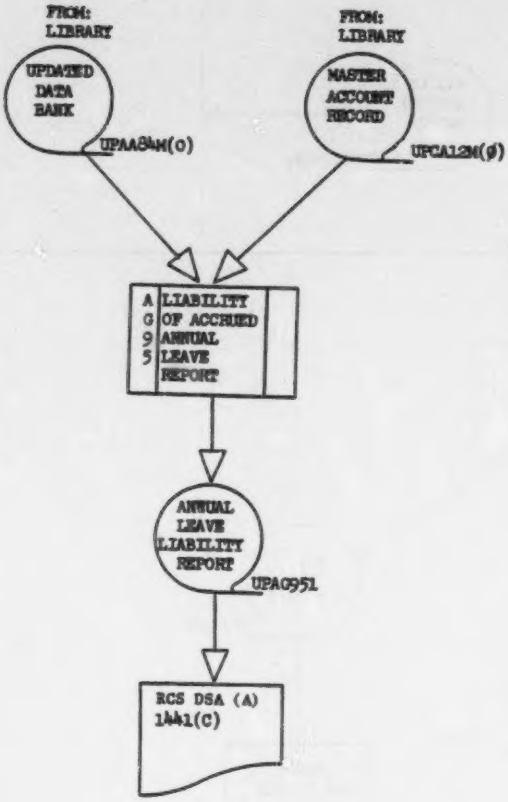
9.2 UPAJAA02
Job Flow Chart Page 1


DATA BANK
UPAA84M(0)
A
G
1
0
DATA
BANK
EXTRACT
DATA
BANK
EXTRACT
UPAG101
A
G
2
5
GEORGRAPHIC
DISTRIBUTION
OF FEDERAL
PAYROLLS
MASTER
ACCOUNT
RECORD
UPCA12M(0)
A
G
3
0
ANNUAL
STATE/CITY
W-2
LISTING
A
G
3
5
ANNUAL
W-2
LISTING
PRINT
LINES
UPAG251
PRINT
LINES
UPAG301
PRINT
LINES
UPAG351
NOTE 1
NOTE 2
ANNUAL W-2
LISTING
NOTE 1
GEOGRAPHIC
DISTRIBUTION
OF FEDERAL
PAYROLLS
NOTE 2
ANNUAL
STATE/CITY
W-2 LISTING

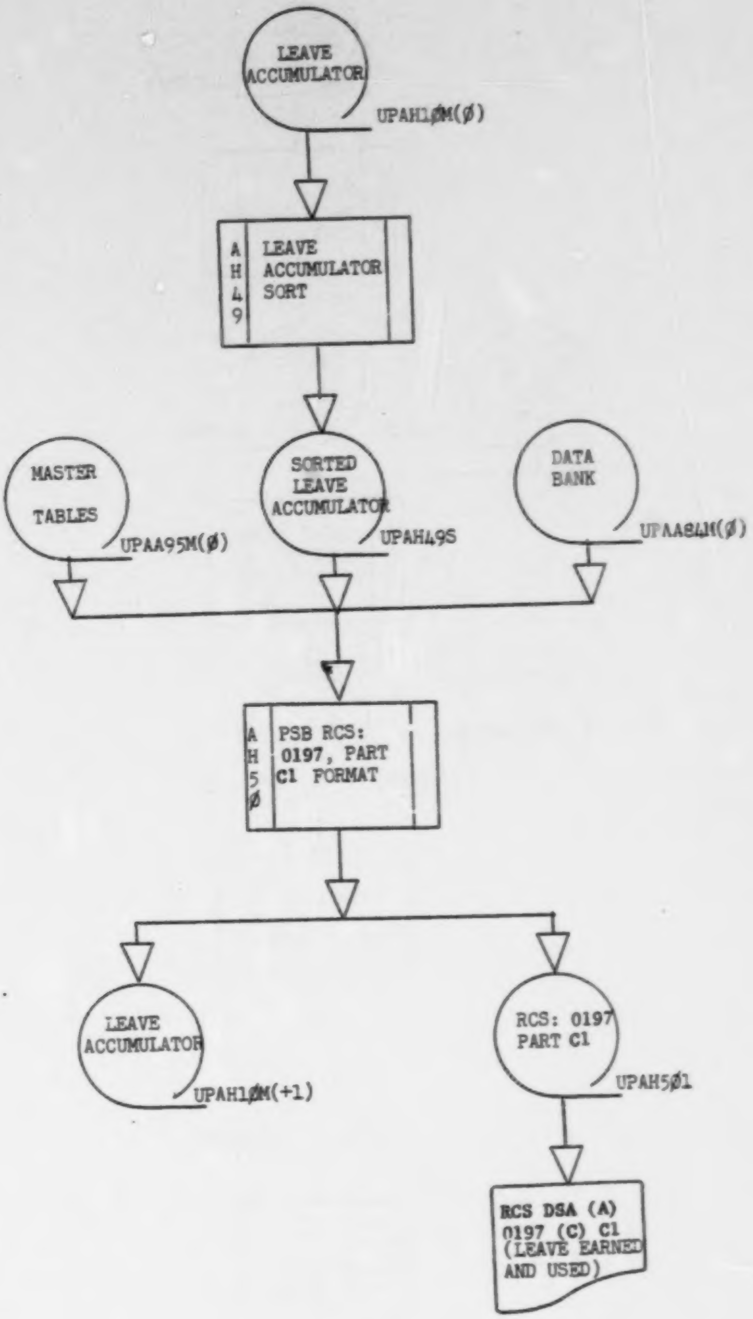
9.2 UPAJAA02
Job Flow Chart Page 2


DATA BANK EXTRACT
UPAG101
MASTER ACCOUNT RECORD
UPCA12M(0)
MASTER TABLES
UPAA95M(0)
AG40
SSA TAPE CREATION
AG45
W-2 FORMS
W-2 TAPE TOTALS
UPAG402
SSA TAPE
UPAG401
W-2 MAGNETIC TAPE TOTALS
PRINT LINES
UPAG451
W-2 FORMS

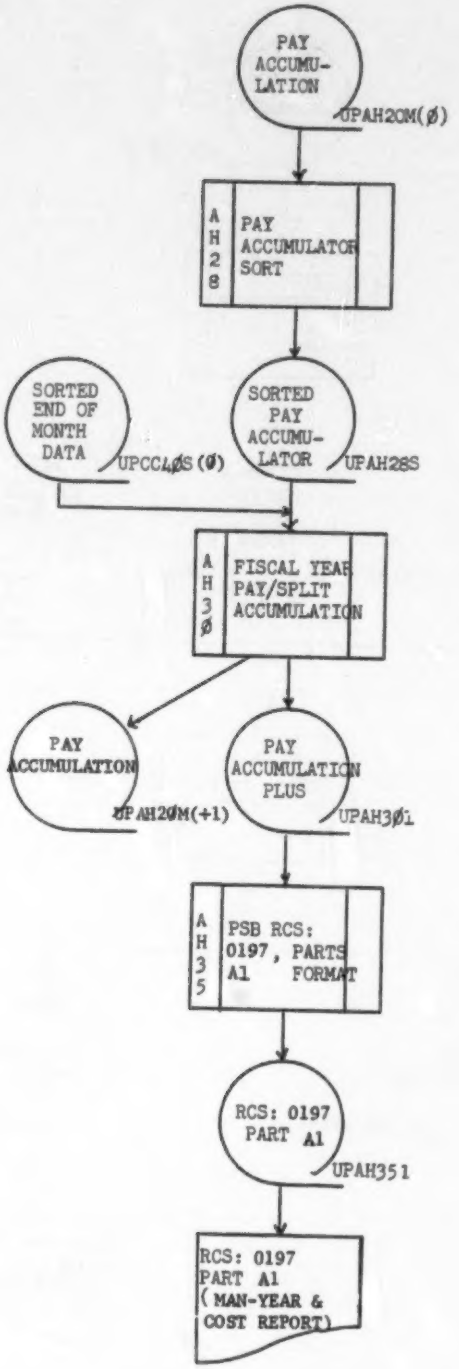
9.3 UPAJAA05
Job Flow Chart


FROM:
LIBRARY
UPDATED
DATA
BANK
UPAA84M(O)
FROM:
LIBRARY
MASTER
ACCOUNT
RECORD
UPCA12M(0)
A
G
9
5
LIABILITY
OF ACCRUED
ANNUAL
LEAVE
REPORT
ANNUAL
LEAVE
LIABILITY
REPORT
UPAG951
RCS DSA (A)
1441(C)

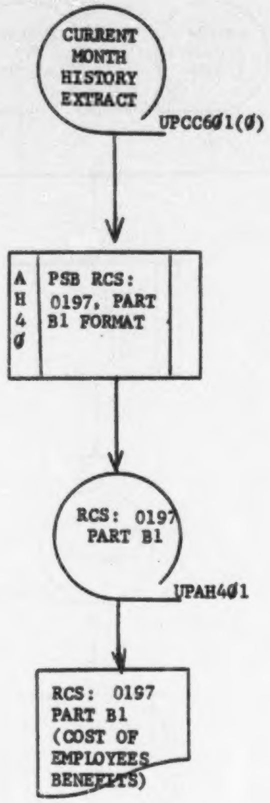
9.4 UPAJAA06
Job Flow Chart


LEAVE ACCUMULATOR
UPAH10M(0)
A H 4 9
LEAVE ACCUMULATOR SORT
MASTER TABLES
UPAA95M(0)
SORTED LEAVE ACCUMULATOR
UPAH49S
DATA BANK
UPAA84M(0)
A H 5 0
PSB RCS: 0197, PART C1 FORMAT
LEAVE ACCUMULATOR
UPAH10M(+1)
RCS: 0197 PART C1
UPAH501
RCS DSA (A) 0197 (C) C1 (LEAVE EARNED AND USED)

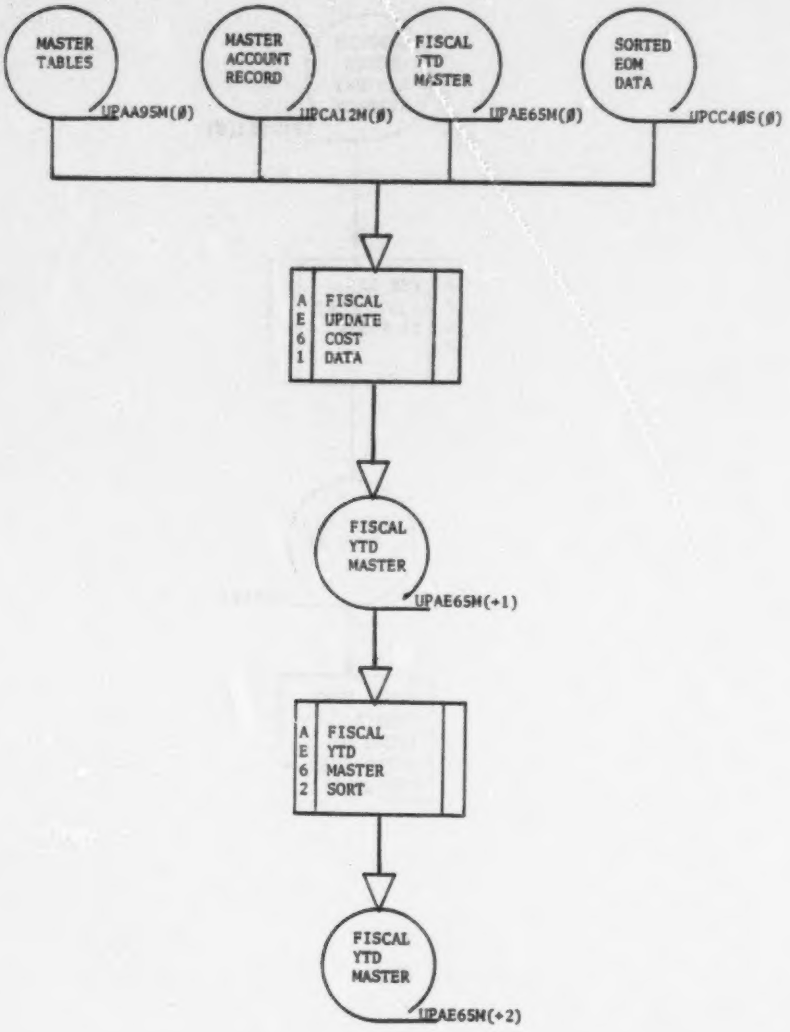
9.5 UPAJAA07
Job Flow Chart


PAY ACCUMU-LATION
UPAH20M(0)
AH28
PAY ACCUMULATOR SORT
SORTED END OF MONTH DATA
UPCC40S(0)
SORTED PAY ACCUMU-LATOR
UPAH28S
AH30
FISCAL YEAR PAY/SPLIT ACCUMULATION
PAY ACCUMULATION
UPAH20M(+1)
PAY ACCUMULATION PLUS
UPAH301
AH35
PSB RCS: 0197, PARTS A1 FORMAT
RCS: 0197 PART A1
UPAH351
RCS: 0197 PART A1 (MAN-YEAR & COST REPORT)

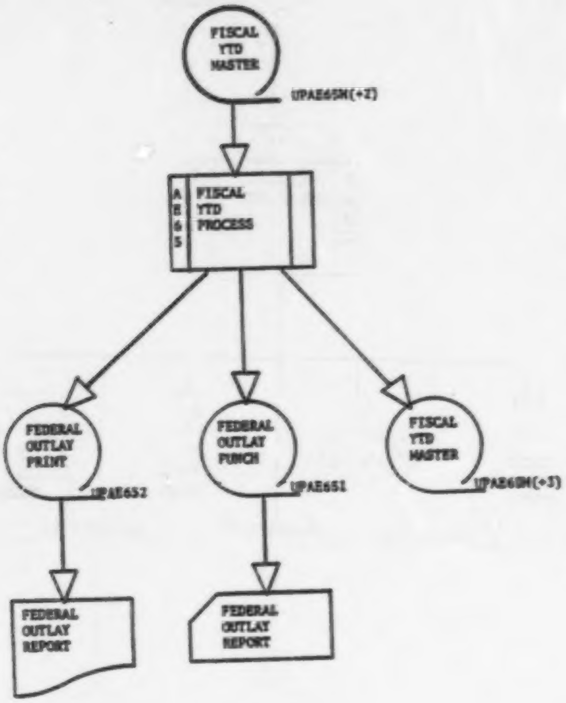
9.6 UPAJAA08
Job Flow Chart


CURRENT MONTH HISTORY EXTRACT
UPCC601(0)
A H 4 0
PSB RCS: 0197, PART B1 FORMAT
RCS: 0197 PART B1
UPAH401
RCS: 0197 PART B1 (COST OF EMPLOYEES BENEFITS)

9.7 UPAJAA09
Job Flow Chart Page 1

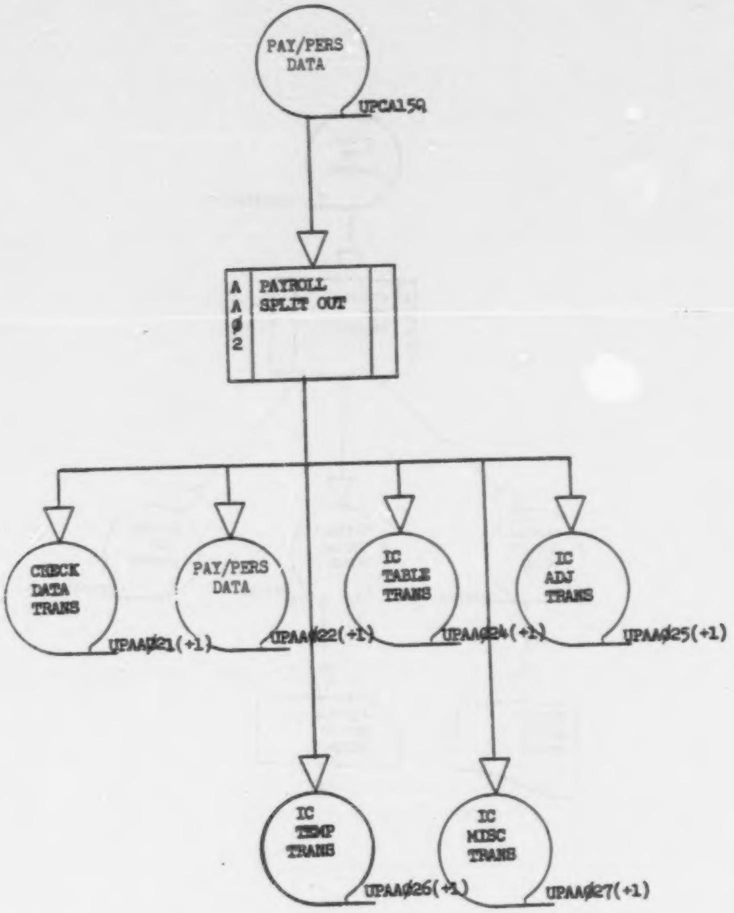

MASTER TABLES
UPAA95M(0)
MASTER ACCOUNT RECORD
UPCA12M(0)
FISCAL YTD MASTER
UPAE65M(0)
SORTED EOM DATA
UPCC40S(0)
A E 6 1
FISCAL UPDATE COST DATA
FISCAL YTD MASTER
UPAE65M(+1)
A E 6 2
FISCAL YTD MASTER SORT
FISCAL YTD MASTER
UPAE65M(+2)

9.7 UPAJAA09
Job Flow Chart Page 2

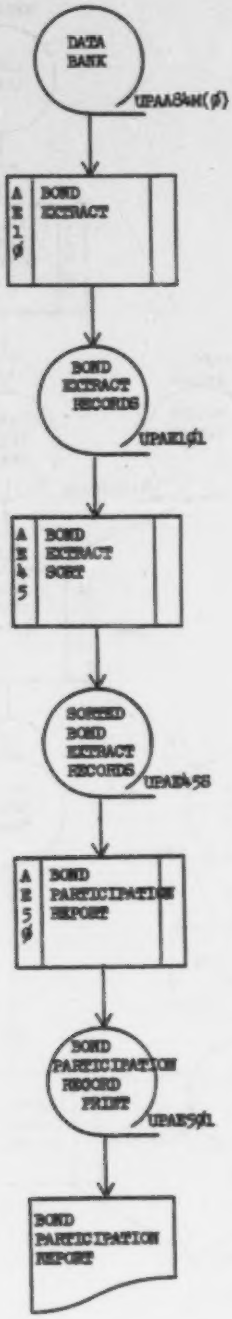

FISCAL YTD MASTER
UPAE65M(+2)
A E 6 5
FISCAL YTD PROCESS
FEDERAL OUTLAY PRINT
UPAE652
FEDERAL OUTLAY PUNCH
UPAE651
FISCAL YTD MASTER
UPAE65M(+3)
FEDERAL OUTLAY REPORT
FEDERAL OUTLAY REPORT

SECTION 10 PAYROLL AS REQUIRED JOB FLOW CHART

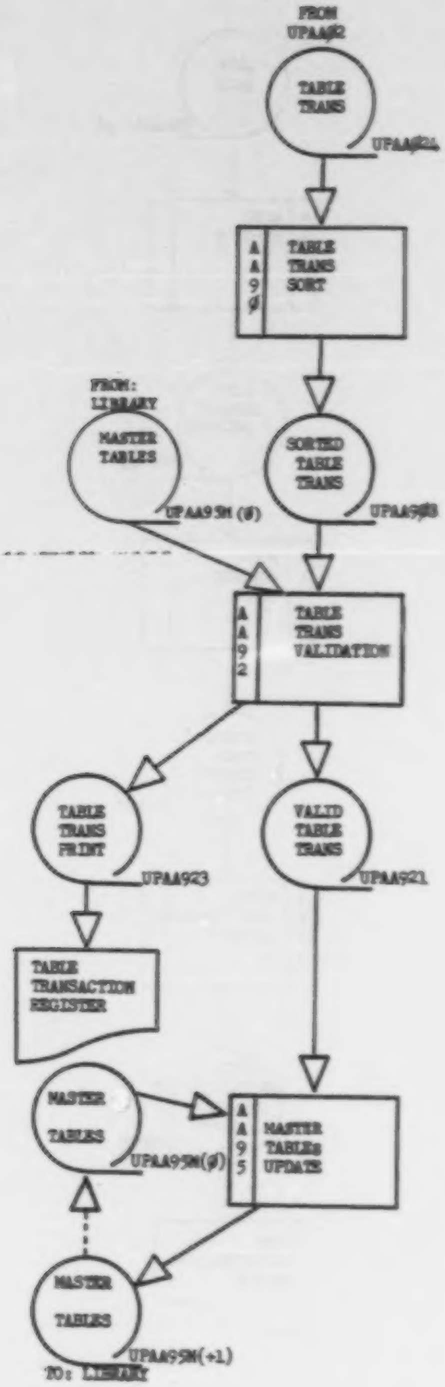
10.1 UPAJAR01
Job Flow Chart


PAY/PERS DATA
UPCA15Q
A
A
0
2
PAYROLL SPLIT OUT
CHECK DATA TRANS
UPAA021(+1)
PAY/PERS DATA
UPAA022(+1)
IC TABLE TRANS
UPAA024(+1)
IC ADJ TRANS
UPAA025(+1)
IC TEMP TRANS
UPAA026(+1)
IC MISC TRANS
UPAA027(+1)

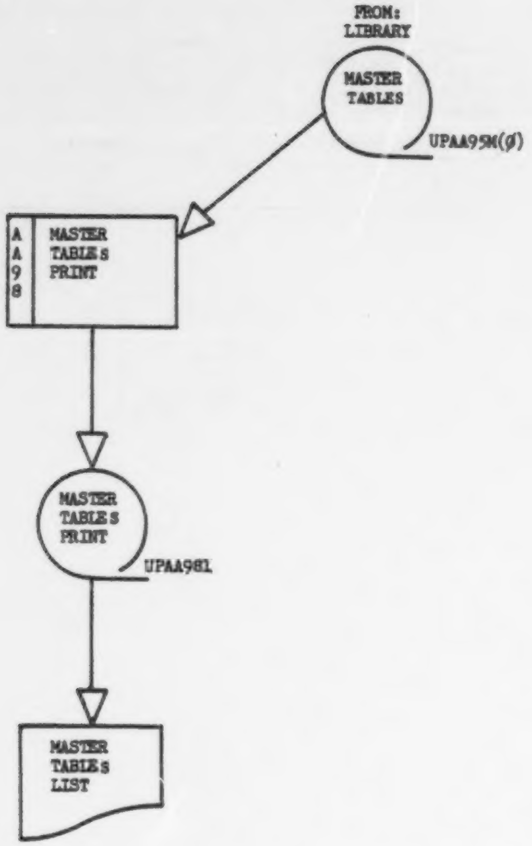
10.2 UPAJAR03
Job Flow Chart


DATA BANK
UPAA84M(0)
A E 1 0
BOND EXTRACT
BOND EXTRACT RECORDS
UPAE101
A E 4 5
BOND EXTRACT SORT
SORTED BOND EXTRACT RECORDS
UPAE458
A E 5 0
BOND PARTICIPATION REPORT
BOND PARTICIPATION RECORD PRINT
UPAE501
BOND PARTICIPATION REPORT

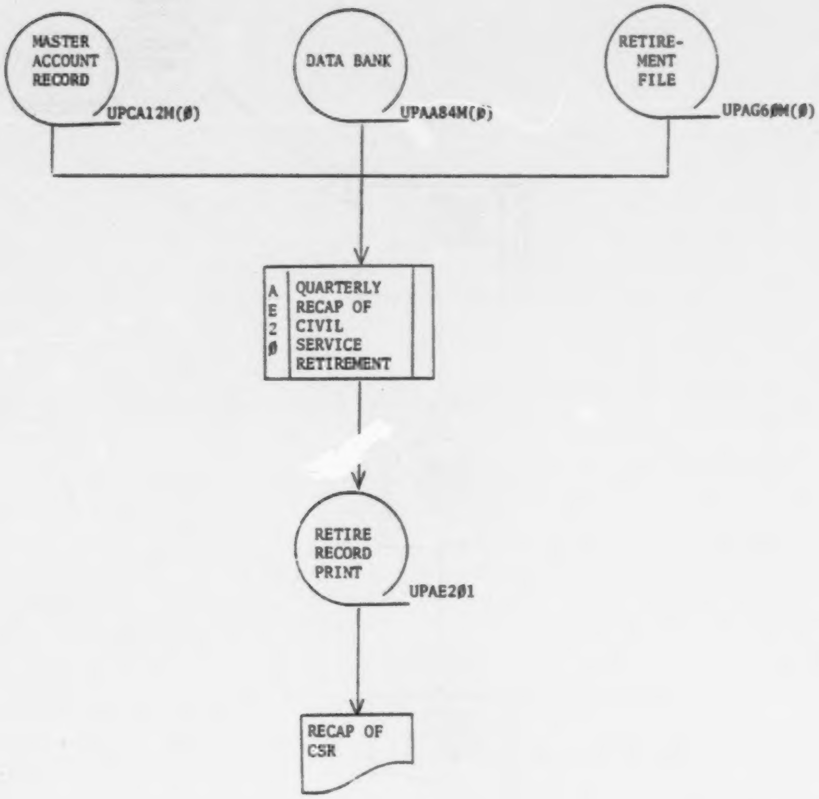
10.3 UPAJAR04
Job Flow Chart


FROM
UPAA02
TABLE TRANS
UPAA024
AA90
TABLE TRANS SORT
FROM: LIBRARY
MASTER TABLES
UPAA95M (0)
SORTED TABLE TRANS
UPAA903
AA92
TABLE TRANS VALIDATION
TABLE TRANS PRINT
UPAA923
VALID TABLE TRANS
UPAA921
TABLE TRANSACTION REGISTER
MASTER TABLES
UPAA95M(0)
AA95
MASTER TABLES UPDATE
MASTER TABLES
UPAA95M(+1)
TO: LIBRARY

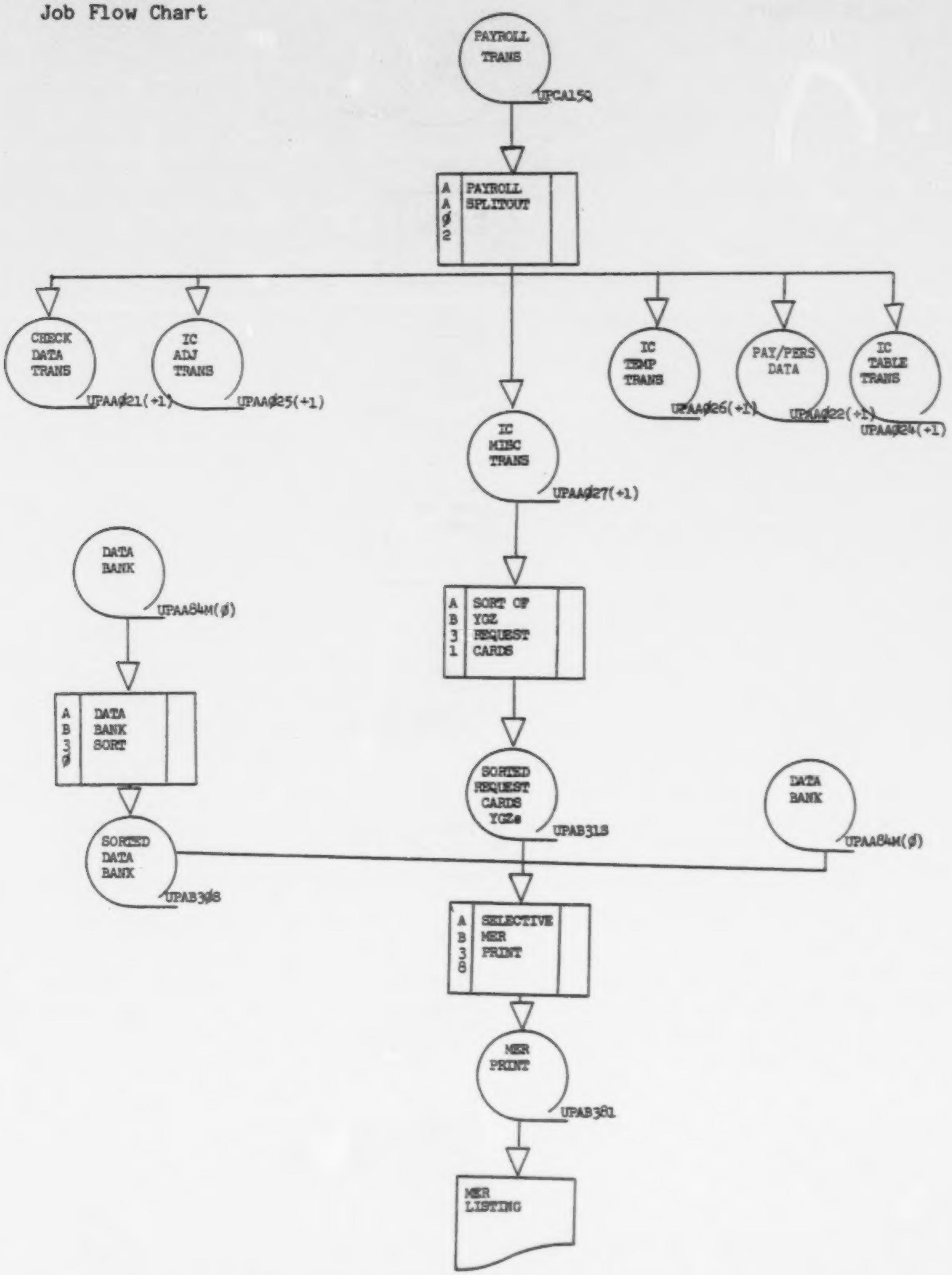
10.4 UPAJAR05
Job Flow Chart


FROM:
LIBRARY
MASTER
TABLES
UPAA95M(0)
A
A
9
8
MASTER
TABLES
PRINT
MASTER
TABLES
PRINT
UPAA981
MASTER
TABLES
LIST

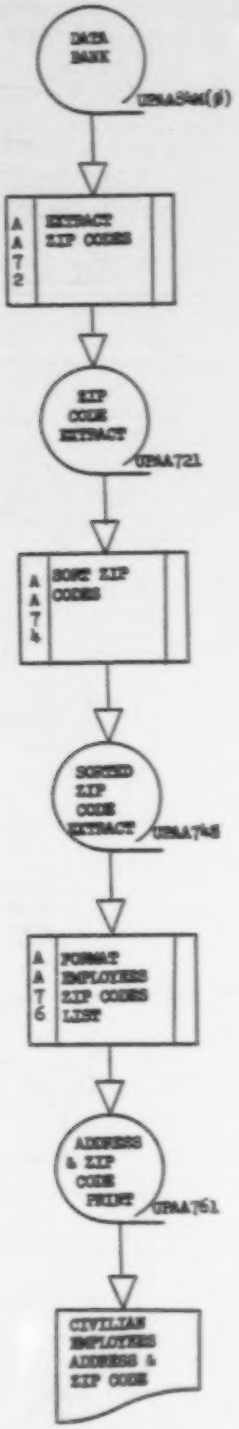
10.5 UPAJAR07
Job FLow Chart


MASTER ACCOUNT RECORD
UPCA12M(0)
DATA BANK
UPAA84M(0)
RETIRE-MENT FILE
UPAG60M(0)
AE20
QUARTERLY RECAP OF CIVIL SERVICE RETIREMENT
RETIRE RECORD PRINT
UPAE201
RECAP OF CSR

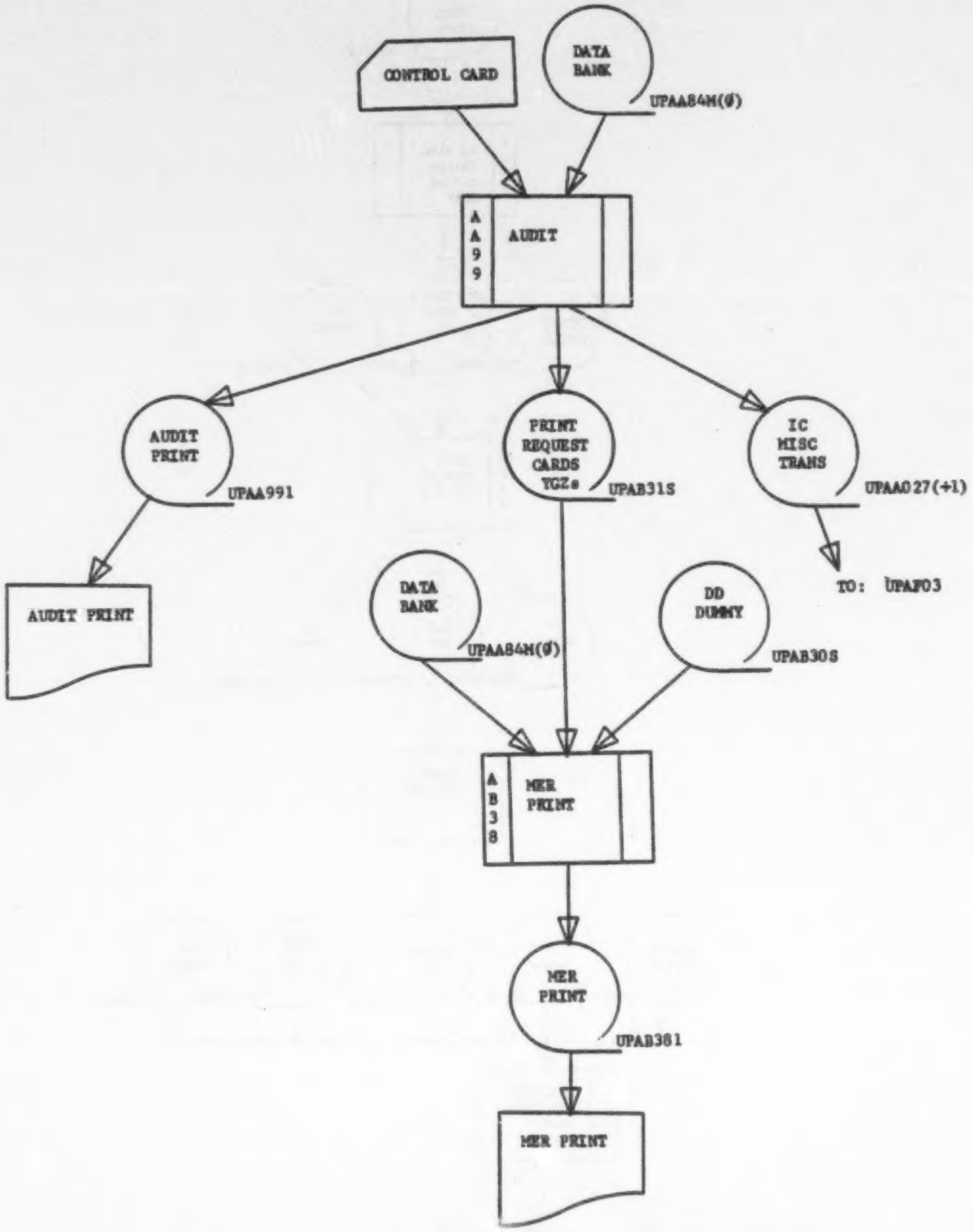
10.6 UPAJAR08
Job Flow Chart


PAYROLL TRANS
UPCA15Q
AA02
PAYROLL SPLITOUT
CHECK DATA TRANS
UPAA021(+1)
IC ADJ TRANS
UPAA025(+1)
IC TEMP TRANS
UPAA026(+1)
PAY/PERS DATA
UPAA022(+1)
IC TABLE TRANS
UPAA024(+1)
IC MISC TRANS
UPAA027(+1)
DATA BANK
UPAA84M(0)
AB30
DATA BANK SORT
SORTED DATA BANK
UPAB308
AB31
SORT OF YGZ REQUEST CARDS
SORTED REQUEST CARDS YGZs
UPAB31S
DATA BANK
UPAA84M(0)
AB38
SELECTIVE MER PRINT
MER PRINT
UPAB381
MER LISTING

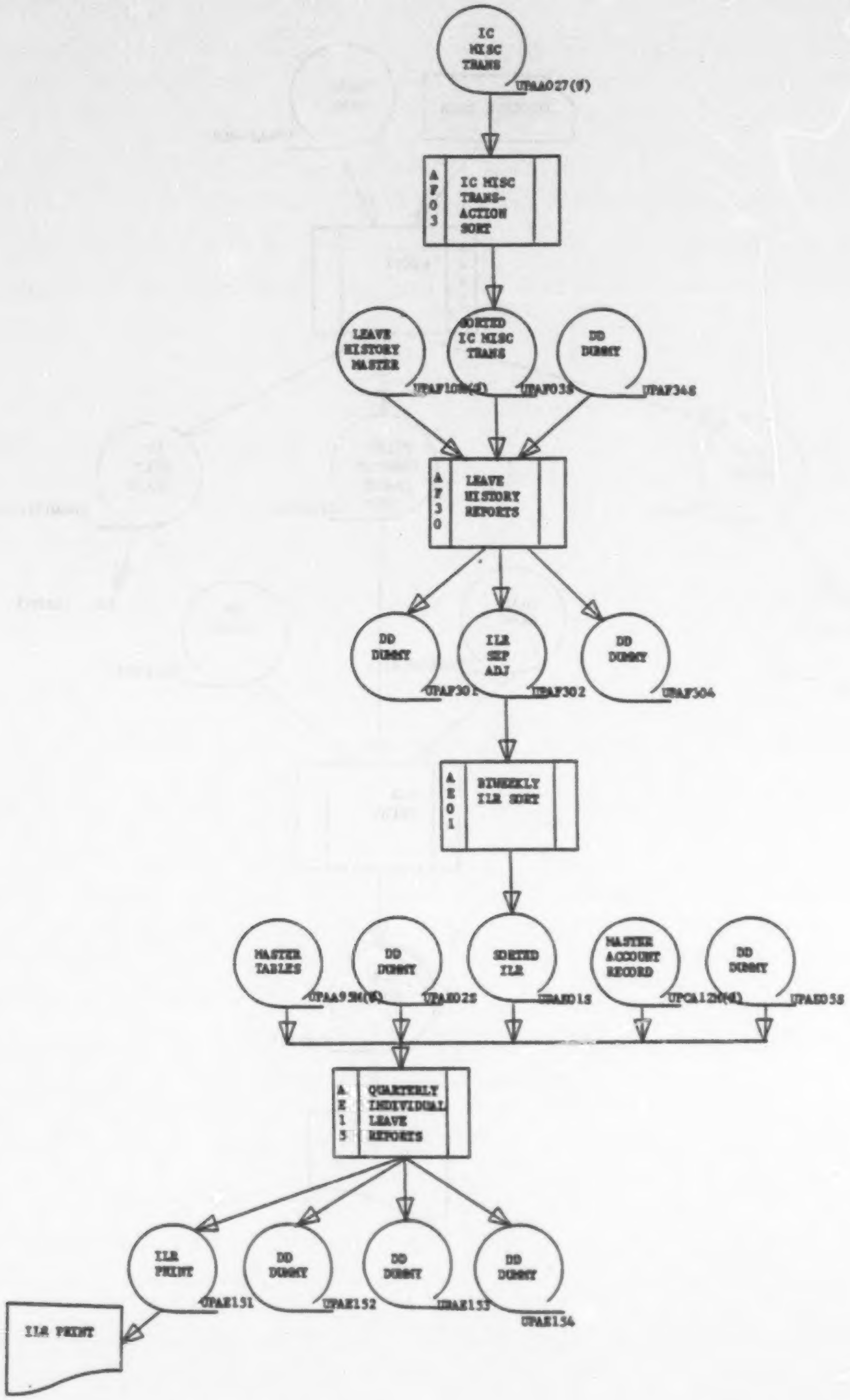
10.7 UPAJAR09
Job Flow Chart


DATA BANK
UPAA344(0)
AA72
EXTRACT ZIP CODES
ZIP CODE EXTRACT
UPAA721
AA74
SORT ZIP CODES
SORTED ZIP CODE EXTRACT
UPAA745
AA76
FORMAT EMPLOYEES ZIP CODES LIST
ADDRESS & ZIP CODE PRINT
UPAA761
CIVILIAN EMPLOYEES ADDRESS & ZIP CODE

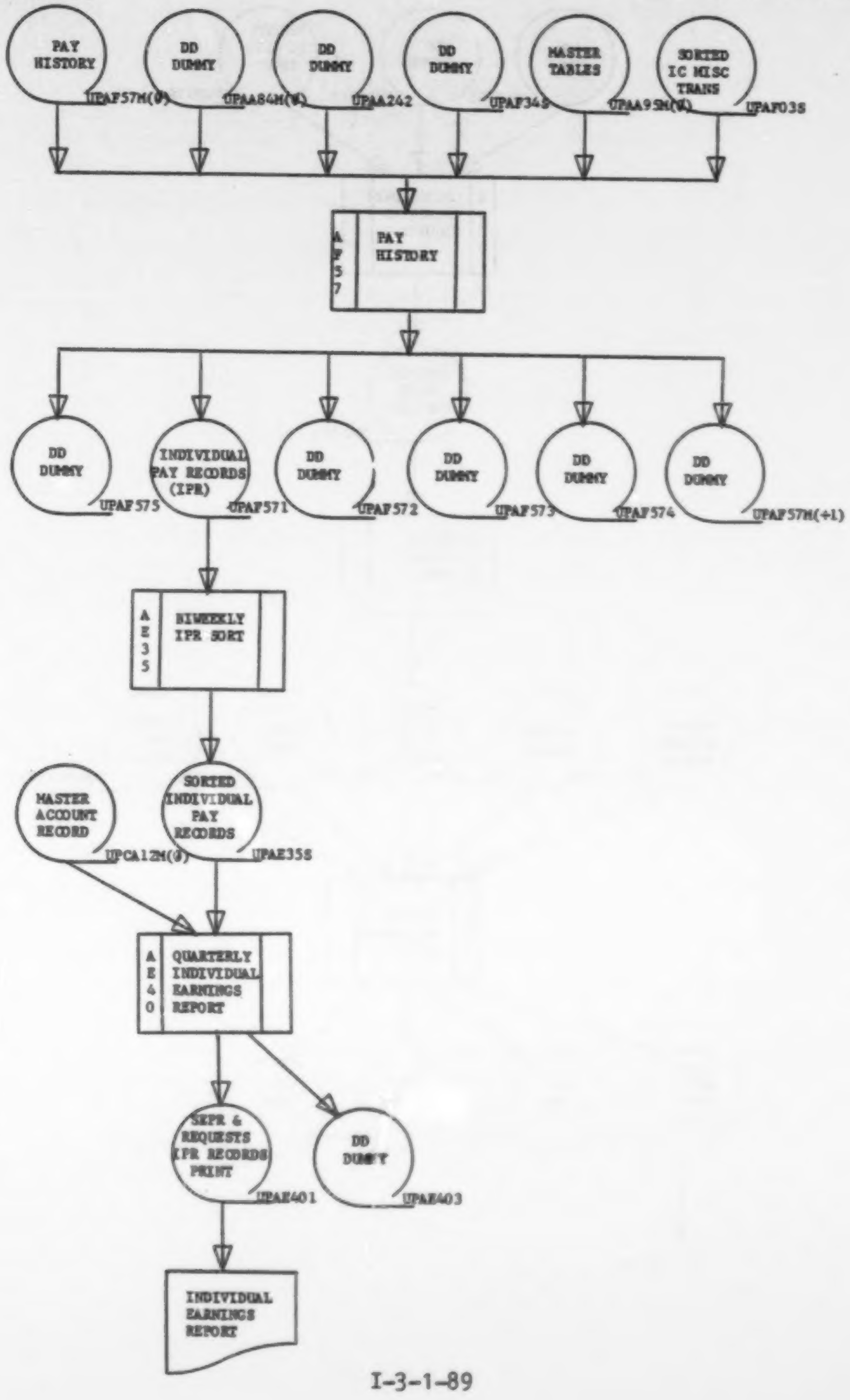
10.8 UPAJAR10
Job Flow Chart


CONTROL CARD
DATA BANK
UPAA84M(0)
AA99
AUDIT
AUDIT PRINT
UPAA991
PRINT REQUEST CARDS YGZs
UPAB31S
IC MISC TRANS
UPAA027(+1)
TO: UPAF03
AUDIT PRINT
DATA BANK
UPAA84M(0)
DD DUMMY
UPAB30S
AB38
MER PRINT
MER PRINT
UPAB381
MER PRINT

10.9 UPAJAR11
Job Flow Chart

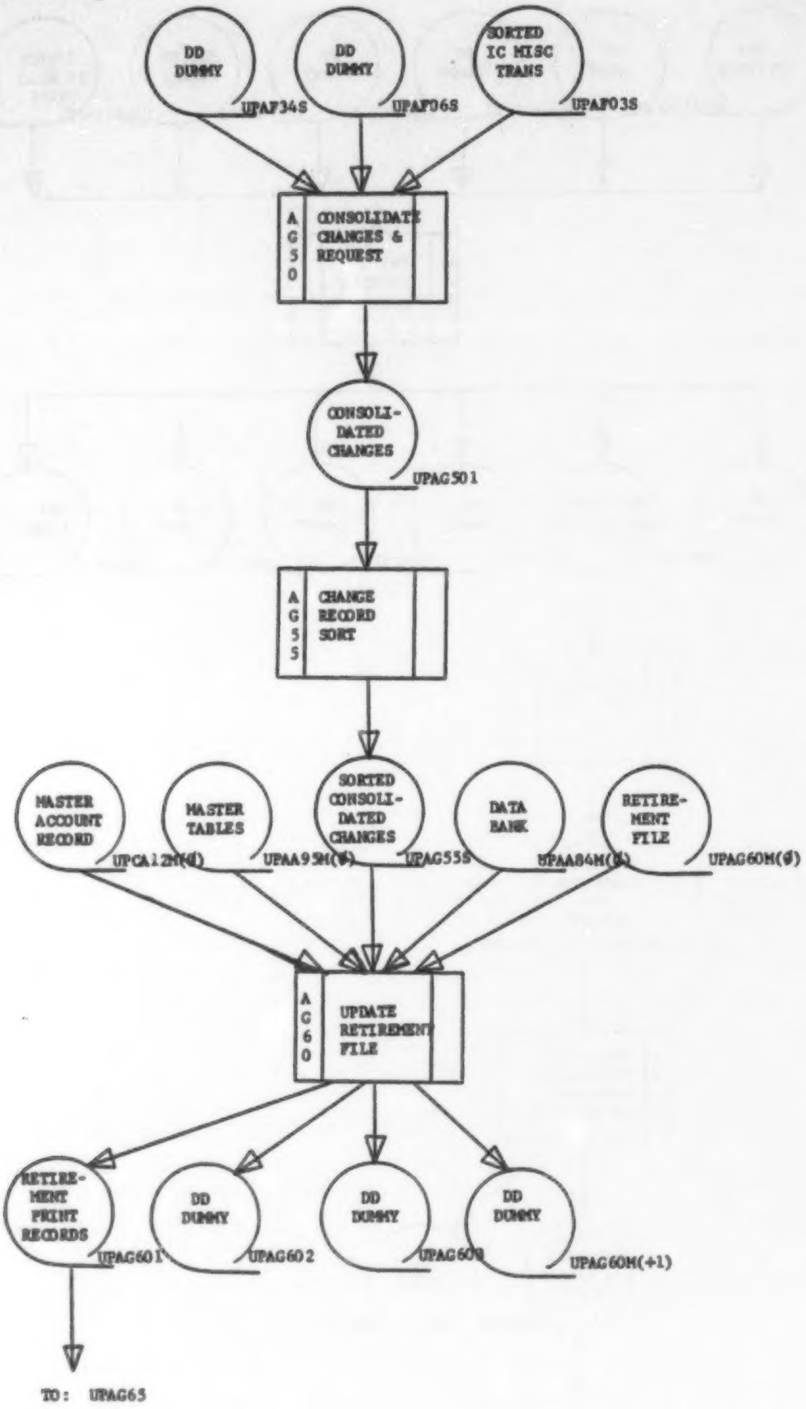

IC MISC TRANS
UPAA027(8)
AF03
IC MISC TRANS-ACTION SORT
LEAVE HISTORY MASTER
UPAF108(8)
SORTED IC MISC TRANS
UPAF038
DD DUMMY
UPAF348
AF30
LEAVE HISTORY REPORTS
DD DUMMY
UPAF301
ILR SEP ADJ
UPAF302
DD DUMMY
UPAF304
AE01
BIWEEKLY ILR SORT
MASTER TABLES
UPAA93H(8)
DD DUMMY
UPAE02S
SORTED ILR
UPAE01S
MASTER ACCOUNT RECORD
UPCA12H(8)
DD DUMMY
UPAE05S
AE15
QUARTERLY INDIVIDUAL LEAVE REPORTS
ILR PRINT
UPAE151
DD DUMMY
UPAE152
DD DUMMY
UPAE153
DD DUMMY
UPAE154
ILR PRINT

10.10 UPAJAR12
Job Flow Chart

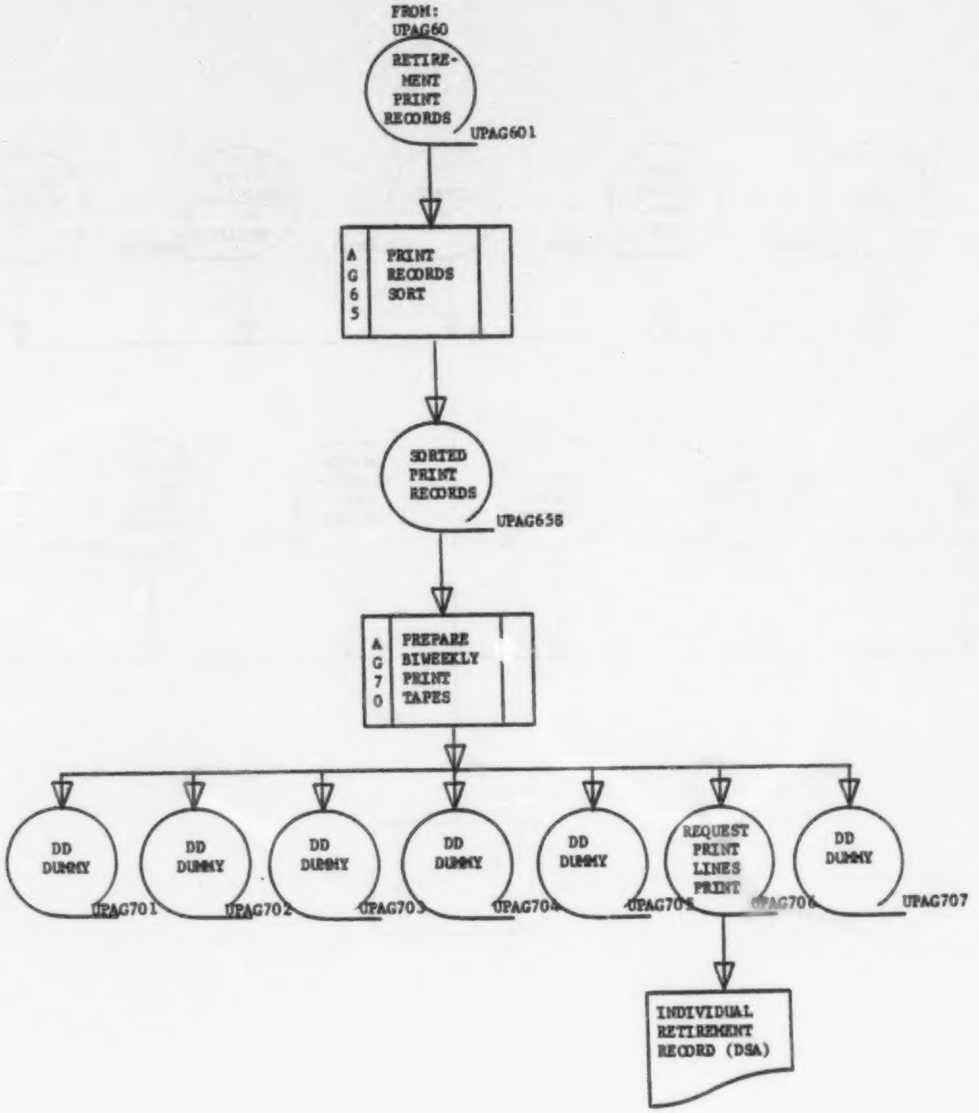

PAY HISTORY
UPAF57M(0)
DD DUMMY
UPAA84M(0)
DD DUMMY
UPAA242
DD DUMMY
UPAF345
MASTER TABLES
UPAA95M(0)
SORTED IC MISC TRANS
UPAF035
A F 5 7
PAY HISTORY
DD DUMMY
UPAF575
INDIVIDUAL PAY RECORDS (IPR)
UPAF571
DD DUMMY
UPAF572
DD DUMMY
UPAF573
DD DUMMY
UPAF574
DD DUMMY
UPAF57M(+1)
A E 3 5
BIWEEKLY IPR SORT
MASTER ACCOUNT RECORD
UPCA12M(0)
SORTED INDIVIDUAL PAY RECORDS
UPAE358
A E 4 0
QUARTERLY INDIVIDUAL EARNINGS REPORT
SEPR & REQUESTS IPR RECORDS PRINT
UPAE401
DD DUMMY
UPAE403
INDIVIDUAL EARNINGS REPORT

10.11 UPAJAR13

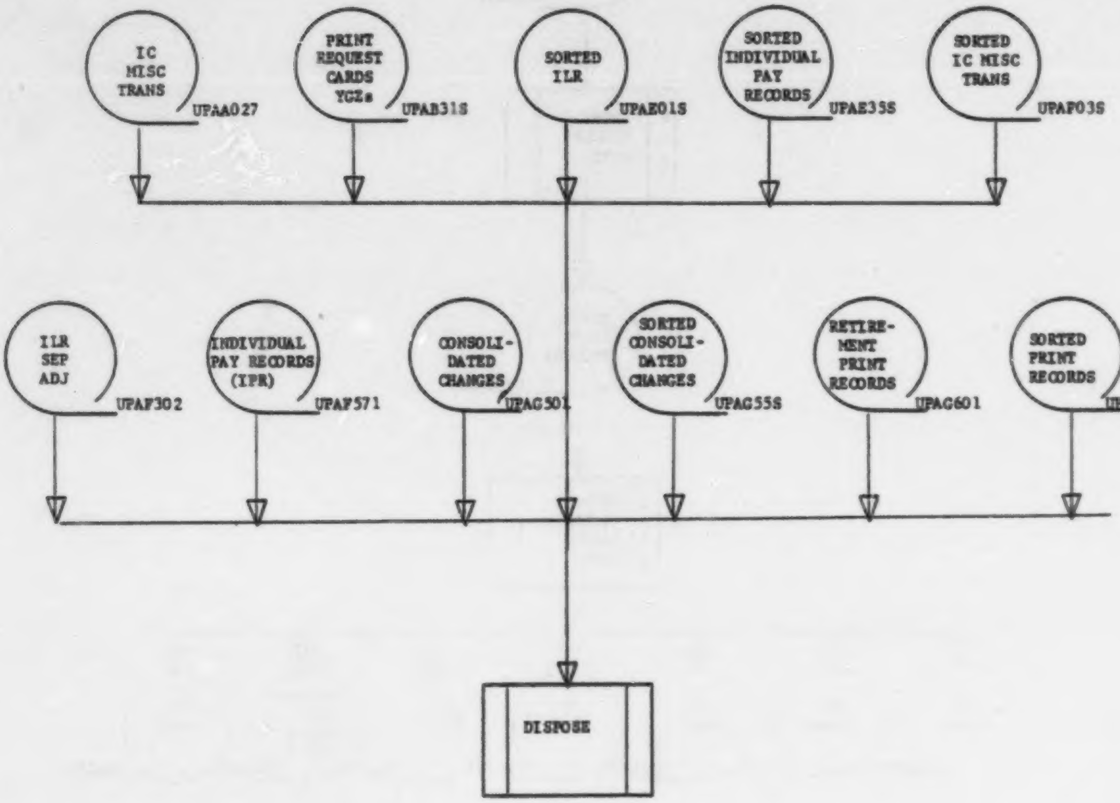
Job Flow Chart Page 1


DD DUMMY
UPAF34S
DD DUMMY
UPAF06S
SORTED IC MISC TRANS
UPAF03S
AG50
CONSOLIDATE CHANGES & REQUEST
CONSOLI-DATED CHANGES
UPAG501
AG55
CHANGE RECORD SORT
MASTER ACCOUNT RECORD
UPCA12M(0)
MASTER TABLES
UPAA95M(0)
SORTED CONSOLI-DATED CHANGES
UPAG55S
DATA BANK
UPAA84M(0)
RETIRE-MENT FILE
UPAG60M(0)
AG60
UPDATE RETIREMENT FILE
RETIRE-MENT PRINT RECORDS
UPAG601
DD DUMMY
UPAG602
DD DUMMY
UPAG609
DD DUMMY
UPAG60M(+1)
TO: UPAG65

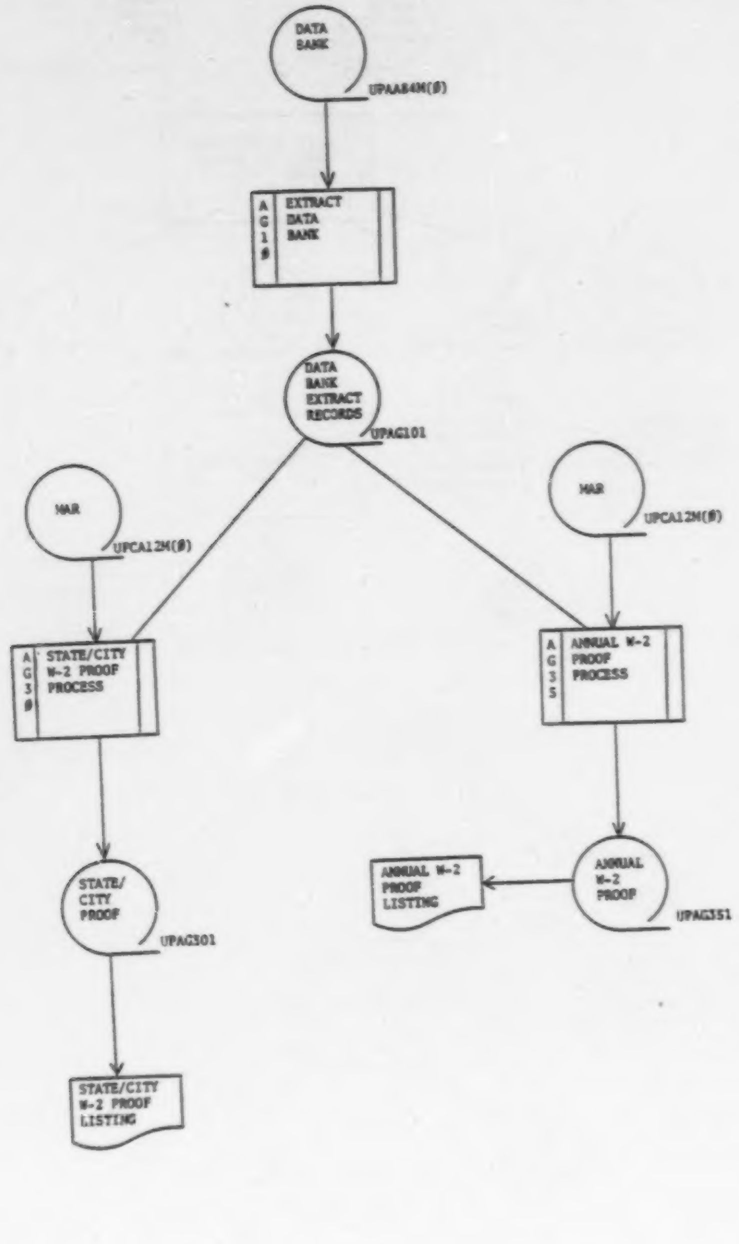
10.11 UPAJAR13
Job Flow Chart Page 2


FROM:
UPAG60
RETIREMENT PRINT RECORDS
UPAG601
AG65
PRINT RECORDS SORT
SORTED PRINT RECORDS
UPAG658
AG70
PREPARE BIWEEKLY PRINT TAPES
DD DUMMY
UPAG701
DD DUMMY
UPAG702
DD DUMMY
UPAG703
DD DUMMY
UPAG704
DD DUMMY
UPAG705
REQUEST PRINT LINES PRINT
UPAG706
DD DUMMY
UPAG707
INDIVIDUAL RETIREMENT RECORD (DSA)

10.12 UPAJAR14
Job Flow Chart

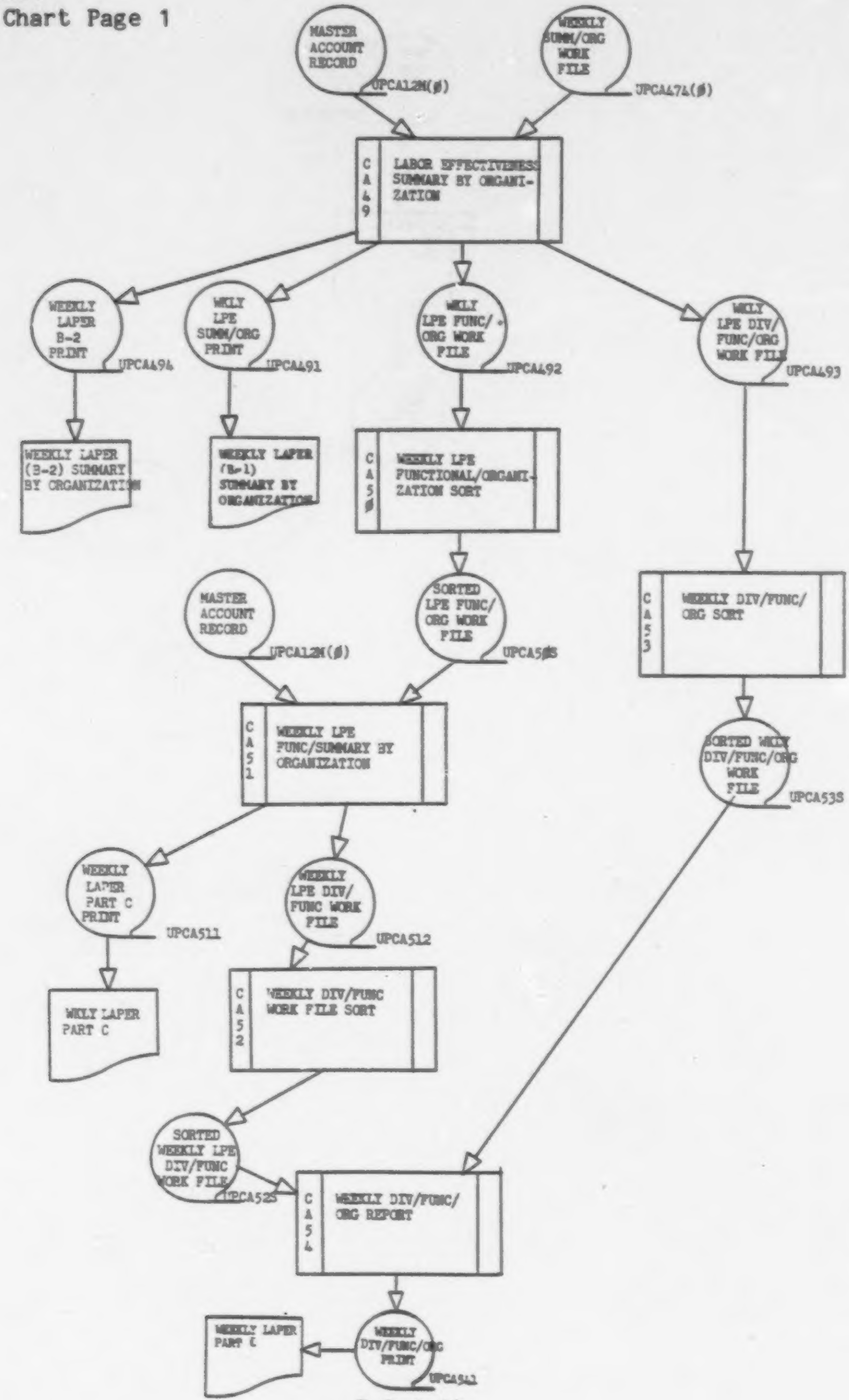

IC MISC TRANS
UPAA027
PRINT REQUEST CARDS YGZs
UPAB31S
SORTED ILR
UPAE01S
SORTED INDIVIDUAL PAY RECORDS
UPAE35S
SORTED IC MISC TRANS
UPAF03S
ILR SEP ADJ
UPAF302
INDIVIDUAL PAY RECORDS (IPR)
UPAF571
CONSOLI-DATED CHANGES
UPAG501
SORTED CONSOLI-DATED CHANGES
UPAG55S
RETIRE-MENT PRINT RECORDS
UPAG601
SORTED PRINT RECORDS
UPAG65B
DISPOSE

10.13 UPAJAR15
Job Flow Chart

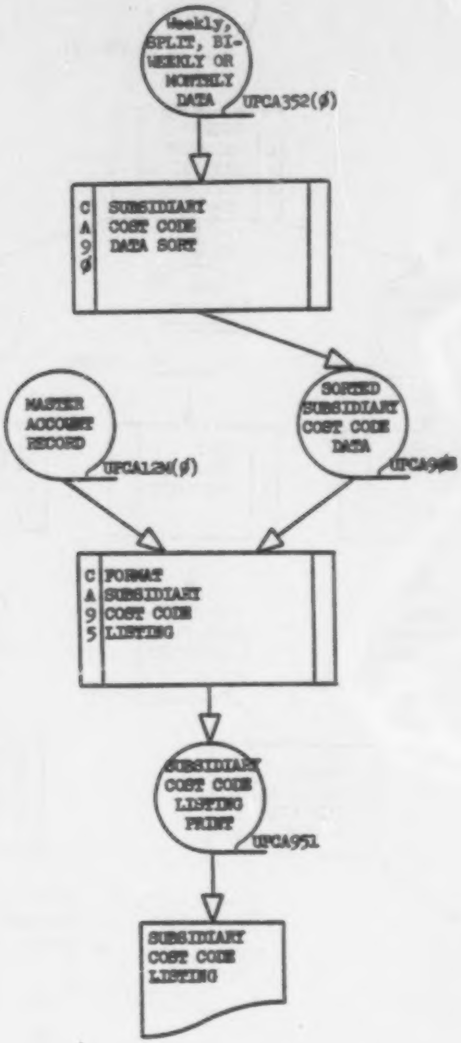

DATA BANK
UPAA84M(0)
A G 1 0
EXTRACT DATA BANK
DATA BANK EXTRACT RECORDS
UPAG101
MAR
UPCA12M(0)
MAR
UPCA12M(0)
A G 3 0
STATE/CITY W-2 PROOF PROCESS
A G 3 5
ANNUAL W-2 PROOF PROCESS
STATE/CITY PROOF
UPAG301
ANNUAL W-2 PROOF
UPAG351
ANNUAL W-2 PROOF LISTING
STATE/CITY W-2 PROOF LISTING

SECTION 11 COST WEEKLY JOB FLOW CHART

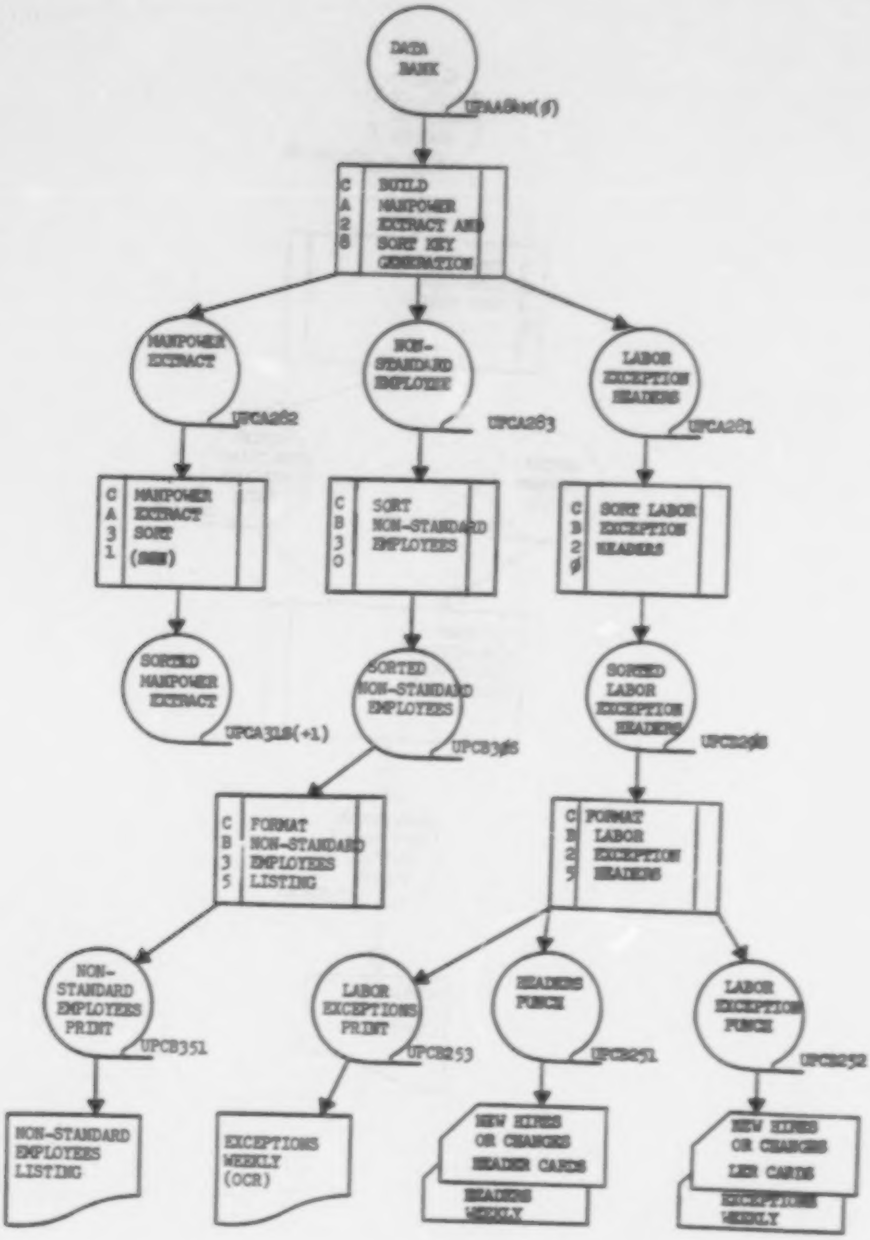
11.1 UPCJWW01
Job Flow Chart Page 1


MASTER ACCOUNT RECORD
UPCA12M(0)
WEEKLY SUMM/ORG WORK FILE
UPCA474(0)
CA49
LABOR EFFECTIVENESS SUMMARY BY ORGANIZATION
WEEKLY LAPER B-2 PRINT
UPCA494
WKLY LPE SUMM/ORG PRINT
UPCA491
WKLY LPE FUNC/ORG WORK FILE
UPCA492
WKLY LPE DIV/FUNC/ORG WORK FILE
UPCA493
WEEKLY LAPER (B-2) SUMMARY BY ORGANIZATION
WEEKLY LAPER (B-1) SUMMARY BY ORGANIZATION
CA50
WEEKLY LPE FUNCTIONAL/ORGANIZATION SORT
MASTER ACCOUNT RECORD
UPCA12M(0)
SORTED LPE FUNC/ORG WORK FILE
UPCA50S
CA53
WEEKLY DIV/FUNC/ORG SORT
CA51
WEEKLY LPE FUNC/SUMMARY BY ORGANIZATION
SORTED WKLY DIV/FUNC/ORG WORK FILE
UPCA53S
WEEKLY LAPER PART C PRINT
UPCA511
WEEKLY LPE DIV/FUNC WORK FILE
UPCA512
WKLY LAPER PART C
CA52
WEEKLY DIV/FUNC WORK FILE SORT
SORTED WEEKLY LPE DIV/FUNC WORK FILE
UPCA52S
CA54
WEEKLY DIV/FUNC/ORG REPORT
WEEKLY LAPER PART E
WEEKLY DIV/FUNC/ORG PRINT
UPCA541

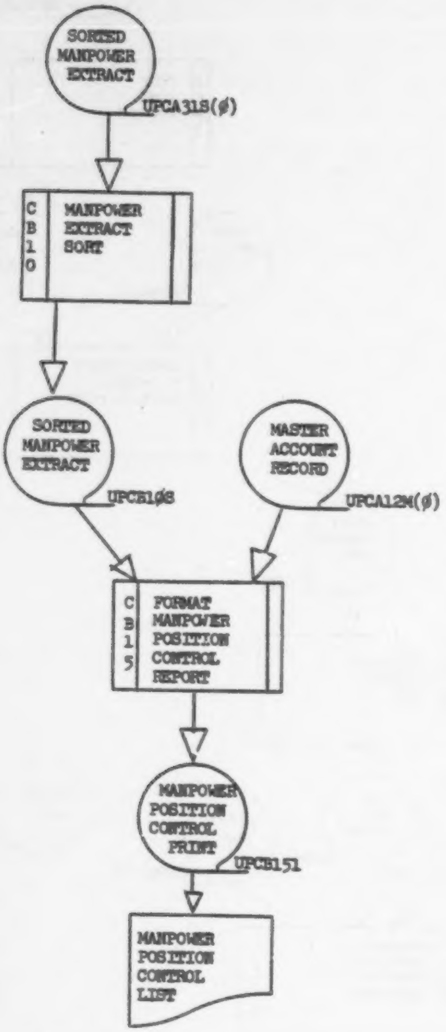
11.1 UPCJWW01
Job Flow Chart Page 2


Weekly, SPLIT, BI-WEEKLY OR MONTHLY DATA
UPCA352(0)
C A 9 0
SUBSIDIARY COST CODE DATA SORT
MASTER ACCOUNT RECORD
UPCA124(0)
SORTED SUBSIDIARY COST CODE DATA
UPCA90B
C A 9 5
FORMAT SUBSIDIARY COST CODE LISTING
SUBSIDIARY COST CODE LISTING PRINT
UPCA951
SUBSIDIARY COST CODE LISTING

11.2 UPCJWW02
Job Flow Chart

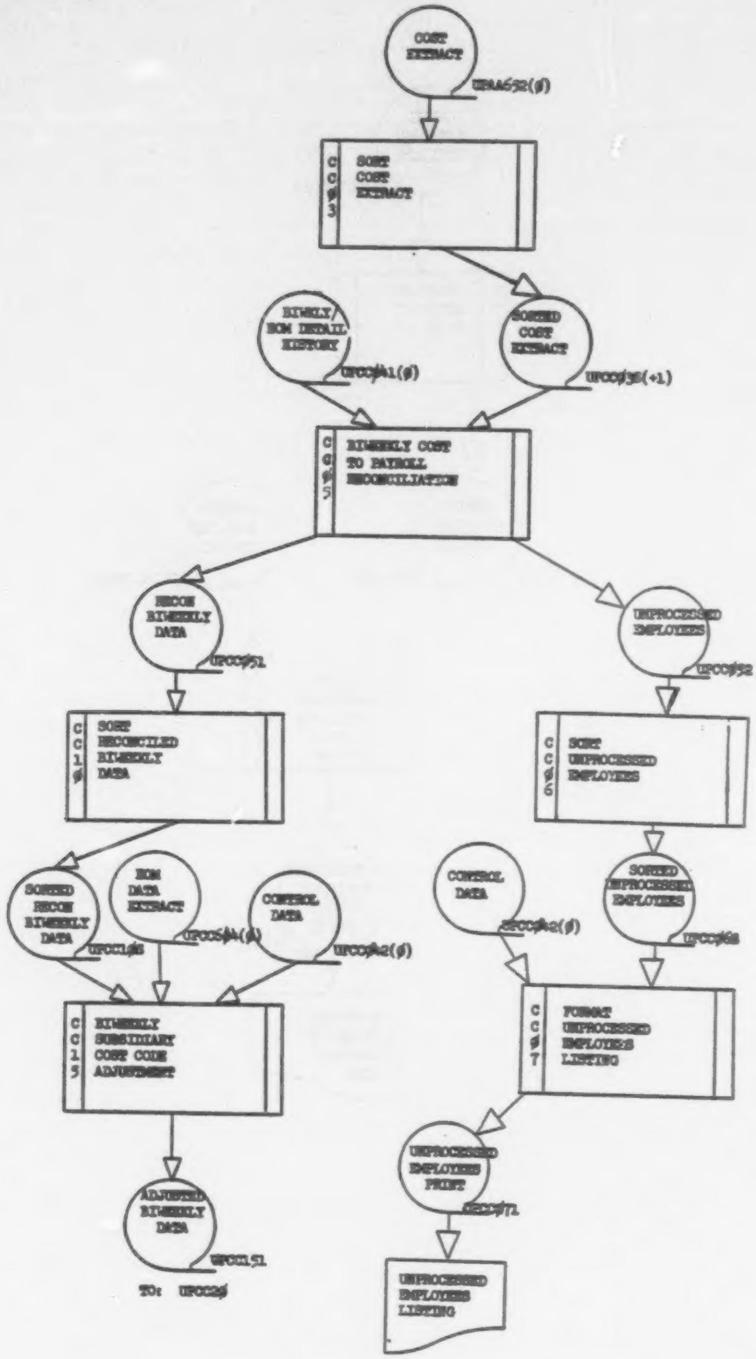

DATA BANK
UPAA8xx(0)
C A 2 8
BUILD MANPOWER EXTRACT AND SORT KEY GENERATION
MANPOWER EXTRACT
UPCA282
NON-STANDARD EMPLOYEES
UPCA283
LABOR EXCEPTION HEADERS
UPCA281
C A 3 1
MANPOWER EXTRACT SORT (SSN)
C B 3 0
SORT NON-STANDARD EMPLOYEES
C B 2 0
SORT LABOR EXCEPTION HEADERS
SORTED MANPOWER EXTRACT
UPCA310(+1)
SORTED NON-STANDARD EMPLOYEES
UPCB306
SORTED LABOR EXCEPTION HEADERS
UPCB208
C B 3 5
FORMAT NON-STANDARD EMPLOYEES LISTING
C B 2 5
FORMAT LABOR EXCEPTION HEADERS
NON-STANDARD EMPLOYEES PRINT
UPCB351
LABOR EXCEPTIONS PRINT
UPCB253
HEADERS PUNCH
UPCB251
LABOR EXCEPTION PUNCH
UPCB252
NON-STANDARD EMPLOYEES LISTING
EXCEPTIONS WEEKLY (OCR)
NEW HIRES OR CHANGES HEADER CARDS
HEADERS WEEKLY
NEW HIRES OR CHANGES LER CARDS
EXCEPTIONS WEEKLY

11.3 UPCJWW03
Job Flow Chart

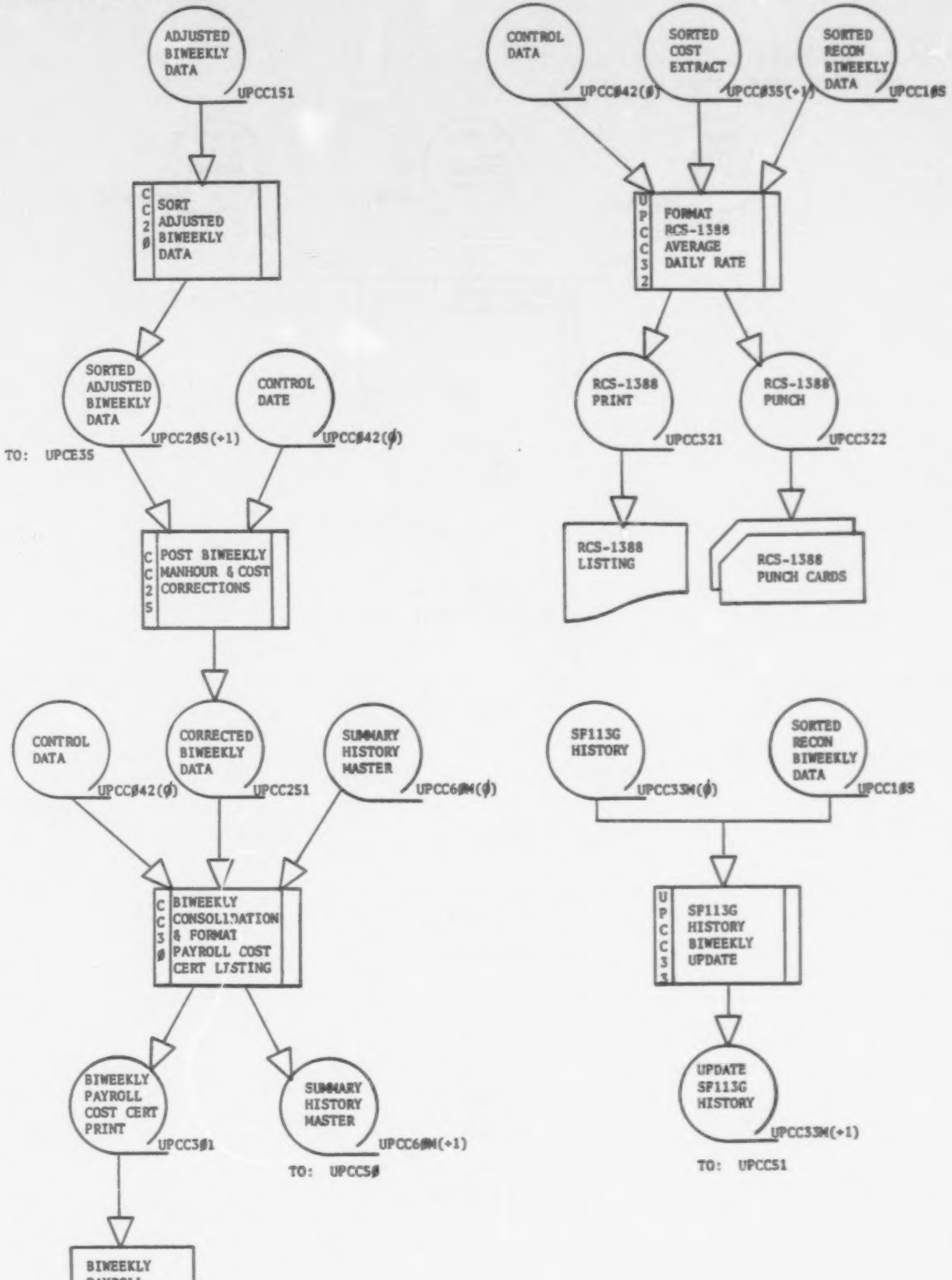

SORTED MANPOWER EXTRACT
UPCA31S(0)
CB10
MANPOWER EXTRACT SORT
SORTED MANPOWER EXTRACT
UPCB108
MASTER ACCOUNT RECORD
UPCA12M(0)
CB15
FORMAT MANPOWER POSITION CONTROL REPORT
MANPOWER POSITION CONTROL PRINT
UPCB151
MANPOWER POSITION CONTROL LIST

SECTION 12 COST BIWEEKLY JOB FLOW CHART

12.1 UPCJBW01
Job Flow Chart Page 1

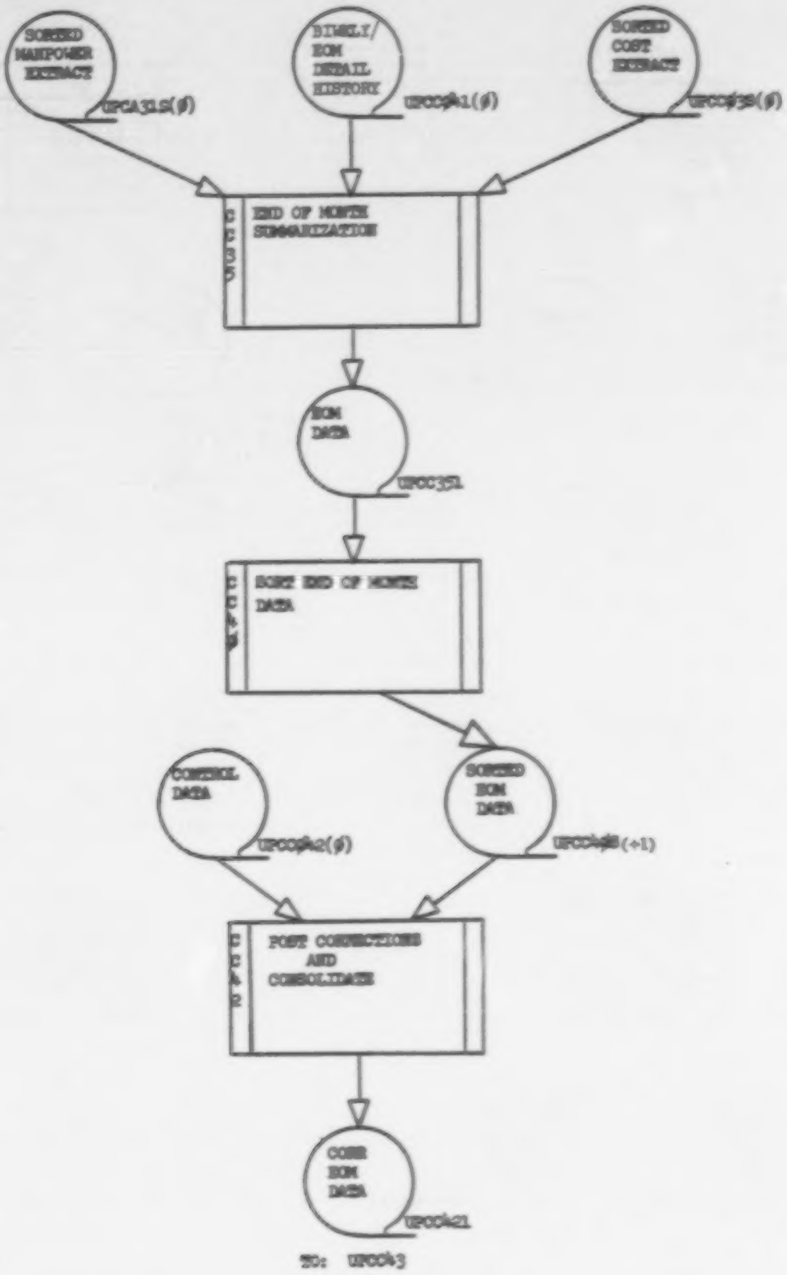

COST EXTRACT
UPAA632(0)
C C 0 3
SORT COST EXTRACT
BIWKLY/ BOM DETAIL HISTORY
UPCC041(0)
SORTED COST EXTRACT
UPCC035(+1)
C C 0 5
BIWEEKLY COST TO PAYROLL RECONCILIATION
RECON BIWEEKLY DATA
UPCC051
UNPROCESSED EMPLOYEES
UPCC052
C C 1 0
SORT RECONCILED BIWEEKLY DATA
C C 0 6
SORT UNPROCESSED EMPLOYEES
SORTED RECON BIWEEKLY DATA
UPCC105
BOM DATA EXTRACT
UPCC504(0)
CONTROL DATA
UPCC042(0)
CONTROL DATA
UPCC042(0)
SORTED UNPROCESSED EMPLOYEES
UPCC065
C C 1 5
BIWEEKLY SUBSIDIARY COST CODE ADJUSTMENT
C C 0 7
FORMAT UNPROCESSED EMPLOYEES LISTING
UNPROCESSED EMPLOYEES PRINT
UPCC071
ADJUSTED BIWEEKLY DATA
UPCC151
TO: UPCC20
UNPROCESSED EMPLOYEES LISTING

12.1 UPCJBW01
Job Flow Chart Page 2

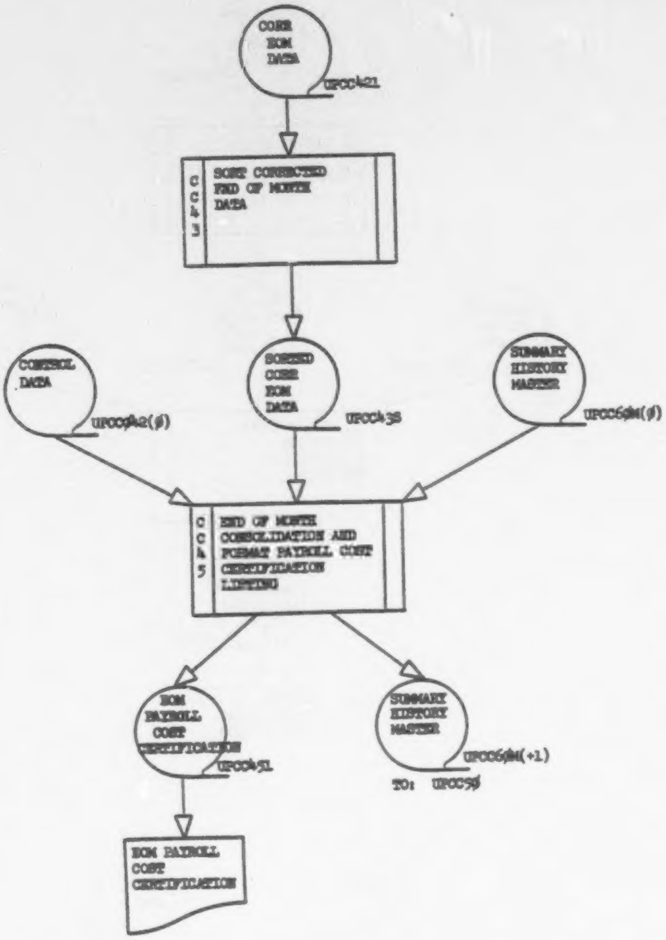

ADJUSTED BIWEEKLY DATA
UPCC151
CC20
SORT ADJUSTED BIWEEKLY DATA
SORTED ADJUSTED BIWEEKLY DATA
UPCC20S(+1)
TO: UPCE35
CONTROL DATE
UPCC042(0)
CC25
POST BIWEEKLY MANHOUR & COST CORRECTIONS
CONTROL DATA
UPCC042(0)
CORRECTED BIWEEKLY DATA
UPCC251
SUMMARY HISTORY MASTER
UPCC60M(0)
CC30
BIWEEKLY CONSOLIDATION & FORMAT PAYROLL COST CERT LISTING
BIWEEKLY PAYROLL COST CERT PRINT
UPCC301
SUMMARY HISTORY MASTER
UPCC60M(+1)
TO: UPCC50
BIWEEKLY PAYROLL COST CERT
CONTROL DATA
UPCC042(0)
SORTED COST EXTRACT
UPCC035(+1)
SORTED RECON BIWEEKLY DATA
UPCC10S
UPCC32
FORMAT RCS-1388 AVERAGE DAILY RATE
RCS-1388 PRINT
UPCC321
RCS-1388 PUNCH
UPCC322
RCS-1388 LISTING
RCS-1388 PUNCH CARDS
SF113G HISTORY
UPCC33M(0)
SORTED RECON BIWEEKLY DATA
UPCC10S
UPCC33
SF113G HISTORY BIWEEKLY UPDATE
UPDATE SF113G HISTORY
UPCC33M(+1)
TO: UPCC51

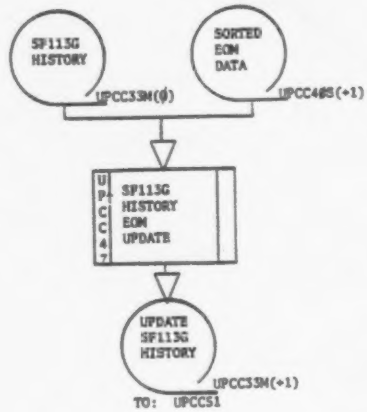
SECTION 13 COST EOM (SPLIT PAY PERIOD) JOB FLOW CHART

13.1 UPCJSS01
Job Flow Chart Page 1


SORTED MANPOWER EXTRACT
UPCA31S(0)
BIWKLY/ EOM DETAIL HISTORY
UPCC041(0)
SORTED COST EXTRACT
UPCC038(0)
CC35
END OF MONTH SUMMARIZATION
EOM DATA
UPCC351
CC40
SORT END OF MONTH DATA
CONTROL DATA
UPCC042(0)
SORTED EOM DATA
UPCC408(+1)
CC42
POST CORRECTIONS AND CONSOLIDATE
CORR EOM DATA
UPCC421
TO: UPCC43

13.1 UPCJSS01
Job Flow Chart Page 2

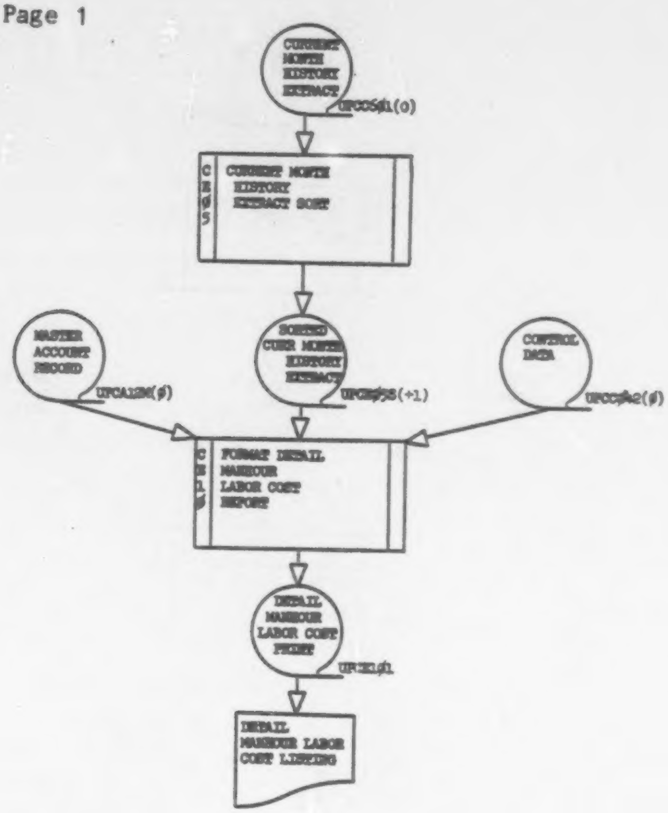

CORR
EOM
DATA
UPCC421
C
C
4
3
SORT CORRECTED
END OF MONTH
DATA
CONTROL
DATA
UPCC042(0)
SORTED
CORR
EOM
DATA
UPCC43S
SUMMARY
HISTORY
MASTER
UPCC60M(0)
C
C
4
5
END OF MONTH
CONSOLIDATION AND
FORMAT PAYROLL COST
CERTIFICATION
LISTING
EOM
PAYROLL
COST
CERTIFICATION
UPCC451
SUMMARY
HISTORY
MASTER
UPCC60M(+1)
TO: UPCC50
EOM PAYROLL
COST
CERTIFICATION

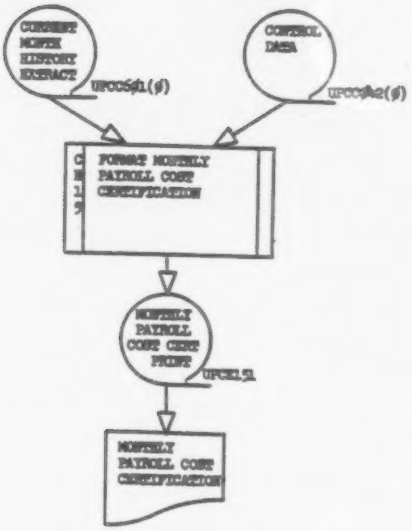

SF113G
HISTORY
UPCC33M(0)
SORTED
EOM
DATA
UPCC40S(+1)
U
P
C
C
4
7
SF113G
HISTORY
EOM
UPDATE
UPDATE
SF113G
HISTORY
UPCC33M(+1)
TO: UPCC51

SECTION 14 COST MONTHLY JOB FLOW CHART

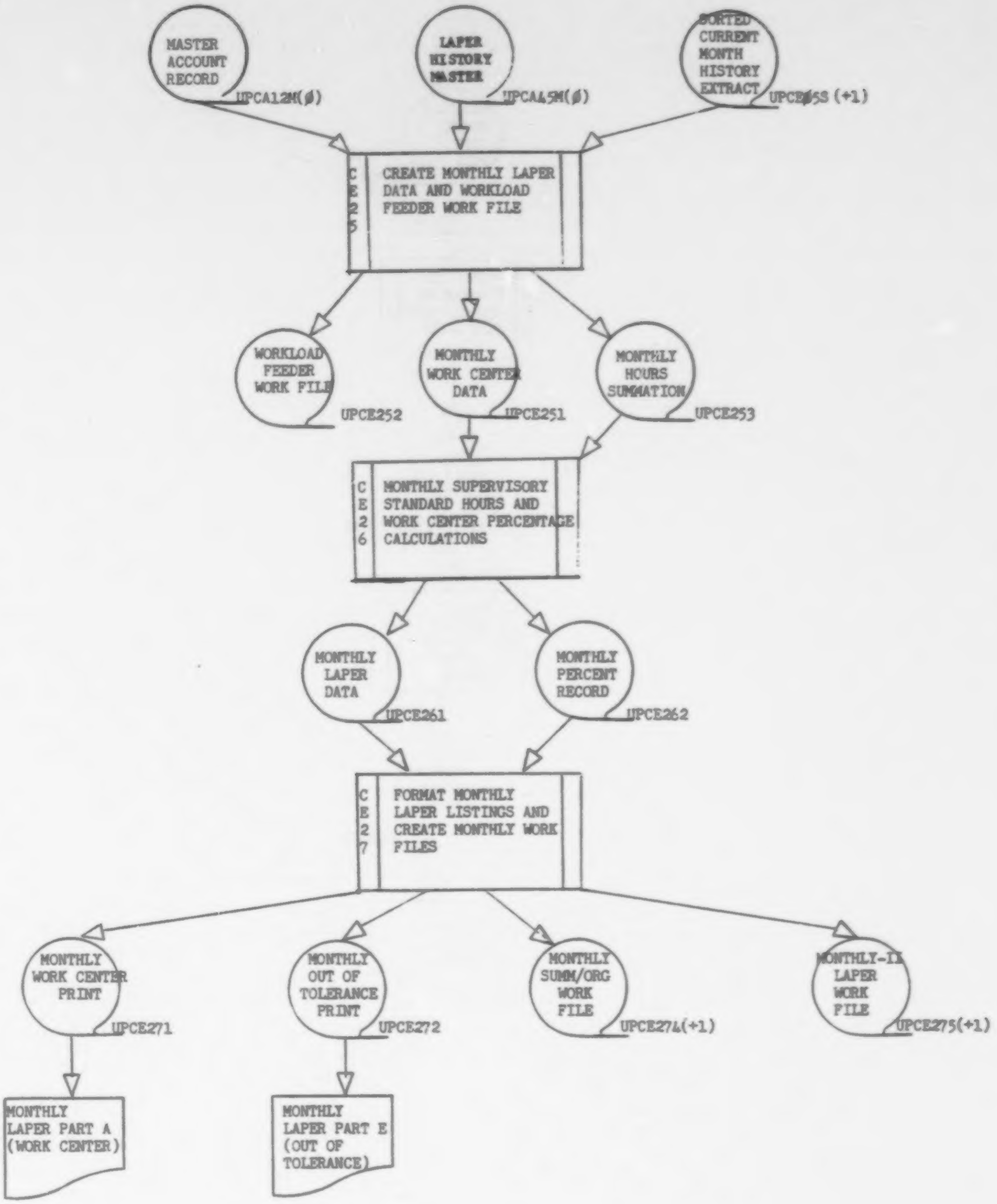
14.1 UPCJMM01

Job Flow Chart Page 1

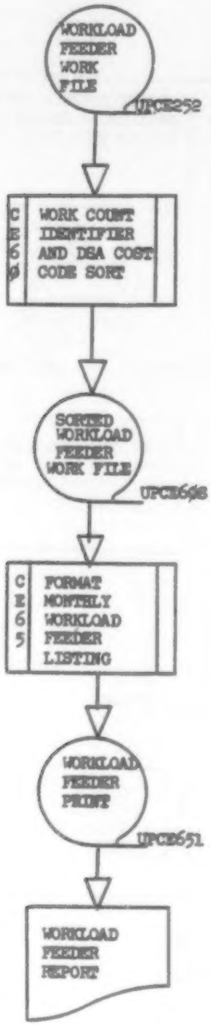

CURRENT MONTH HISTORY EXTRACT
UPCC501(0)
CE05
CURRENT MONTH HISTORY EXTRACT SORT
MASTER ACCOUNT RECORD
UPCA12M(0)
SORTED CURR MONTH HISTORY EXTRACT
UPCE05S(+1)
CONTROL DATA
UPCC0A2(0)
CE10
FORMAT DETAIL MANHOUR LABOR COST REPORT
DETAIL MANHOUR LABOR COST PRINT
UPCE101
DETAIL MANHOUR LABOR COST LISTING


CURRENT MONTH HISTORY EXTRACT
UPCC501(0)
CONTROL DATA
UPCC0A2(0)
CE15
FORMAT MONTHLY PAYROLL COST CERTIFICATION
MONTHLY PAYROLL COST CERT PRINT
UPCE151
MONTHLY PAYROLL COST CERTIFICATION

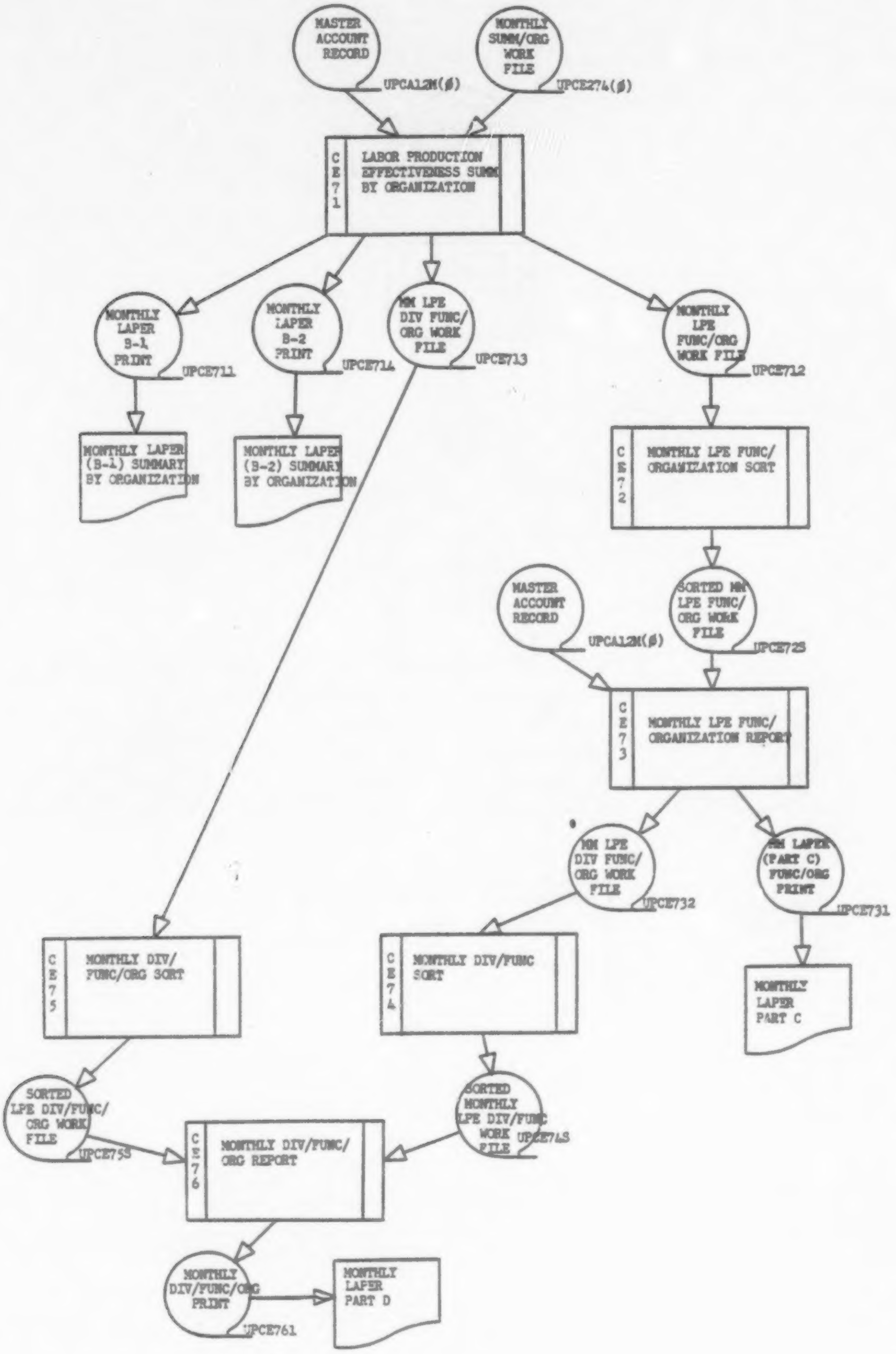
14.1 UPCJMM01
Job Flow Chart Page 2


MASTER ACCOUNT RECORD
UPCA12M(0)
LAPER HISTORY MASTER
UPCA45M(0)
SORTED CURRENT MONTH HISTORY EXTRACT
UPCE05S (+1)
CE25
CREATE MONTHLY LAPER DATA AND WORKLOAD FEEDER WORK FILE
WORKLOAD FEEDER WORK FILE
UPCE252
MONTHLY WORK CENTER DATA
UPCE251
MONTHLY HOURS SUMMATION
UPCE253
CE26
MONTHLY SUPERVISORY STANDARD HOURS AND WORK CENTER PERCENTAGE CALCULATIONS
MONTHLY LAPER DATA
UPCE261
MONTHLY PERCENT RECORD
UPCE262
CE27
FORMAT MONTHLY LAPER LISTINGS AND CREATE MONTHLY WORK FILES
MONTHLY WORK CENTER PRINT
UPCE271
MONTHLY OUT OF TOLERANCE PRINT
UPCE272
MONTHLY SUMM/ORG WORK FILE
UPCE274(+1)
MONTHLY-II LAPER WORK FILE
UPCE275(+1)
MONTHLY LAPER PART A (WORK CENTER)
MONTHLY LAPER PART E (OUT OF TOLERANCE)

14.1 UPCJMM01
Job Flow Chart Page 3

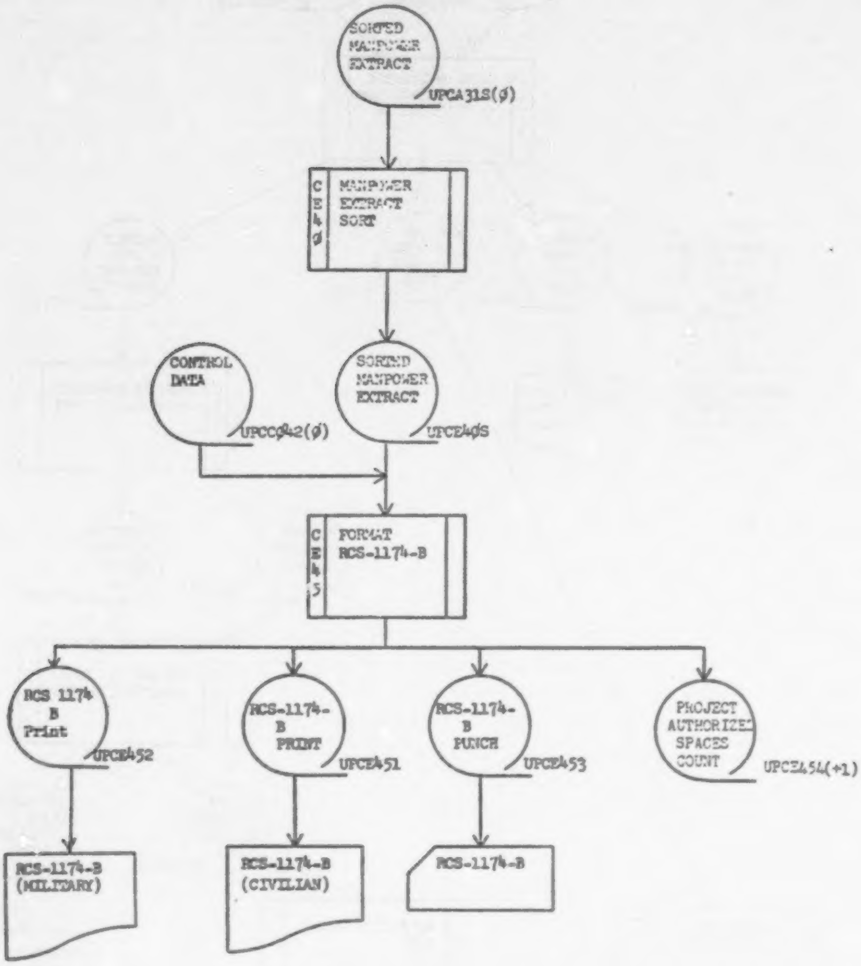

WORKLOAD FEEDER WORK FILE
UPCE252
C E 6 0
WORK COUNT IDENTIFIER AND DSA COST CODE SORT
SORTED WORKLOAD FEEDER WORK FILE
UPCE608
C E 6 5
FORMAT MONTHLY WORKLOAD FEEDER LISTING
WORKLOAD FEEDER PRINT
UPCE651
WORKLOAD FEEDER REPORT

14.2 UPCJMM02
Job Flow Chart

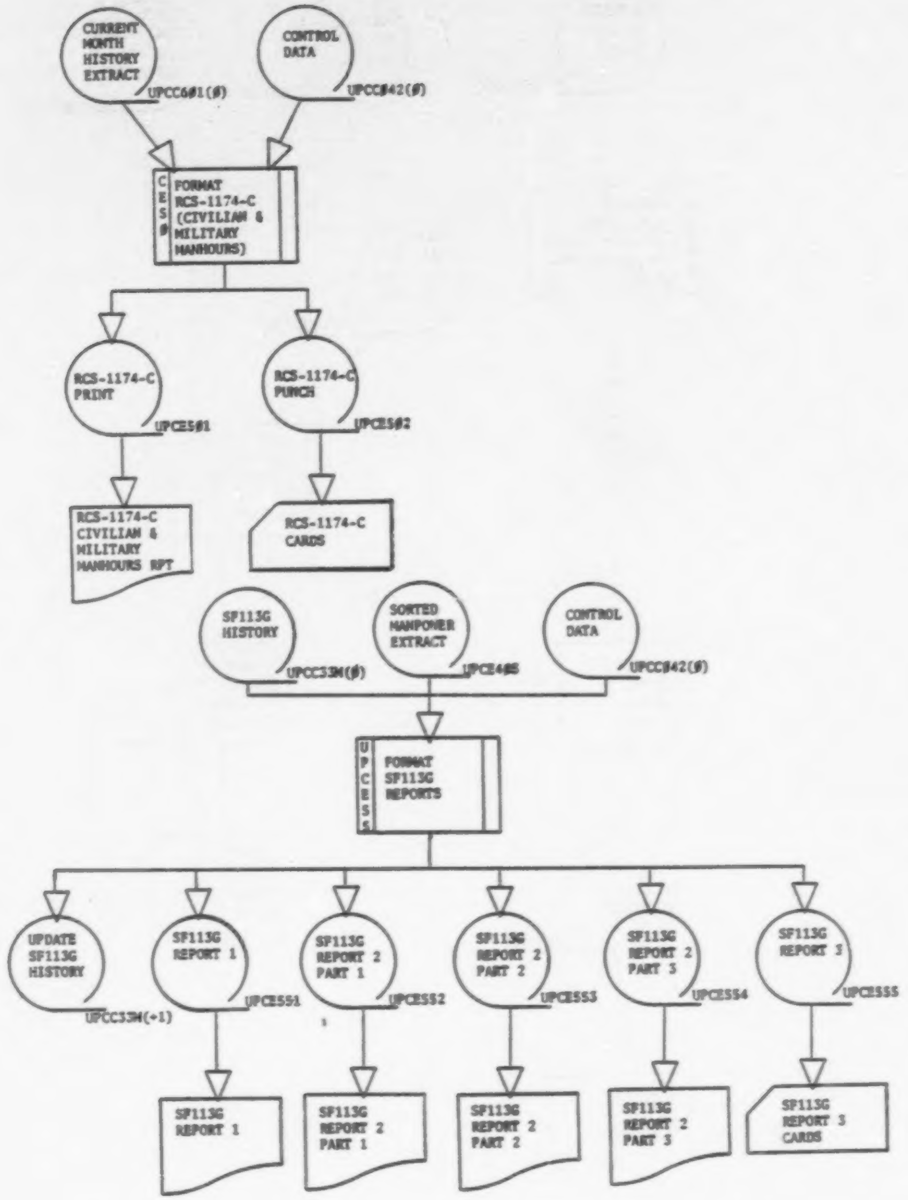

MASTER ACCOUNT RECORD
UPCA12M(0)
MONTHLY SUMM/ORG WORK FILE
UPCE274(0)
CE71
LABOR PRODUCTION EFFECTIVENESS SUMM BY ORGANIZATION
MONTHLY LAPER B-1 PRINT
UPCE711
MONTHLY LAPER B-2 PRINT
UPCE714
MM LPE DIV FUNC/ORG WORK FILE
UPCE713
MONTHLY LPE FUNC/ORG WORK FILE
UPCE712
MONTHLY LAPER (B-1) SUMMARY BY ORGANIZATION
MONTHLY LAPER (B-2) SUMMARY BY ORGANIZATION
CE72
MONTHLY LPE FUNC/ORGANIZATION SORT
MASTER ACCOUNT RECORD
UPCA12M(0)
SORTED MM LPE FUNC/ORG WORK FILE
UPCE72S
CE73
MONTHLY LPE FUNC/ORGANIZATION REPORT
MM LPE DIV FUNC/ORG WORK FILE
UPCE732
MM LAPER (PART C) FUNC/ORG PRINT
UPCE731
MONTHLY LAPER PART C
CE75
MONTHLY DIV/FUNC/ORG SORT
CE74
MONTHLY DIV/FUNC SORT
SORTED LPE DIV/FUNC/ORG WORK FILE
UPCE75S
SORTED MONTHLY LPE DIV/FUNC WORK FILE
UPCE74S
CE76
MONTHLY DIV/FUNC/ORG REPORT
MONTHLY DIV/FUNC/ORG PRINT
UPCE761
MONTHLY LAPER PART D

14.3 UPCJMM03

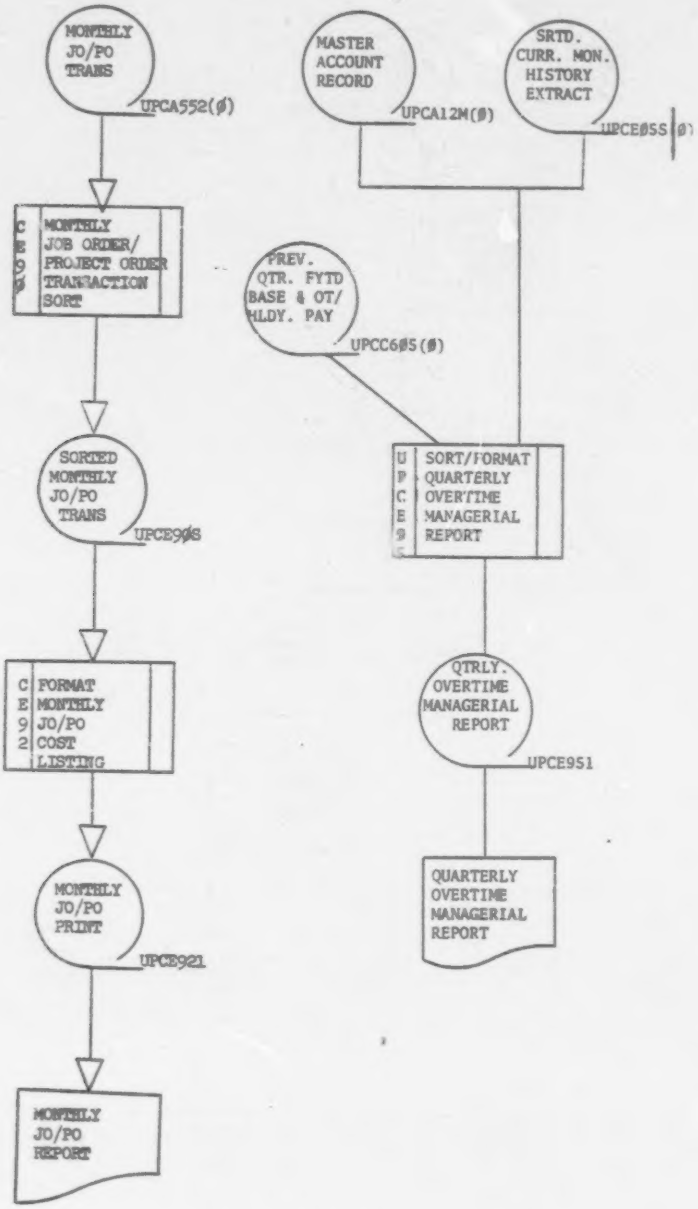
Job Flow Chart Page 1


SORTED MANPOWER EXTRACT
UPCA31S(0)
CE40
MANPOWER EXTRACT SORT
CONTROL DATA
UPCC042(0)
SORTED MANPOWER EXTRACT
UPCE40S
CE45
FORMAT RCS-1174-B
RCS 1174 B Print
UPCE452
RCS-1174-B PRINT
UPCE451
RCS-1174-B PUNCH
UPCE453
PROJECT AUTHORIZE SPACES COUNT
UPCE454(+1)
RCS-1174-B (MILITARY)
RCS-1174-B (CIVILIAN)
RCS-1174-B

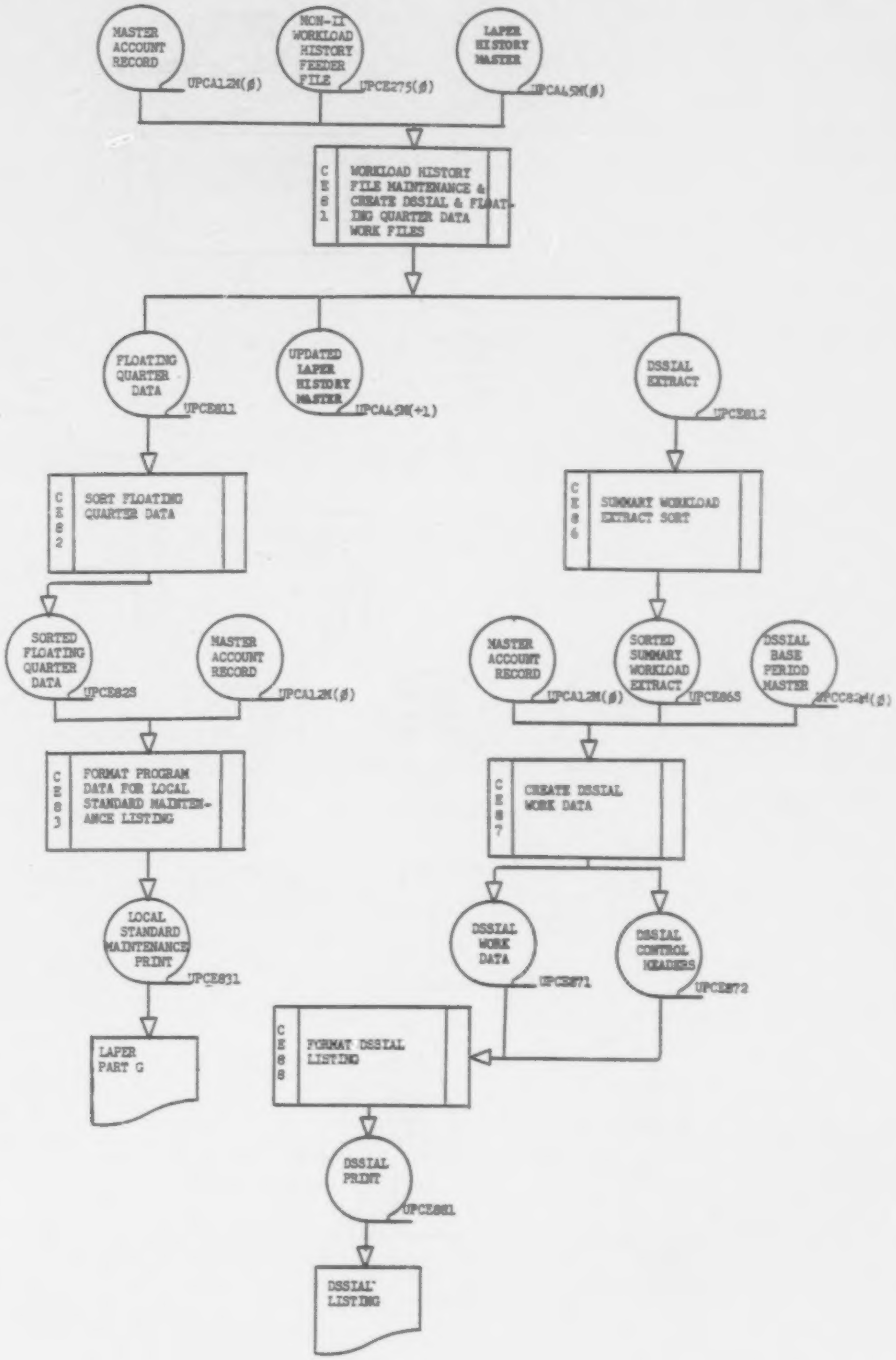
14.3 UPCJMM03
Job Flow Chart Page 2


CURRENT MONTH HISTORY EXTRACT
UPCC601(0)
CONTROL DATA
UPCC042(0)
CES0
FORMAT RCS-1174-C (CIVILIAN & MILITARY MANHOURS)
RCS-1174-C PRINT
UPCES01
RCS-1174-C PUNCH
UPCES02
RCS-1174-C CIVILIAN & MILITARY MANHOURS RPT
RCS-1174-C CARDS
SF113G HISTORY
UPCC33M(0)
SORTED MANPOWER EXTRACT
UPCE405
CONTROL DATA
UPCC042(0)
UPCESS
FORMAT SF113G REPORTS
UPDATE SF113G HISTORY
UPCC33M(+1)
SF113G REPORT 1
UPCES51
SF113G REPORT 2 PART 1
UPCES52
SF113G REPORT 2 PART 2
UPCES53
SF113G REPORT 2 PART 3
UPCES54
SF113G REPORT 3
UPCES55
SF113G REPORT 1
SF113G REPORT 2 PART 1
SF113G REPORT 2 PART 2
SF113G REPORT 2 PART 3
SF113G REPORT 3 CARDS

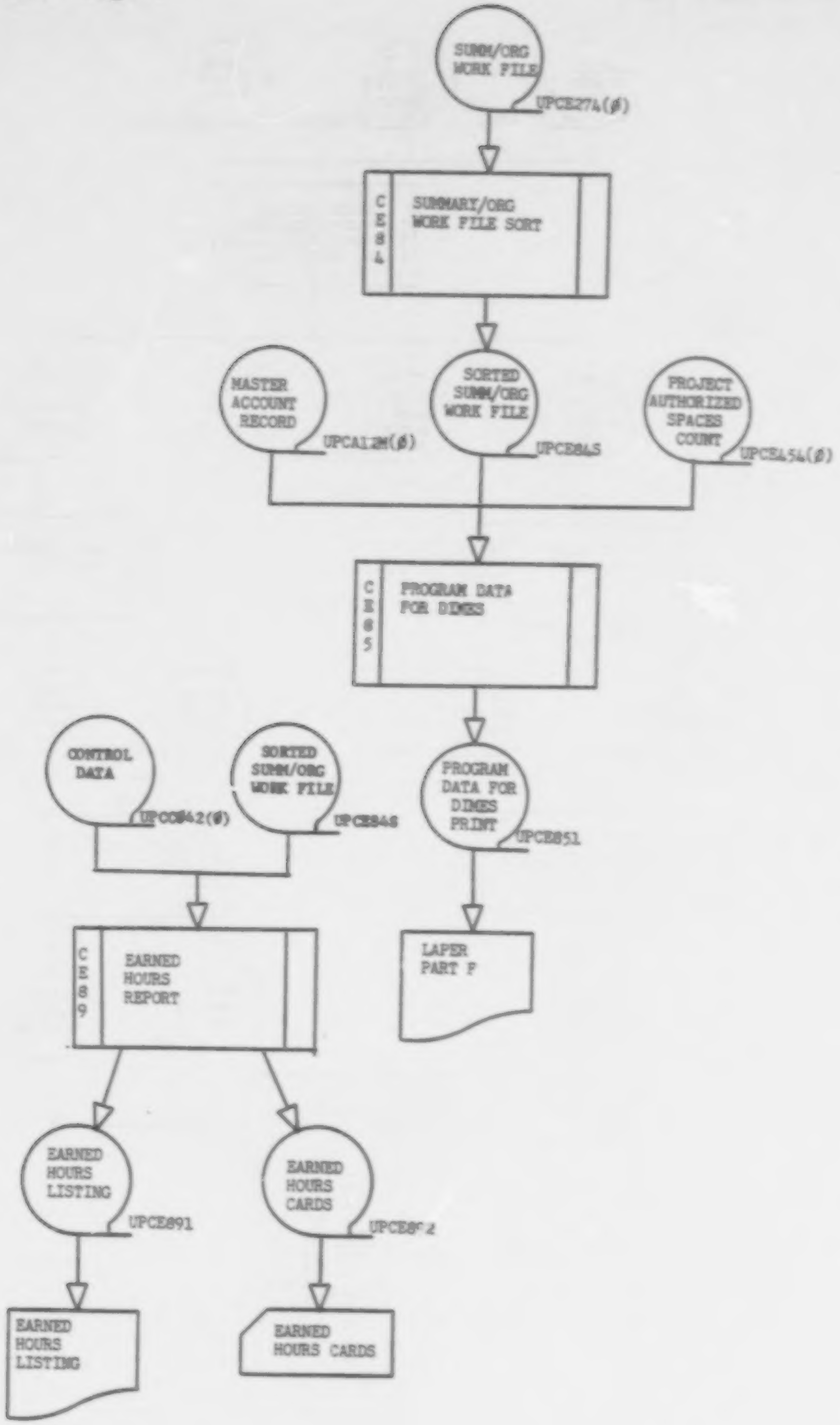
14.3 UPCJMM03
Job Flow Chart Page 3


MONTHLY JO/PO TRANS
UPCA552(0)
CE90
MONTHLY JOB ORDER/ PROJECT ORDER TRANSACTION SORT
SORTED MONTHLY JO/PO TRANS
UPCE90S
CE92
FORMAT MONTHLY JO/PO COST LISTING
MONTHLY JO/PO PRINT
UPCE921
MONTHLY JO/PO REPORT
MASTER ACCOUNT RECORD
UPCA12M(0)
SRTD. CURR. MON. HISTORY EXTRACT
UPCE05S(0)
PREV. QTR. FYTD BASE & OT/ HLDY. PAY
UPCC605(0)
UPCE95
SORT/FORMAT QUARTERLY OVERTIME MANAGERIAL REPORT
QTRLY. OVERTIME MANAGERIAL REPORT
UPCE951
QUARTERLY OVERTIME MANAGERIAL REPORT

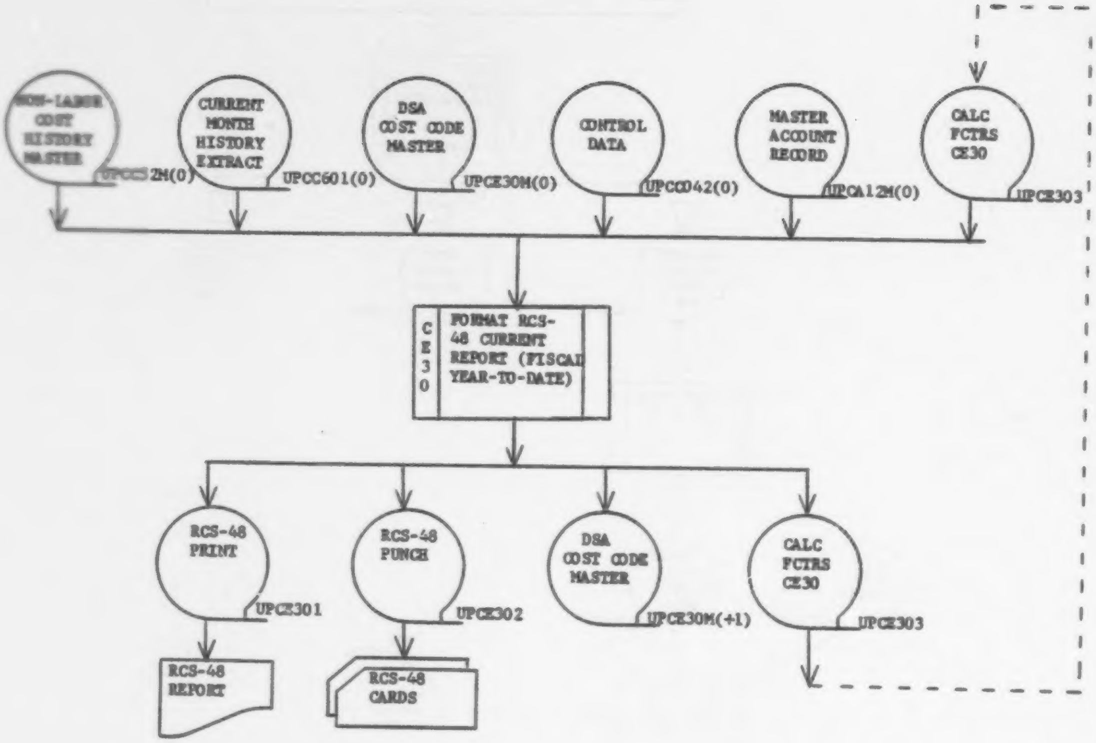
14.4 UPCJMM04
Job Flow Chart Page 1


MASTER ACCOUNT RECORD
UPCA12M(0)
NON-II WORKLOAD HISTORY FEEDER FILE
UPCE275(0)
LAPER HISTORY MASTER
UPCA45M(0)
CE81
WORKLOAD HISTORY FILE MAINTENANCE & CREATE DSSIAL & FLOATING QUARTER DATA WORK FILES
FLOATING QUARTER DATA
UPCE811
UPDATED LAPER HISTORY MASTER
UPCA45M(+1)
DSSIAL EXTRACT
UPCE812
CE82
SORT FLOATING QUARTER DATA
CE86
SUMMARY WORKLOAD EXTRACT SORT
SORTED FLOATING QUARTER DATA
UPCE82S
MASTER ACCOUNT RECORD
UPCA12M(0)
MASTER ACCOUNT RECORD
UPCA12M(0)
SORTED SUMMARY WORKLOAD EXTRACT
UPCE86S
DSSIAL BASE PERIOD MASTER
UPCC82M(0)
CE83
FORMAT PROGRAM DATA FOR LOCAL STANDARD MAINTENANCE LISTING
CE87
CREATE DSSIAL WORK DATA
LOCAL STANDARD MAINTENANCE PRINT
UPCE831
DSSIAL WORK DATA
UPCE871
DSSIAL CONTROL HEADERS
UPCE872
LAPER PART G
CE88
FORMAT DSSIAL LISTING
DSSIAL PRINT
UPCE881
DSSIAL LISTING

14.4 UPCJMM04
Job Flow Chart Page 2

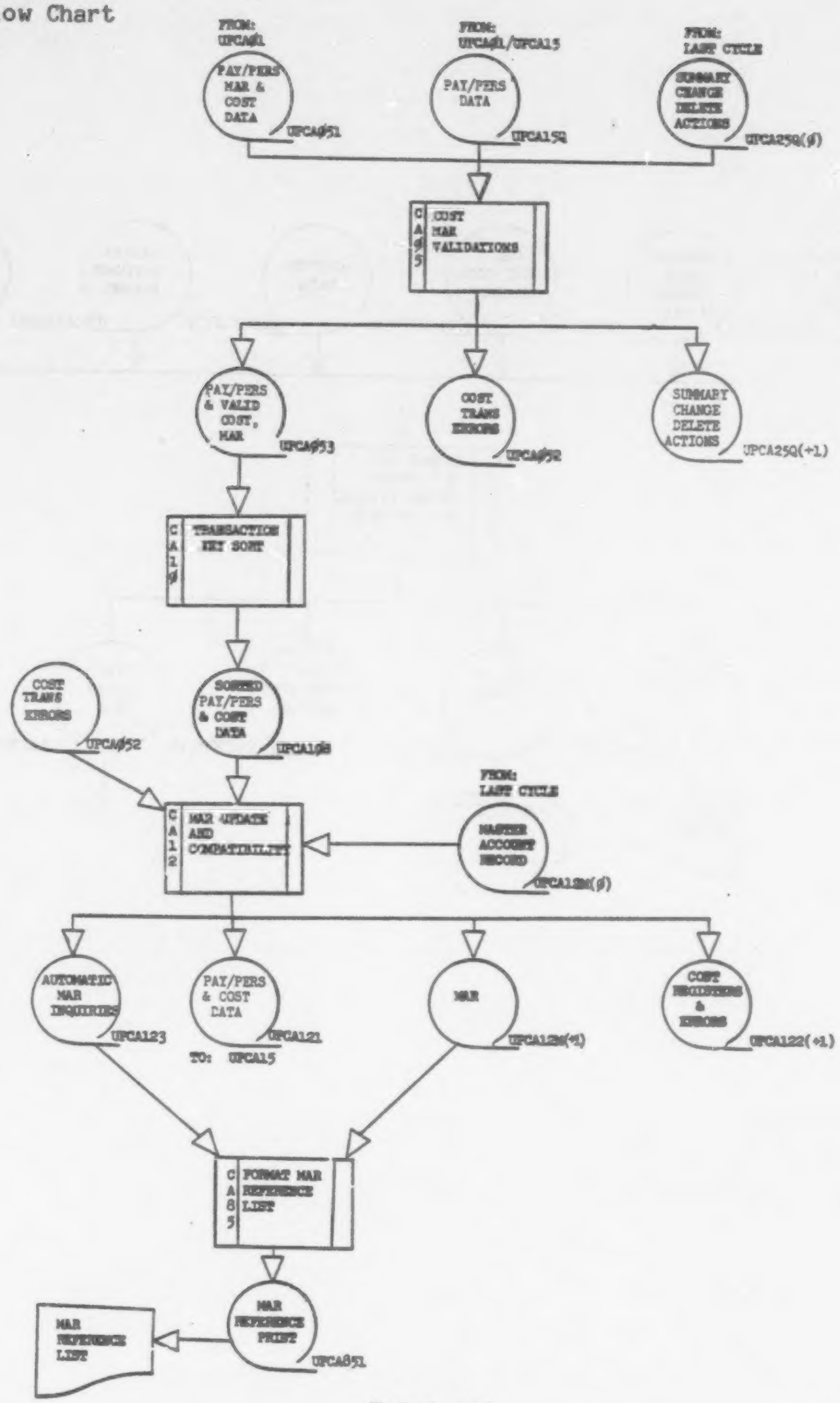

SUMM/ORG WORK FILE
UPCE274(0)
CE84
SUMMARY/ORG WORK FILE SORT
MASTER ACCOUNT RECORD
UPCA12M(0)
SORTED SUMM/ORG WORK FILE
UPCE845
PROJECT AUTHORIZED SPACES COUNT
UPCE454(0)
CE85
PROGRAM DATA FOR DIMES
CONTROL DATA
UPCC042(0)
SORTED SUMM/ORG WORK FILE
UPCE846
PROGRAM DATA FOR DIMES PRINT
UPCE851
CE89
EARNED HOURS REPORT
LAPER PART F
EARNED HOURS LISTING
UPCE891
EARNED HOURS CARDS
UPCE892
EARNED HOURS LISTING
EARNED HOURS CARDS

14.5 UPCJMM06
Job Flow Chart

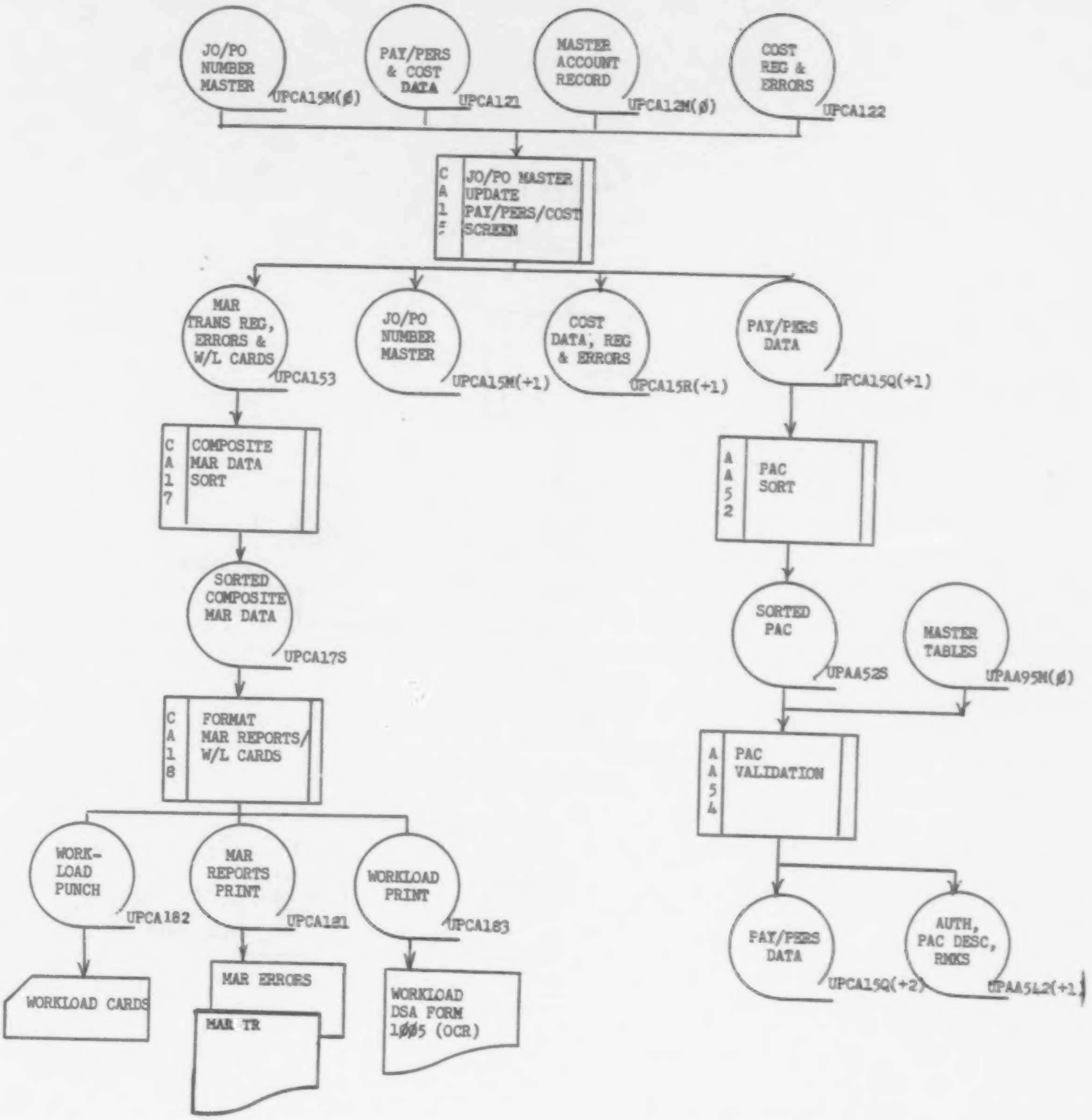

NON-LABOR COST HISTORY MASTER
UPCC52M(0)
CURRENT MONTH HISTORY EXTRACT
UPCC601(0)
DSA COST CODE MASTER
UPCE30M(0)
CONTROL DATA
UPCC042(0)
MASTER ACCOUNT RECORD
UPCA12M(0)
CALC FCTRS CE30
UPCE303
CE30
FORMAT RCS-48 CURRENT REPORT (FISCAL YEAR-TO-DATE)
RCS-48 PRINT
UPCE301
RCS-48 PUNCH
UPCE302
DSA COST CODE MASTER
UPCE30M(+1)
CALC FCTRS CE30
UPCE303
RCS-48 REPORT
RCS-48 CARDS

SECTION 15 COST AS REQUIRED JOB FLOW CHART

15.1 UPCJAR01
Job Flow Chart

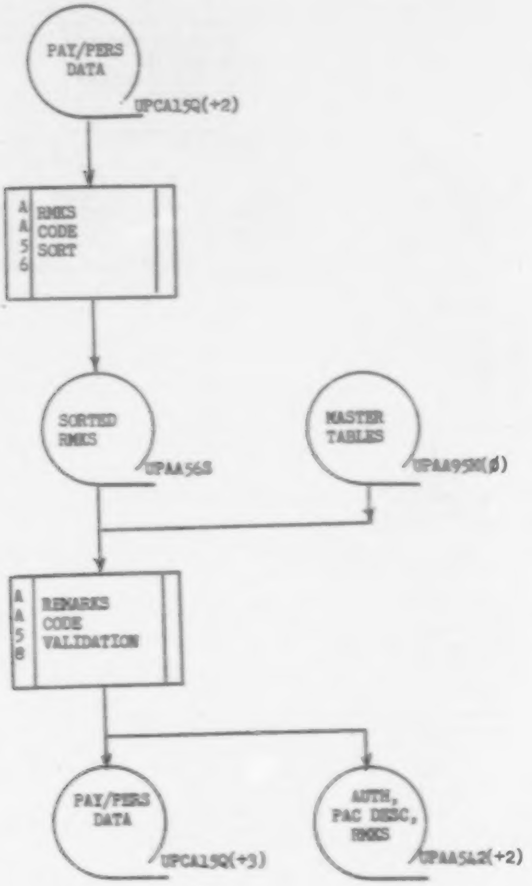

FROM: UPCA01
PAY/PERS MAR & COST DATA
UPCA051
FROM: UPCA01/UPCA15
PAY/PERS DATA
UPCA150
FROM: LAST CYCLE
SUMMARY CHANGE DELETE ACTIONS
UPCA25Q(0)
CA05 COST MAR VALIDATIONS
PAY/PERS & VALID COST, MAR
UPCA053
COST TRANS ERRORS
UPCA052
SUMMARY CHANGE DELETE ACTIONS
UPCA25Q(+1)
CA10 TRANSACTION KEY SORT
COST TRANS ERRORS
UPCA052
SORTED PAY/PERS & COST DATA
UPCA108
FROM: LAST CYCLE
MASTER ACCOUNT RECORD
UPCA120(0)
CA12 MAR UPDATE AND COMPATIBILITY
AUTOMATIC MAR INQUIRIES
UPCA123
PAY/PERS & COST DATA
UPCA121
TO: UPCA15
MAR
UPCA120(+1)
COST REGISTERS & ERRORS
UPCA122(+1)
CA85 FORMAT MAR REFERENCE LIST
MAR REFERENCE PRINT
UPCA851
MAR REFERENCE LIST

15.2 UPCJAR02
Job Flow Chart Page 1


JO/PO NUMBER MASTER
UPCA15M(0)
PAY/PERS & COST DATA
UPCA121
MASTER ACCOUNT RECORD
UPCA12M(0)
COST REG & ERRORS
UPCA122
CA15
JO/PO MASTER UPDATE PAY/PERS/COST SCREEN
MAR TRANS REG, ERRORS & W/L CARDS
UPCA153
JO/PO NUMBER MASTER
UPCA15M(+1)
COST DATA, REG & ERRORS
UPCA15R(+1)
PAY/PERS DATA
UPCA15Q(+1)
CA17
COMPOSITE MAR DATA SORT
AA52
PAC SORT
SORTED COMPOSITE MAR DATA
UPCA17S
SORTED PAC
UPAA52S
MASTER TABLES
UPAA95M(0)
CA18
FORMAT MAR REPORTS/ W/L CARDS
AA54
PAC VALIDATION
WORK-LOAD PUNCH
UPCA182
MAR REPORTS PRINT
UPCA181
WORKLOAD PRINT
UPCA183
PAY/PERS DATA
UPCA15Q(+2)
AUTH, PAC DESC, RMKS
UPAA542(+1)
WORKLOAD CARDS
MAR ERRORS
MAR TR
WORKLOAD DSA FORM 1005 (OCR)

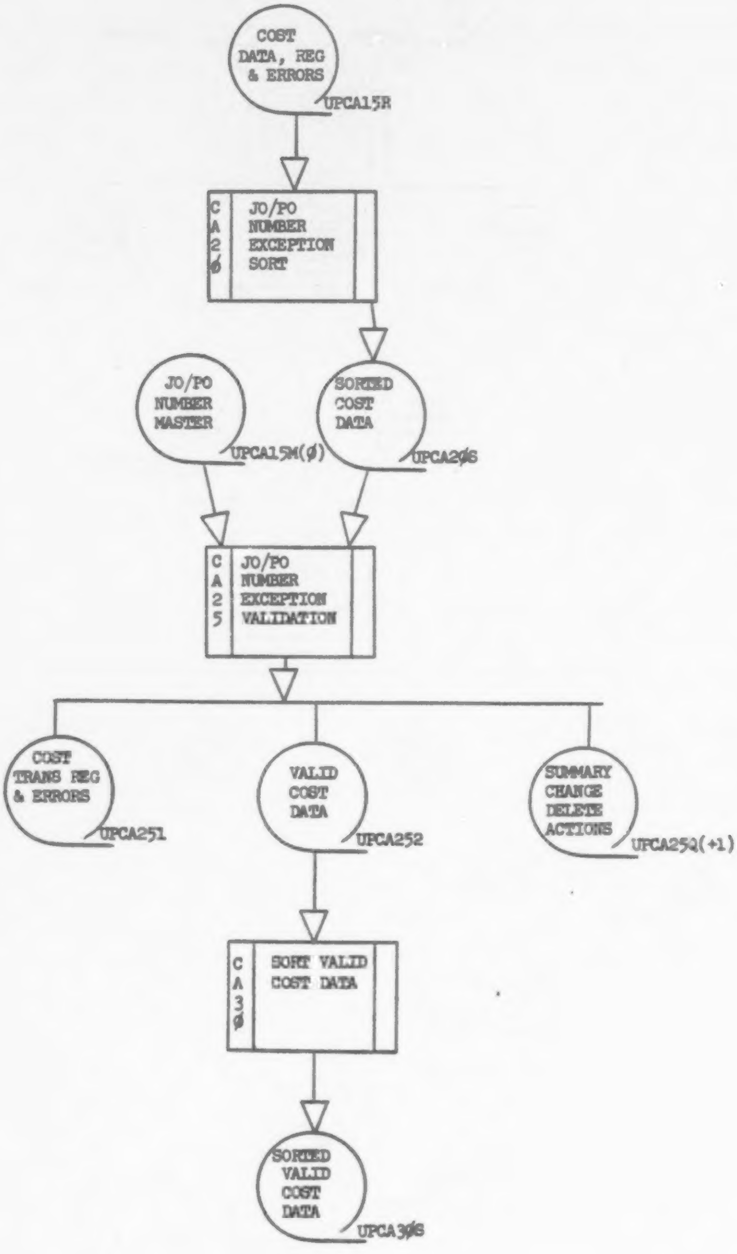
15.2 UPCJAR02

Job Flow Chart Page 2

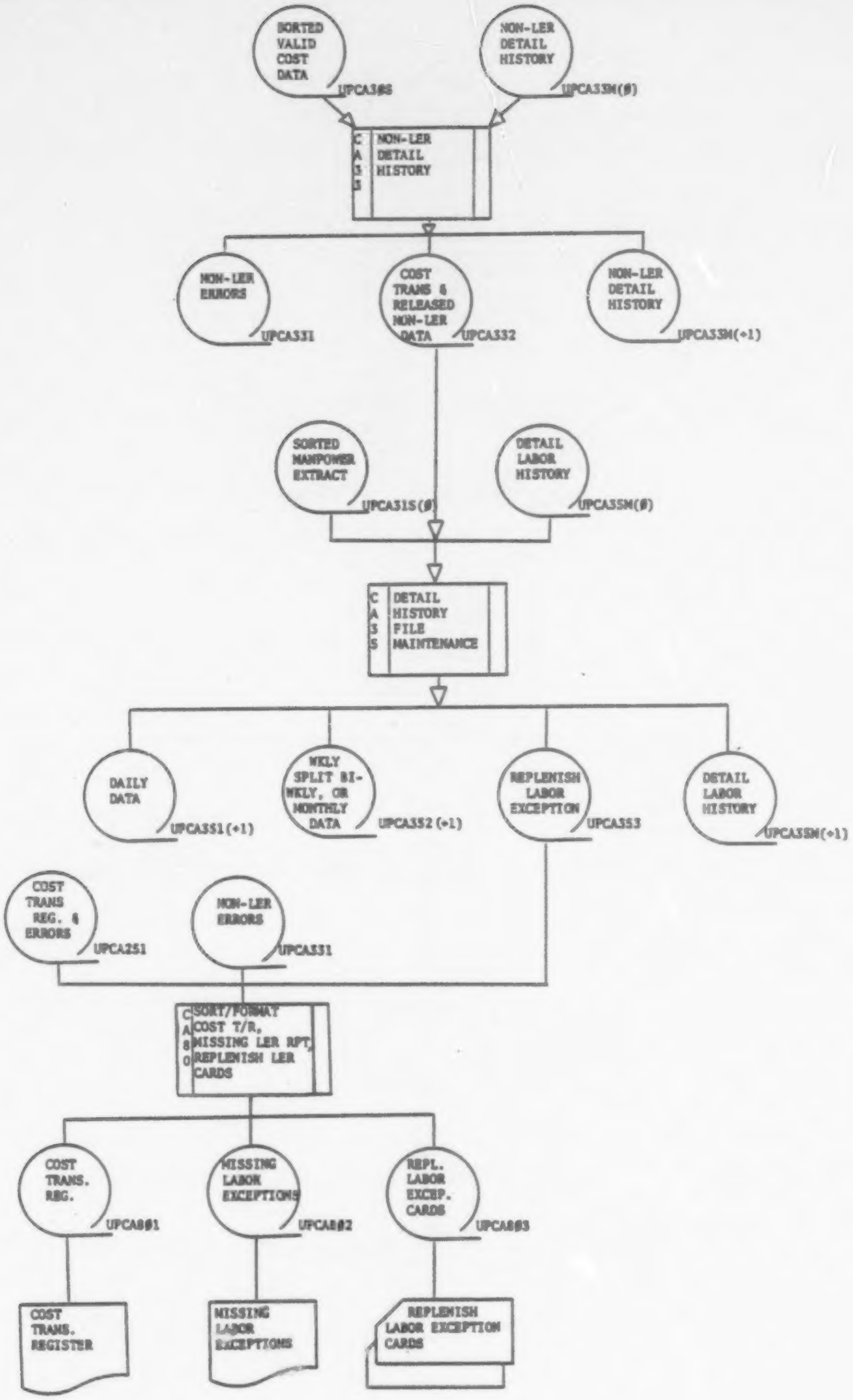

PAY/PERS DATA
UPCA15Q(+2)
AA56
RMKS CODE SORT
SORTED RMKS
UPAA56S
MASTER TABLES
UPAA95M(0)
AA58
REMARKS CODE VALIDATION
PAY/PERS DATA
UPCA15Q(+3)
AUTH, PAC DESC, RMKS
UPAA542(+2)

15.3 UPCJAR03

Job Flow Chart Page 1

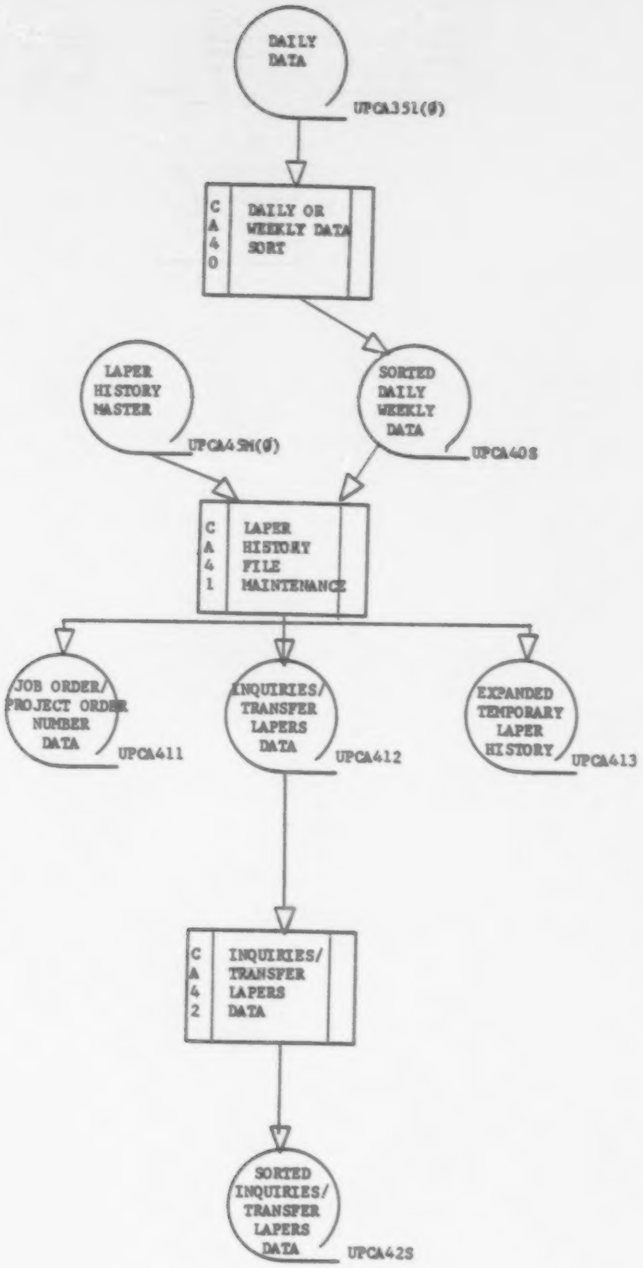

COST DATA, REG & ERRORS
UPCA15R
CA20
JO/PO NUMBER EXCEPTION SORT
JO/PO NUMBER MASTER
UPCA15M(0)
SORTED COST DATA
UPCA20S
CA25
JO/PO NUMBER EXCEPTION VALIDATION
COST TRANS REG & ERRORS
UPCA251
VALID COST DATA
UPCA252
SUMMARY CHANGE DELETE ACTIONS
UPCA250(+1)
CA30
SORT VALID COST DATA
SORTED VALID COST DATA
UPCA30S

15.3 UPCJAR03
Job Flow Chart Page 2


SORTED VALID COST DATA
UPCA30S
NON-LER DETAIL HISTORY
UPCA33M(0)
CA33
NON-LER DETAIL HISTORY
NON-LER ERRORS
UPCA331
COST TRANS & RELEASED NON-LER DATA
UPCA332
NON-LER DETAIL HISTORY
UPCA33M(+1)
SORTED MANPOWER EXTRACT
UPCA31S(0)
DETAIL LABOR HISTORY
UPCA35M(0)
CA35
DETAIL HISTORY FILE MAINTENANCE
DAILY DATA
UPCA351(+1)
WKLY SPLIT BI-WKLY, OR MONTHLY DATA
UPCA352(+1)
REPLENISH LABOR EXCEPTION
UPCA353
DETAIL LABOR HISTORY
UPCA35M(+1)
COST TRANS REG. & ERRORS
UPCA251
NON-LER ERRORS
UPCA331
CA80
SORT/FORMAT COST T/R, MISSING LER RPT, REPLENISH LER CARDS
COST TRANS. REG.
UPCA801
MISSING LABOR EXCEPTIONS
UPCA802
REPL. LABOR EXCEP. CARDS
UPCA803
COST TRANS. REGISTER
MISSING LABOR EXCEPTIONS
REPLENISH LABOR EXCEPTION CARDS

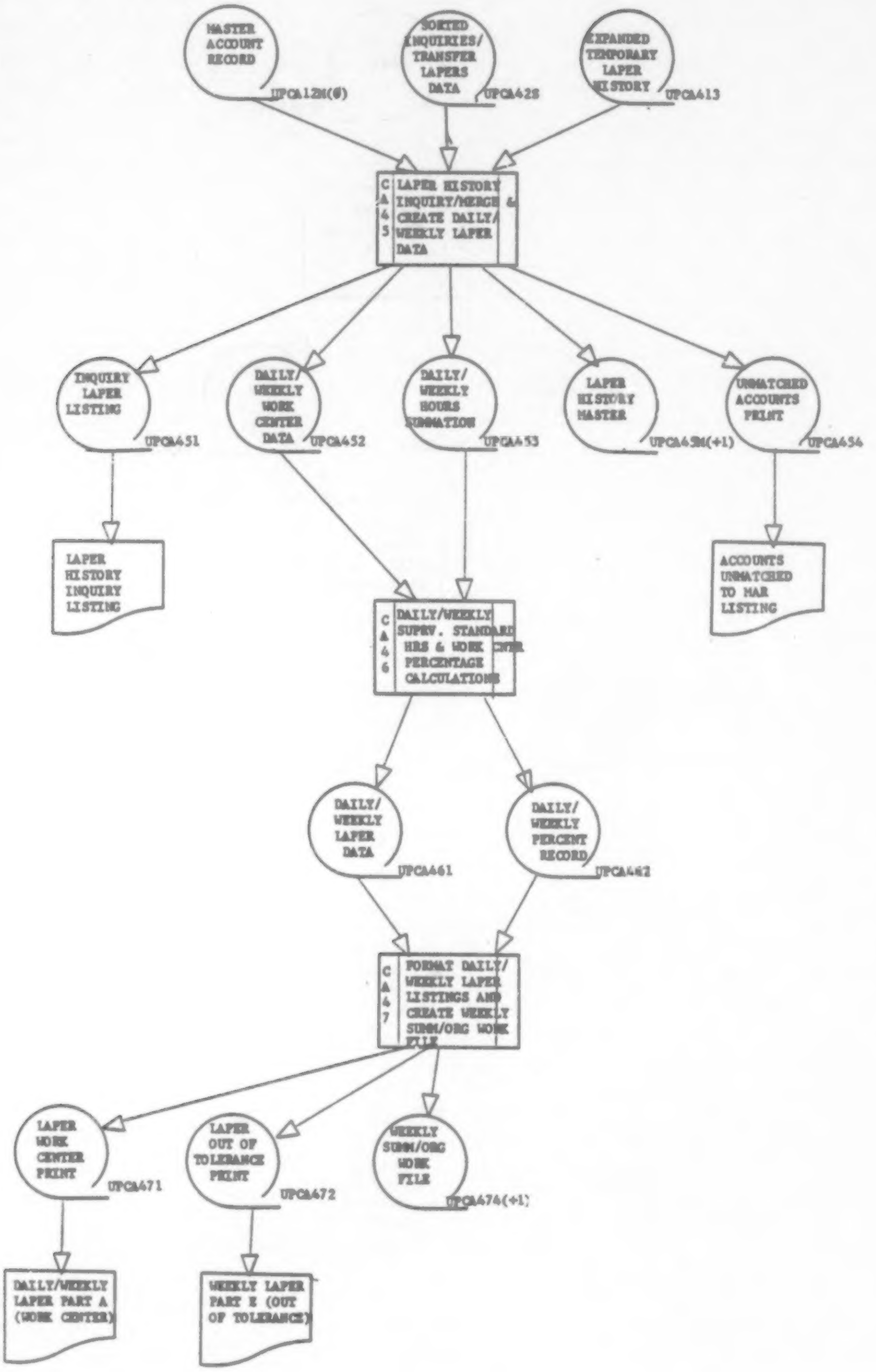
15.4 UPCJAR04

Job Flow Chart Page 1

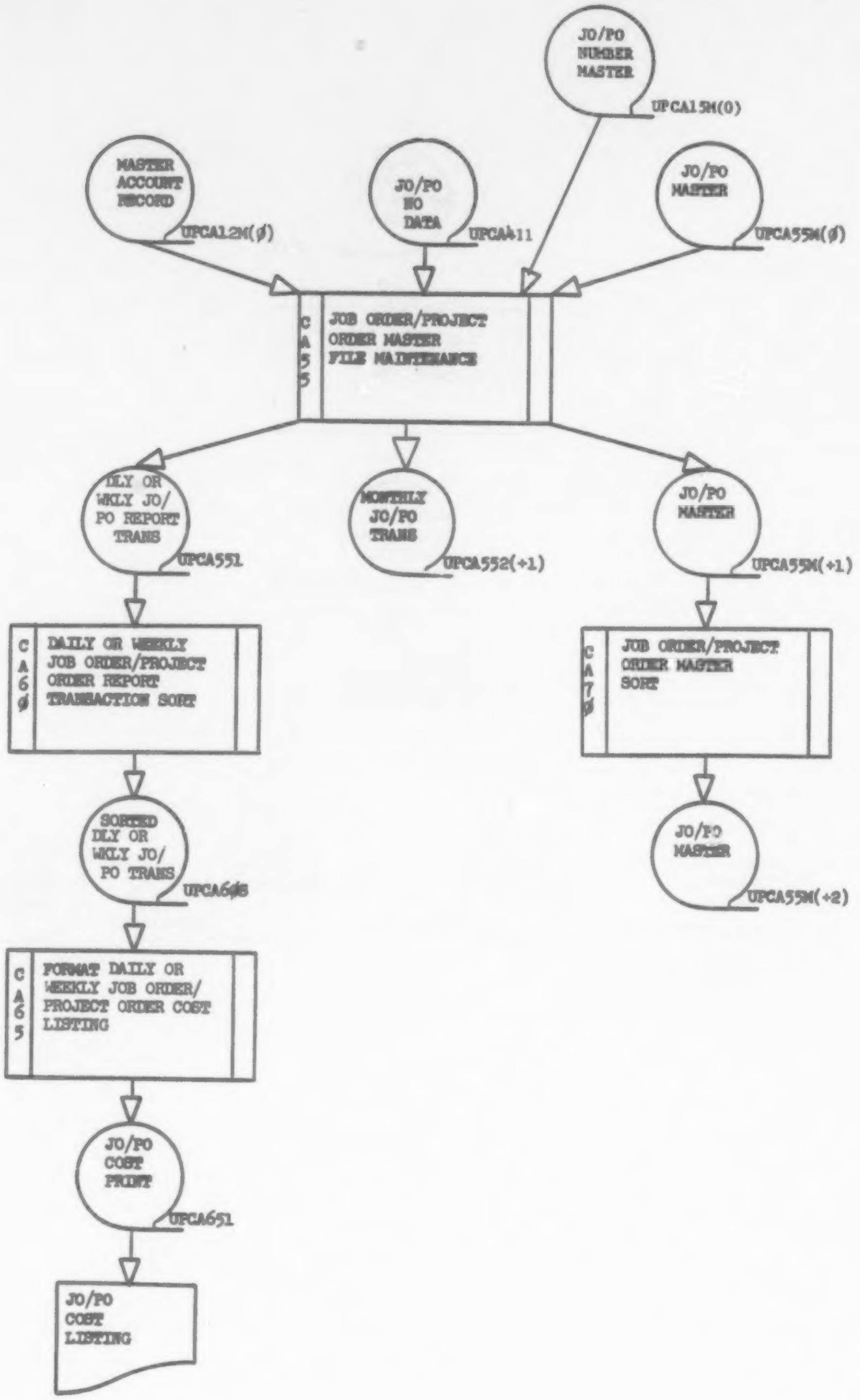

DAILY DATA
UPCA351(0)
C A 4 0
DAILY OR WEEKLY DATA SORT
LAPER HISTORY MASTER
UPCA45M(0)
SORTED DAILY WEEKLY DATA
UPCA40S
C A 4 1
LAPER HISTORY FILE MAINTENANCE
JOB ORDER/ PROJECT ORDER NUMBER DATA
UPCA411
INQUIRIES/ TRANSFER LAPERS DATA
UPCA412
EXPANDED TEMPORARY LAPER HISTORY
UPCA413
C A 4 2
INQUIRIES/ TRANSFER LAPERS DATA
SORTED INQUIRIES/ TRANSFER LAPERS DATA
UPCA42S

15.4 UPCJAR04

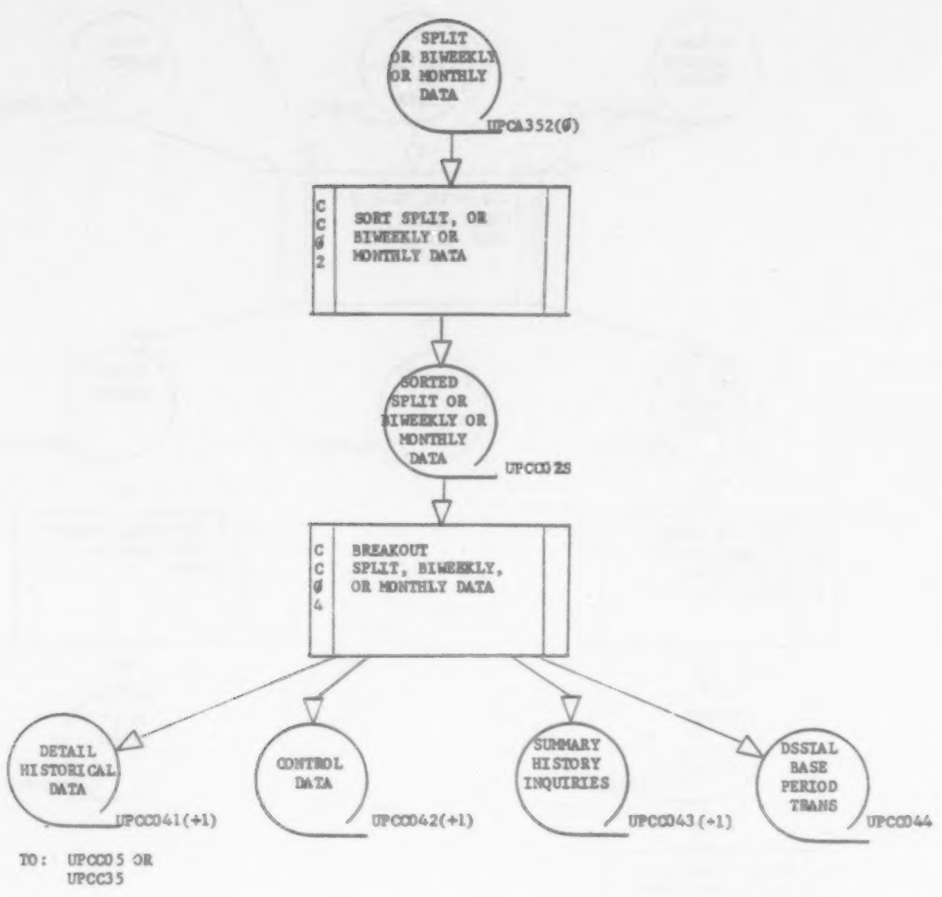
Job Flow Chart Page 2


MASTER ACCOUNT RECORD
UPCA12M(0)
SORTED INQUIRIES/ TRANSFER LAPERS DATA
UPCA42S
EXPANDED TEMPORARY LAPER HISTORY
UPCA413
CA45
LAPER HISTORY INQUIRY/MERGE & CREATE DAILY/ WEEKLY LAPER DATA
INQUIRY LAPER LISTING
UPCA451
DAILY/ WEEKLY WORK CENTER DATA
UPCA452
DAILY/ WEEKLY HOURS SUMMATION
UPCA453
LAPER HISTORY MASTER
UPCA45M(+1)
UNMATCHED ACCOUNTS PRINT
UPCA454
LAPER HISTORY INQUIRY LISTING
ACCOUNTS UNMATCHED TO MAR LISTING
CA46
DAILY/WEEKLY SUPRV. STANDARD HRS & WORK CNTR PERCENTAGE CALCULATIONS
DAILY/ WEEKLY LAPER DATA
UPCA461
DAILY/ WEEKLY PERCENT RECORD
UPCA462
CA47
FORMAT DAILY/ WEEKLY LAPER LISTINGS AND CREATE WEEKLY SUMM/ORG WORK FILE
LAPER WORK CENTER PRINT
UPCA471
LAPER OUT OF TOLERANCE PRINT
UPCA472
WEEKLY SUMM/ORG WORK FILE
UPCA474(+1)
DAILY/WEEKLY LAPER PART A (WORK CENTER)
WEEKLY LAPER PART B (OUT OF TOLERANCE)

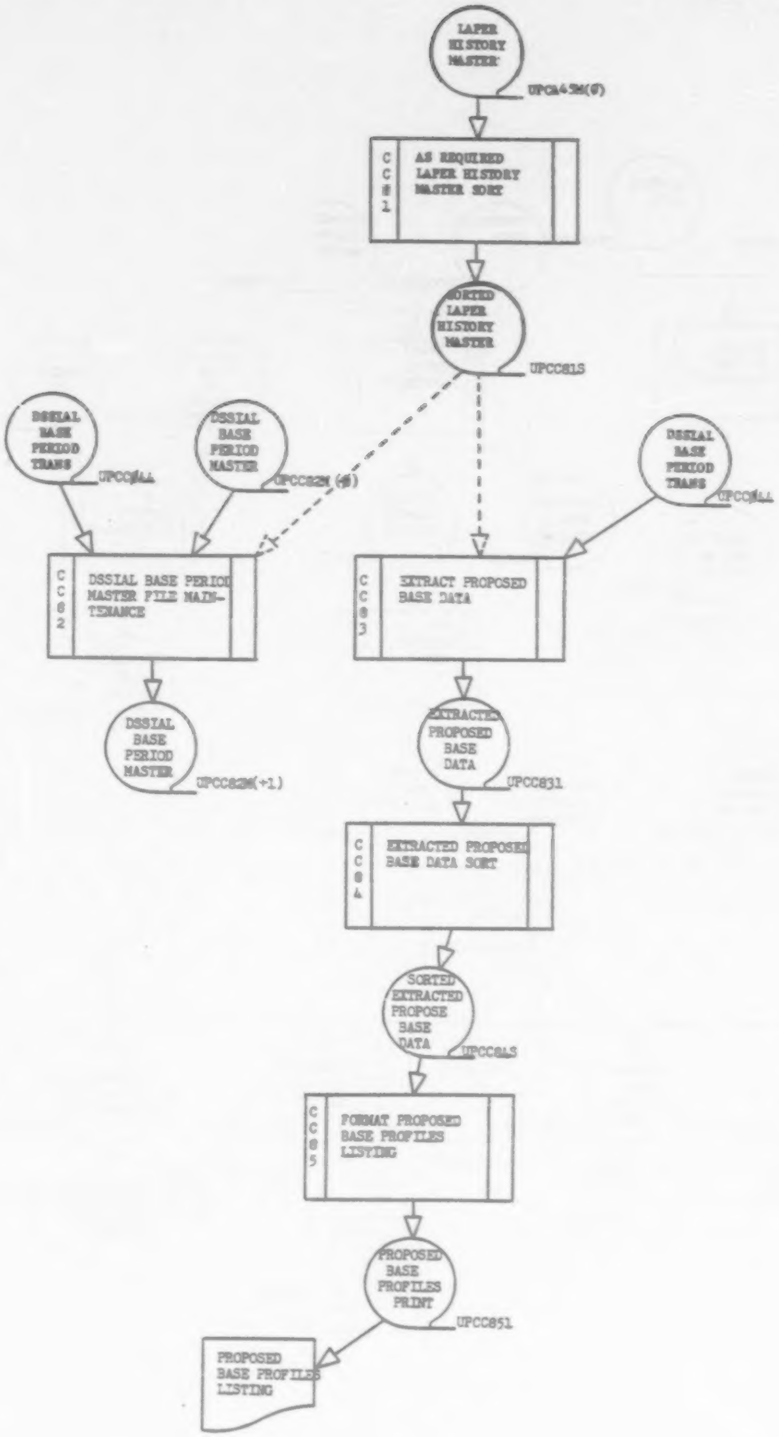
15.5 UPCJAR05
Job Flow Chart


JO/PO NUMBER MASTER
UPCA15M(0)
MASTER ACCOUNT RECORD
UPCA12M(0)
JO/PO NO DATA
UPCA411
JO/PO MASTER
UPCA55M(0)
CA55
JOB ORDER/PROJECT ORDER MASTER FILE MAINTENANCE
DLY OR WKLY JO/PO REPORT TRANS
UPCA551
MONTHLY JO/PO TRANS
UPCA552(+1)
JO/PO MASTER
UPCA55M(+1)
CA60
DAILY OR WEEKLY JOB ORDER/PROJECT ORDER REPORT TRANSACTION SORT
CA70
JOB ORDER/PROJECT ORDER MASTER SORT
SORTED DLY OR WKLY JO/PO TRANS
UPCA60S
JO/PO MASTER
UPCA55M(+2)
CA65
FORMAT DAILY OR WEEKLY JOB ORDER/PROJECT ORDER COST LISTING
JO/PO COST PRINT
UPCA651
JO/PO COST LISTING

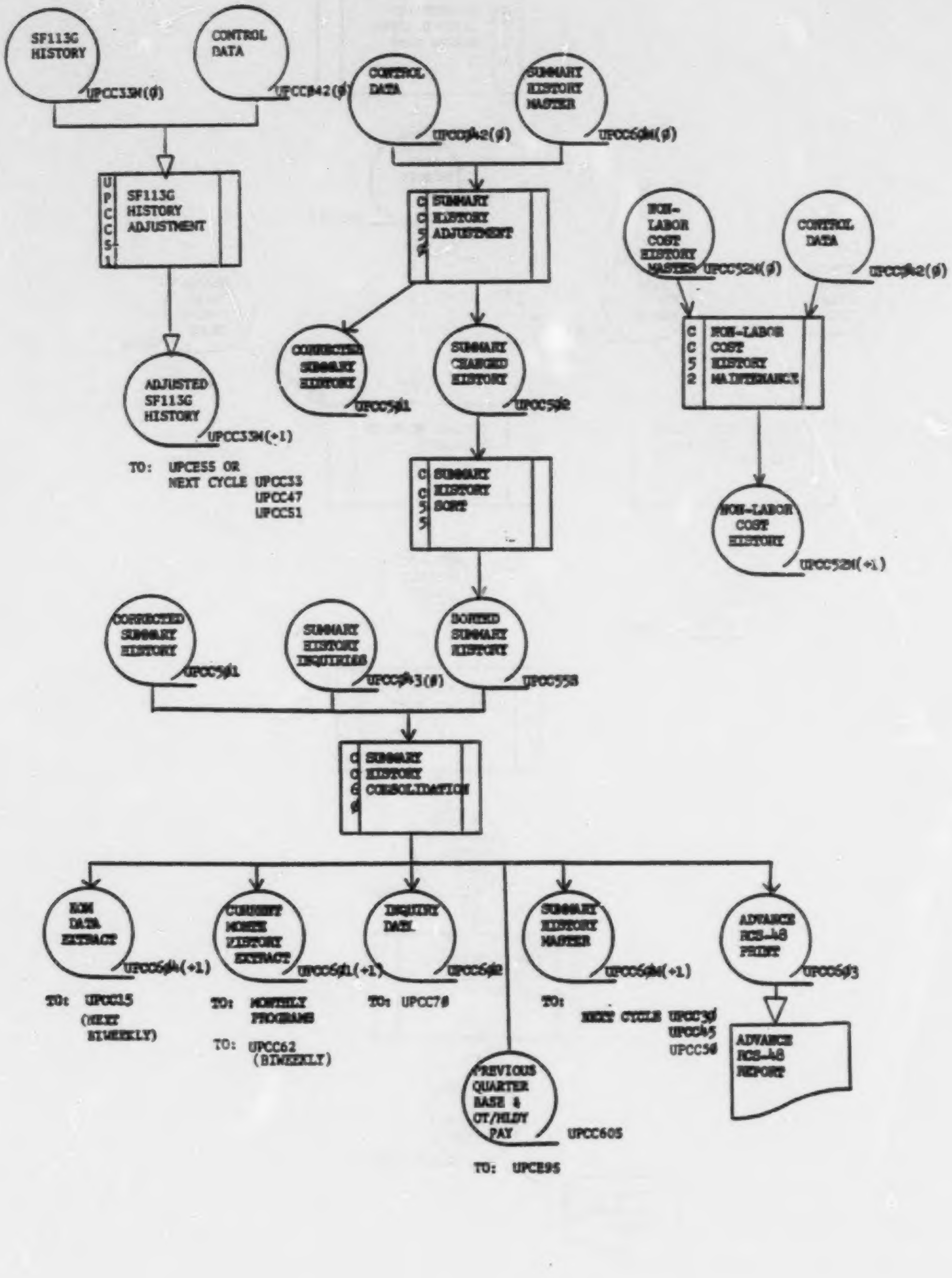
15.6 UPCJAR07
Job Flow Chart Page 1


SPLIT OR BIWEEKLY OR MONTHLY DATA
UPCA352(0)
CC02
SORT SPLIT, OR BIWEEKLY OR MONTHLY DATA
SORTED SPLIT OR BIWEEKLY OR MONTHLY DATA
UPCC02S
CC04
BREAKOUT SPLIT, BIWEEKLY, OR MONTHLY DATA
DETAIL HISTORICAL DATA
UPCC041(+1)
TO: UPCC05 OR UPCC35
CONTROL DATA
UPCC042(+1)
SUMMARY HISTORY INQUIRIES
UPCC043(+1)
DSSTAL BASE PERIOD TRANS
UPCC044

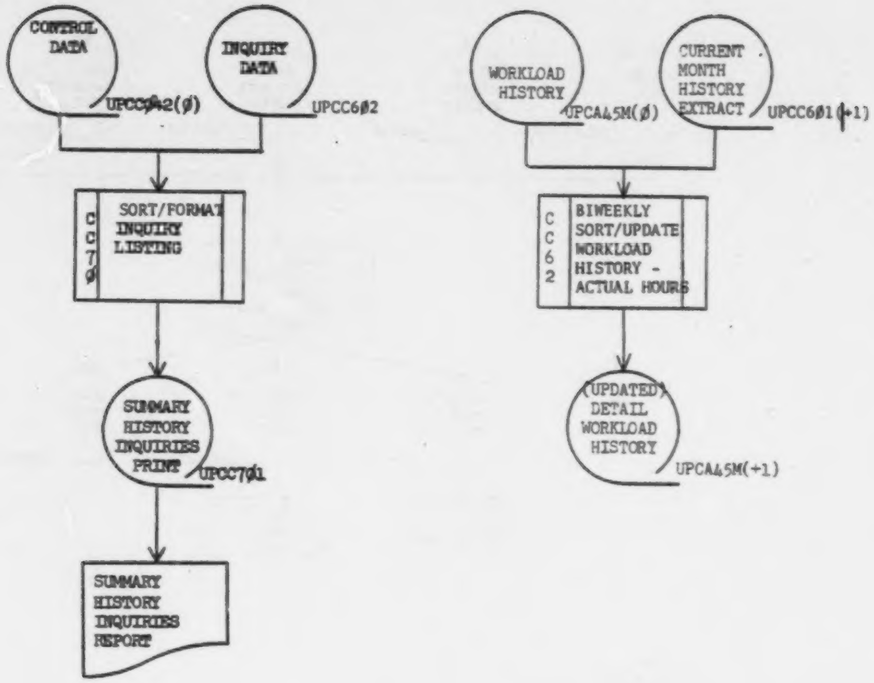
15.6 UPCJAR07
Job Flow Chart Page 2


LAPER HISTORY MASTER
UPCA43M(0)
CC01 AS REQUIRED LAPER HISTORY MASTER SORT
SORTED LAPER HISTORY MASTER
UPCC81S
DSSIAL BASE PERIOD TRANS
UPCC0LL
DSSIAL BASE PERIOD MASTER
UPCC82M(+0)
DSSIAL BASE PERIOD TRANS
UPCC0LL
CC02 DSSIAL BASE PERIOD MASTER FILE MAINTENANCE
CC03 EXTRACT PROPOSED BASE DATA
DSSIAL BASE PERIOD MASTER
UPCC82M(+1)
EXTRACTED PROPOSED BASE DATA
UPCC831
CC04 EXTRACTED PROPOSED BASE DATA SORT
SORTED EXTRACTED PROPOSE BASE DATA
UPCC84S
CC05 FORMAT PROPOSED BASE PROFILES LISTING
PROPOSED BASE PROFILES PRINT
UPCC851
PROPOSED BASE PROFILES LISTING

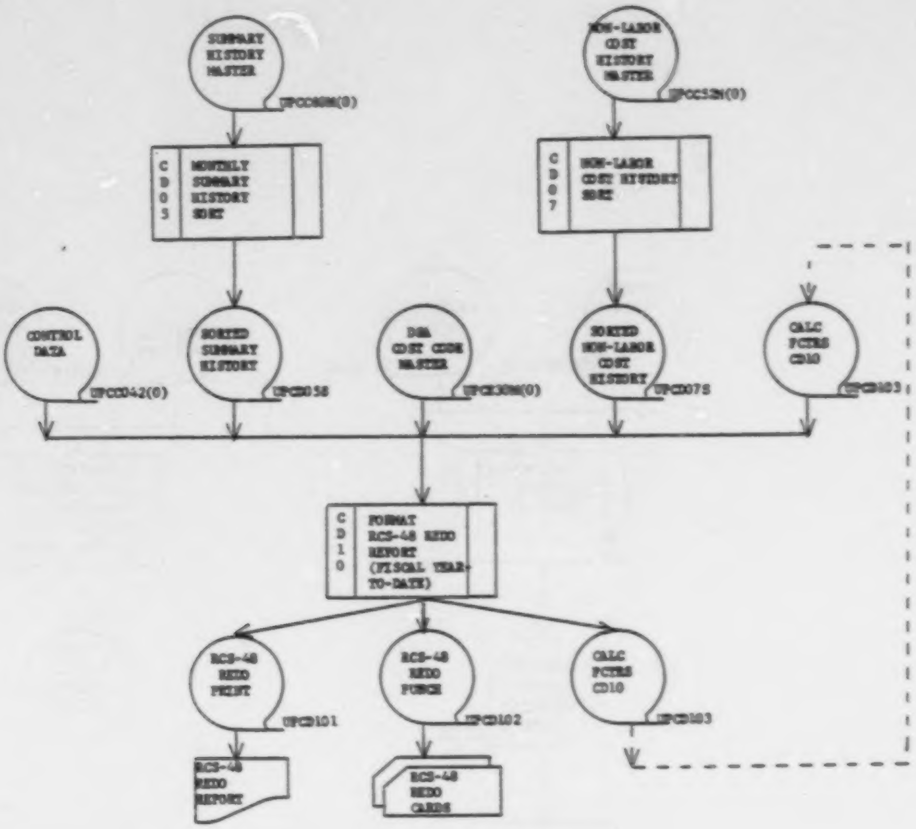
15.7 UPCJAR08
Job Flow Chart Page 1

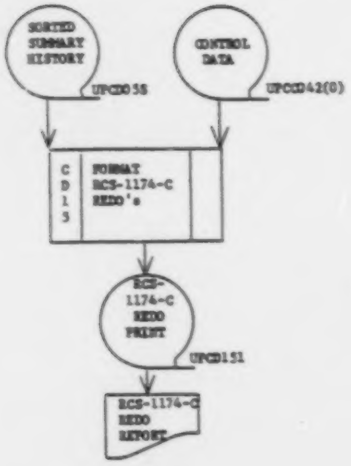

SF113G HISTORY
UPCC33M(0)
CONTROL DATA
UPCC042(0)
UPCC51
SF113G HISTORY ADJUSTMENT
ADJUSTED SF113G HISTORY
UPCC33M(+1)
TO: UPCE55 OR
NEXT CYCLE UPCC33
UPCC47
UPCC51
CONTROL DATA
UPCC042(0)
SUMMARY HISTORY MASTER
UPCC60M(0)
CC50
SUMMARY HISTORY ADJUSTMENT
CORRECTED SUMMARY HISTORY
UPCC501
SUMMARY CHANGED HISTORY
UPCC502
CC55
SUMMARY HISTORY SORT
NON-LABOR COST HISTORY MASTER
UPCC52M(0)
CONTROL DATA
UPCC042(0)
CC52
NON-LABOR COST HISTORY MAINTENANCE
NON-LABOR COST HISTORY
UPCC52M(+1)
CORRECTED SUMMARY HISTORY
UPCC501
SUMMARY HISTORY INQUIRIES
UPCC043(0)
SORTED SUMMARY HISTORY
UPCC558
CC60
SUMMARY HISTORY CONSOLIDATION
NON DATA EXTRACT
UPCC604(+1)
TO: UPCC15
(NEXT BIWEEKLY)
CURRENT MONTH HISTORY EXTRACT
UPCC601(+1)
TO: MONTHLY PROGRAMS
TO: UPCC62
(BIWEEKLY)
INQUIRY DATA
UPCC602
TO: UPCC70
PREVIOUS QUARTER BASE & OT/HLDY PAY
UPCC605
TO: UPCE95
SUMMARY HISTORY MASTER
UPCC60M(+1)
TO:
NEXT CYCLE UPCC30
UPCC45
UPCC50
ADVANCE RCS-48 PRINT
UPCC603
ADVANCE RCS-48 REPORT

15.7 UPCJAR08
Job Flow Chart Page 2

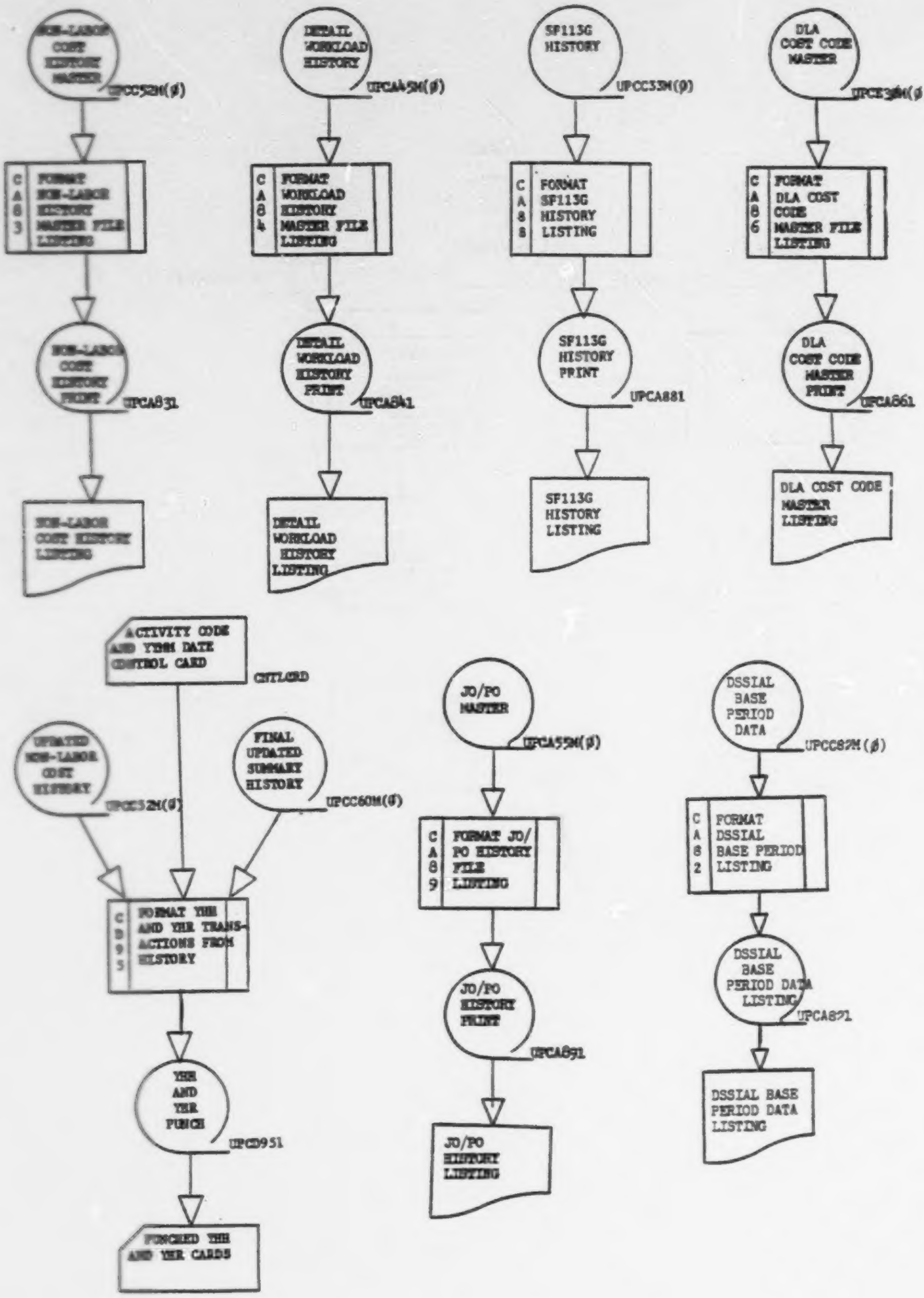

CONTROL DATA
UPCC042(0)
INQUIRY DATA
UPCC602
CC70
SORT/FORMAT INQUIRY LISTING
SUMMARY HISTORY INQUIRIES PRINT
UPCC701
SUMMARY HISTORY INQUIRIES REPORT
WORKLOAD HISTORY
UPCA45M(0)
CURRENT MONTH HISTORY EXTRACT
UPCC601(+1)
CC62
BIWEEKLY SORT/UPDATE WORKLOAD HISTORY - ACTUAL HOURS
(UPDATED) DETAIL WORKLOAD HISTORY
UPCA45M(+1)

15.8 UPCJAR09
Job Flow Chart

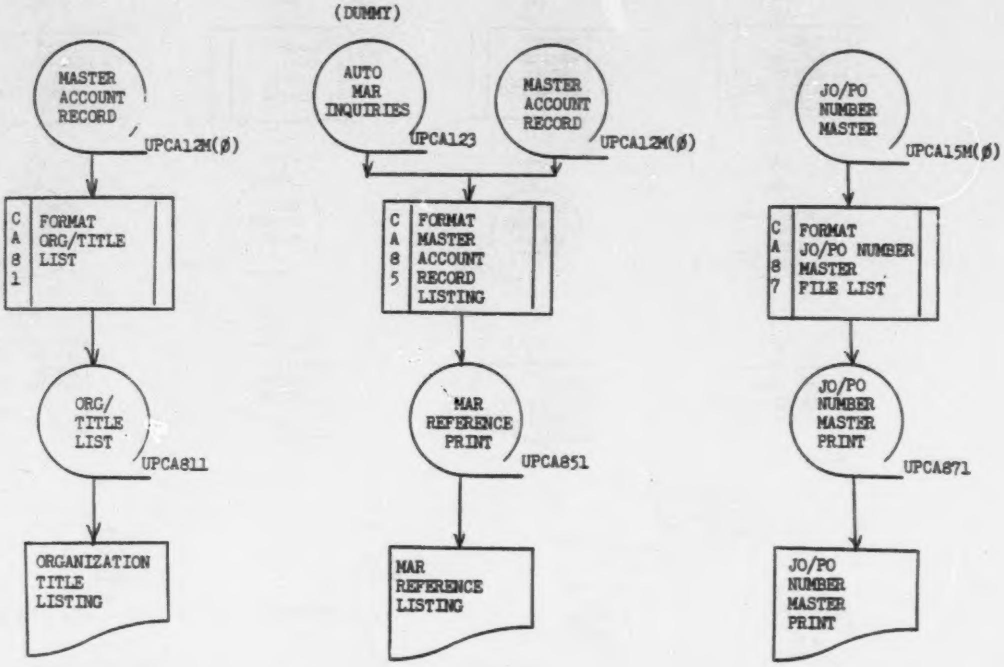

SUMMARY HISTORY MASTER
UPCC06M(0)
NON-LABOR COST HISTORY MASTER
UPCC52M(0)
CD03
MONTHLY SUMMARY HISTORY SORT
CD07
NON-LABOR COST HISTORY SORT
CONTROL DATA
UPCC042(0)
SORTED SUMMARY HISTORY
UPCD05S
DBA COST CODE MASTER
UPCK30M(0)
SORTED NON-LABOR COST HISTORY
UPCD07S
CALC FCTRS CD10
UPCD103
CD10
FORMAT RCS-48 REDO REPORT (FISCAL YEAR-TO-DATE)
RCS-48 REDO PRINT
UPCD101
RCS-48 REDO PUNCH
UPCD102
CALC FCTRS CD10
UPCD103
RCS-48 REDO REPORT
RCS-48 REDO CARDS


SORTED SUMMARY HISTORY
UPCD05S
CONTROL DATA
UPCC042(0)
CD15
FORMAT RCS-1174-C REDO's
RCS-1174-C REDO PRINT
UPCD151
RCS-1174-C REDO REPORT

15.9 UPCJAR10 Job Flow Chart

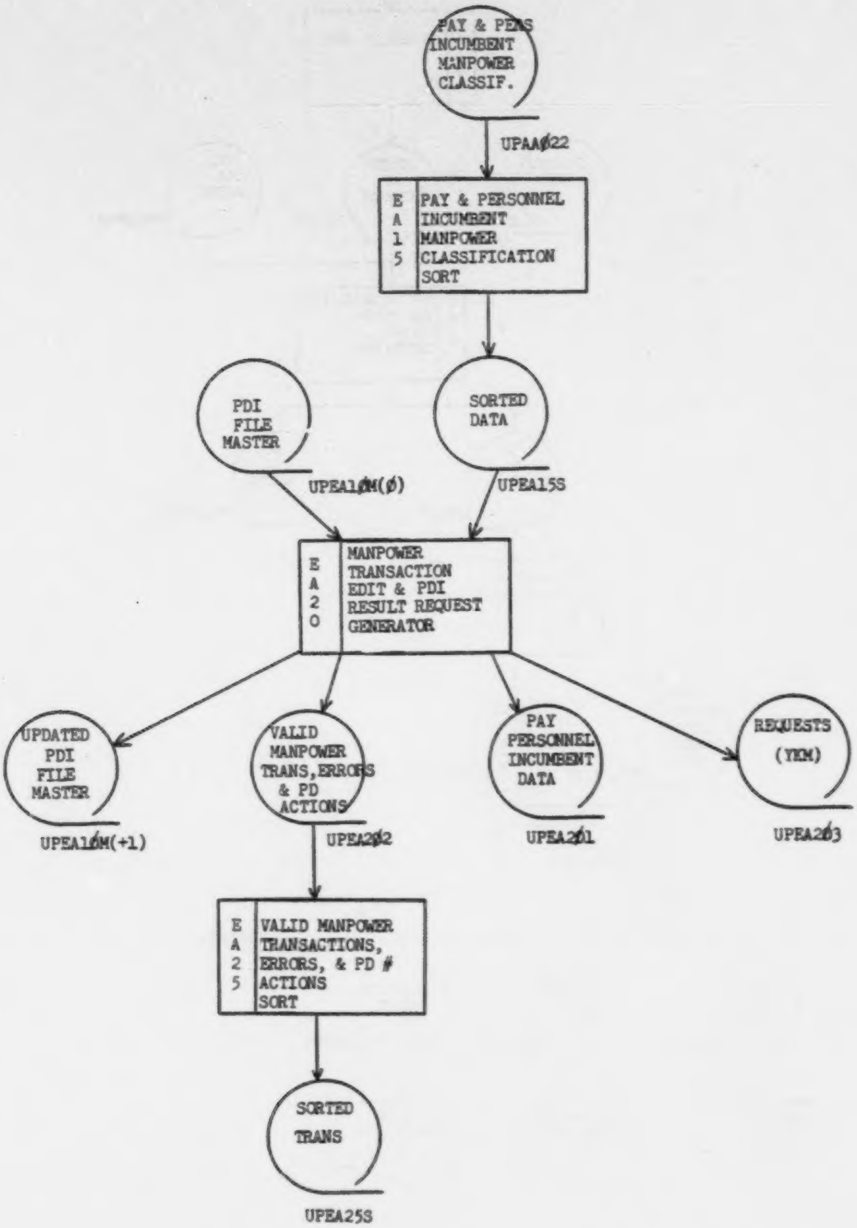

NON-LABOR COST HISTORY MASTER
UPCC52M(0)
C A 8 3
FORMAT NON-LABOR HISTORY MASTER FILE LISTING
NON-LABOR COST HISTORY PRINT
UPCA831
NON-LABOR COST HISTORY LISTING
DETAIL WORKLOAD HISTORY
UPCA45M(0)
C A 8 4
FORMAT WORKLOAD HISTORY MASTER FILE LISTING
DETAIL WORKLOAD HISTORY PRINT
UPCA841
DETAIL WORKLOAD HISTORY LISTING
SF113G HISTORY
UPCC33M(0)
C A 8 8
FORMAT SF113G HISTORY LISTING
SF113G HISTORY PRINT
UPCA881
SF113G HISTORY LISTING
DLA COST CODE MASTER
UPCE30M(0
C A 8 6
FORMAT DLA COST CODE MASTER FILE LISTING
DLA COST CODE MASTER PRINT
UPCA861
DLA COST CODE MASTER LISTING
ACTIVITY CODE AND YMM DATE CONTROL CARD
CNTLCRD
UPDATED NON-LABOR COST HISTORY
UPCE52M(0)
FINAL UPDATED SUMMARY HISTORY
UPCC60M(0)
C D 9 5
FORMAT YHH AND YHR TRANS-ACTIONS FROM HISTORY
YHH AND YHR PUNCH
UPCD951
PUNCHED YHH AND YHR CARDS
JO/PO MASTER
UPCA55M(0)
C A 8 9
FORMAT JO/PO HISTORY FILE LISTING
JO/PO HISTORY PRINT
UPCA891
JO/PO HISTORY LISTING
DSSIAL BASE PERIOD DATA
UPCC82M (0)
C A 8 2
FORMAT DSSIAL BASE PERIOD LISTING
DSSIAL BASE PERIOD DATA LISTING
UPCA821
DSSIAL BASE PERIOD DATA LISTING

15.10 UPCJAR11
Job Flow Chart

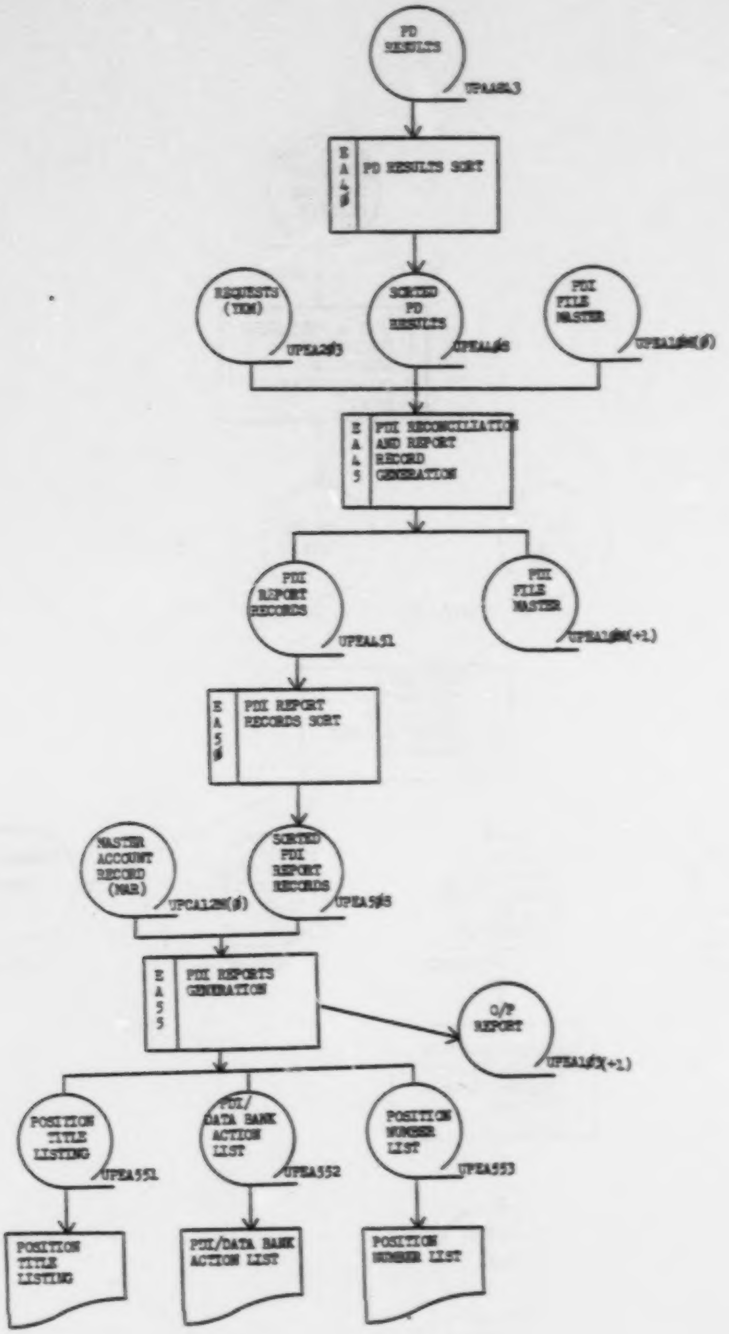

(DUMMY)
MASTER ACCOUNT RECORD
UPCA12M(0)
AUTO MAR INQUIRIES
UPCA123
MASTER ACCOUNT RECORD
UPCA12M(0)
JO/PO NUMBER MASTER
UPCA15M(0)
CA81
FORMAT ORG/TITLE LIST
CA85
FORMAT MASTER ACCOUNT RECORD LISTING
CA87
FORMAT JO/PO NUMBER MASTER FILE LIST
ORG/ TITLE LIST
UPCA811
MAR REFERENCE PRINT
UPCA851
JO/PO NUMBER MASTER PRINT
UPCA871
ORGANIZATION TITLE LISTING
MAR REFERENCE LISTING
JO/PO NUMBER MASTER PRINT

SECTION 16 PERSONNEL WEEKLY JOB FLOW CHART

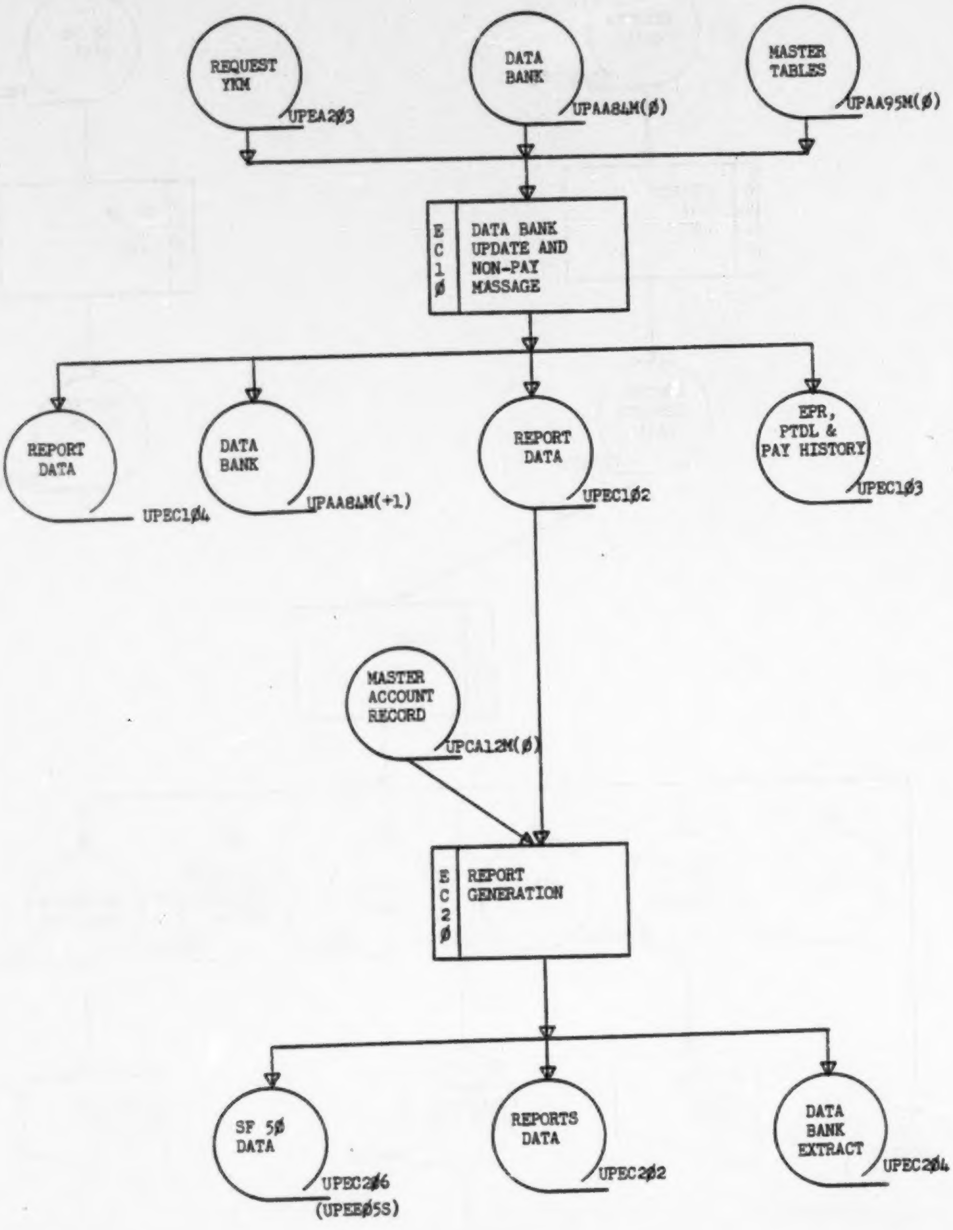
16.1 UPEJWW01
Job Flow Chart


PAY & PERS INCUMBENT MANPOWER CLASSIF.
UPAA022
EA15
PAY & PERSONNEL INCUMBENT MANPOWER CLASSIFICATION SORT
PDI FILE MASTER
SORTED DATA
UPEA10M(0)
UPEA15S
EA20
MANPOWER TRANSACTION EDIT & PDI RESULT REQUEST GENERATOR
UPDATED PDI FILE MASTER
VALID MANPOWER TRANS, ERRORS & PD ACTIONS
PAY PERSONNEL INCUMBENT DATA
REQUESTS (YKM)
UPEA10M(+1)
UPEA202
UPEA201
UPEA203
EA25
VALID MANPOWER TRANSACTIONS, ERRORS, & PD # ACTIONS SORT
SORTED TRANS
UPEA25S

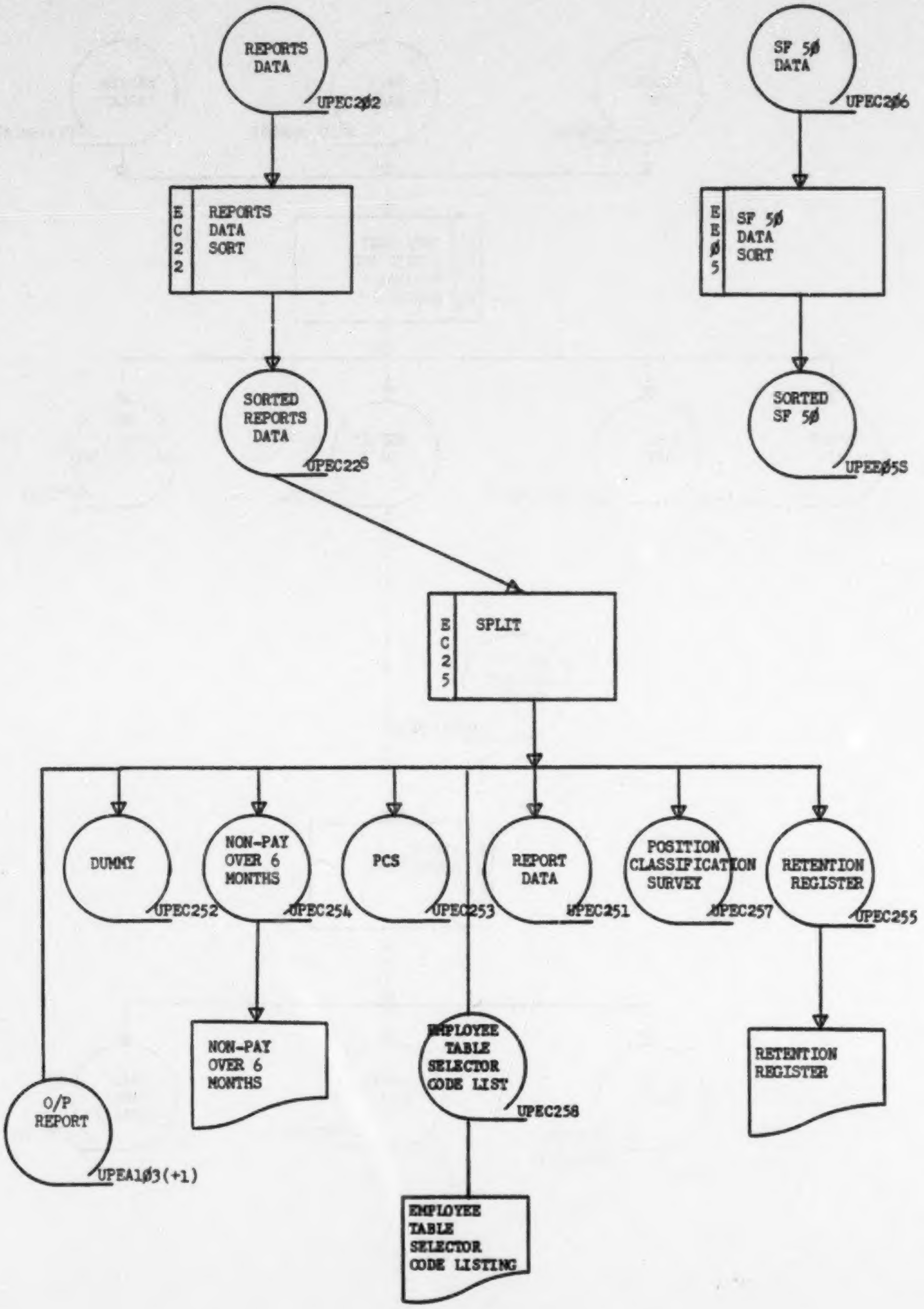
16.2 UPEJWW02
Job Flow Chart


PD RESULTS
UPAA843
E A 4 0
PD RESULTS SORT
REQUESTS (TRM)
UPEA203
SORTED PD RESULTS
UPEA408
PDI FILE MASTER
UPEA10M(0)
E A 4 5
PDI RECONCILIATION AND REPORT RECORD GENERATION
PDI REPORT RECORDS
UPEA451
PDI FILE MASTER
UPEA10M(+1)
E A 5 0
PDI REPORT RECORDS SORT
MASTER ACCOUNT RECORD (MAR)
UPCA12M(0)
SORTED PDI REPORT RECORDS
UPEA508
E A 5 5
PDI REPORTS GENERATION
O/P REPORT
UPEA10X(+1)
POSITION TITLE LISTING
UPEA551
PDI/ DATA BANK ACTION LIST
UPEA552
POSITION NUMBER LIST
UPEA553
POSITION TITLE LISTING
PDI/DATA BANK ACTION LIST
POSITION NUMBER LIST

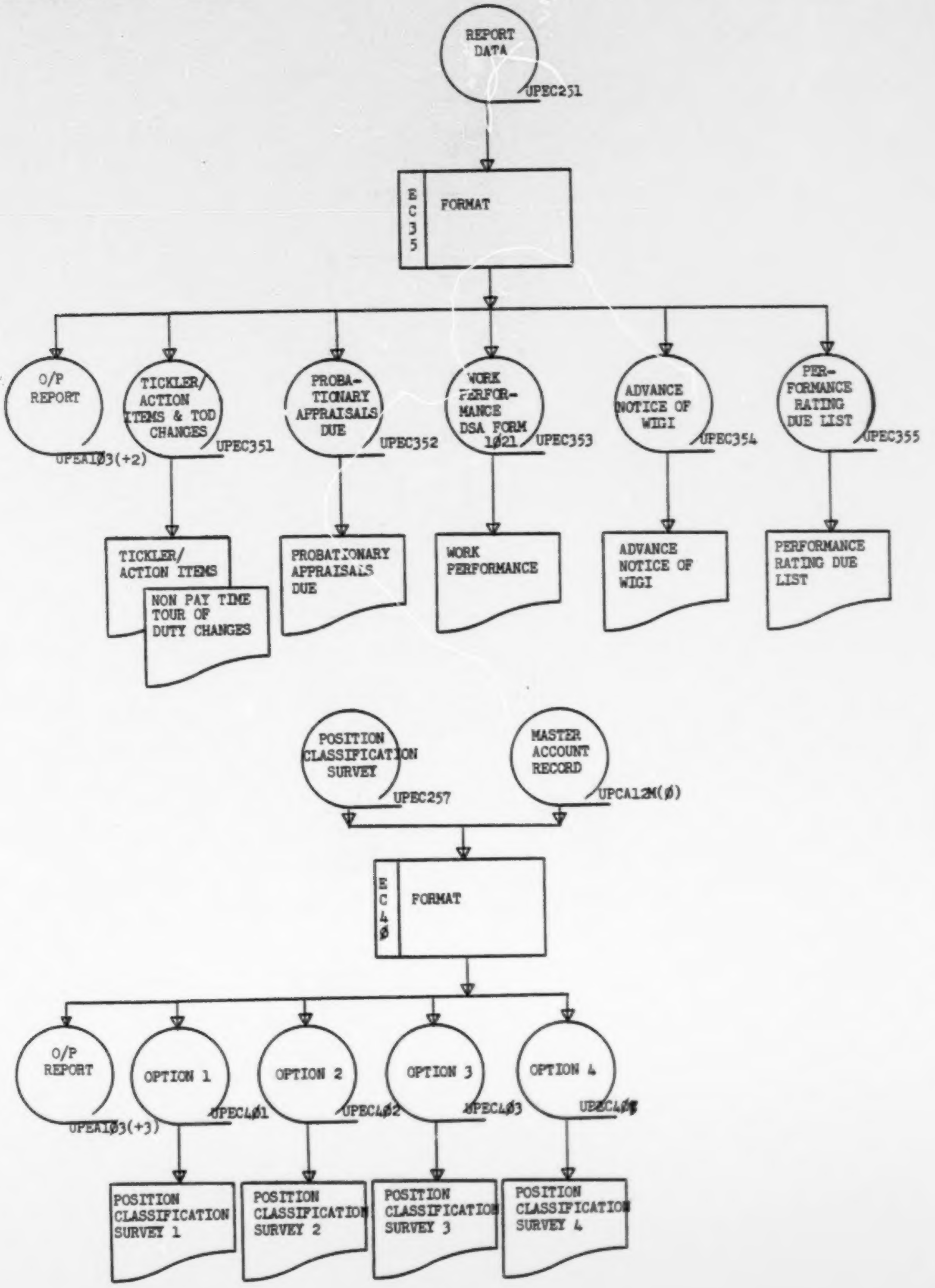
16.3 UPEJWW03
Job Flow Chart Page 1


REQUEST YKM
UPEA203
DATA BANK
UPAA84M(0)
MASTER TABLES
UPAA95M(0)
E C 1 0
DATA BANK UPDATE AND NON-PAY MASSAGE
REPORT DATA
UPEC104
DATA BANK
UPAA84M(+1)
REPORT DATA
UPEC102
EPR, PTDL & PAY HISTORY
UPEC103
MASTER ACCOUNT RECORD
UPCA12M(0)
E C 2 0
REPORT GENERATION
SF 50 DATA
UPEC206
(UPEE05S)
REPORTS DATA
UPEC202
DATA BANK EXTRACT
UPEC204

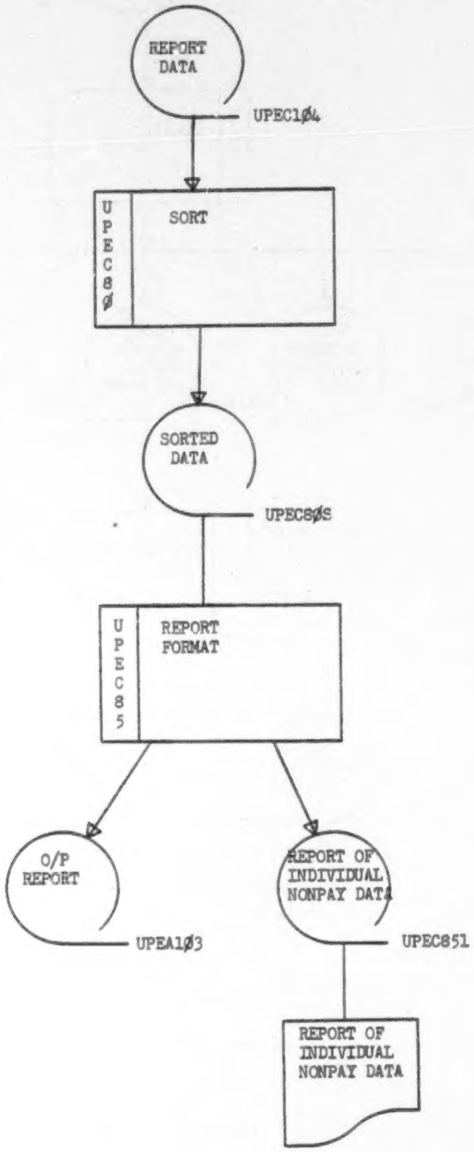
16.3 UPEJWW03
Job Flow Chart Page 2


REPORTS DATA
UPEC202
SF 50 DATA
UPEC206
EC22
REPORTS DATA SORT
EE05
SF 50 DATA SORT
SORTED REPORTS DATA
UPEC226
SORTED SF 50
UPEE05S
EC25
SPLIT
DUMMY
UPEC252
NON-PAY OVER 6 MONTHS
UPEC254
PCS
UPEC253
REPORT DATA
UPEC251
POSITION CLASSIFICATION SURVEY
UPEC257
RETENTION REGISTER
UPEC255
NON-PAY OVER 6 MONTHS
EMPLOYEE TABLE SELECTOR CODE LIST
UPEC258
RETENTION REGISTER
O/P REPORT
UPEA103(+1)
EMPLOYEE TABLE SELECTOR CODE LISTING

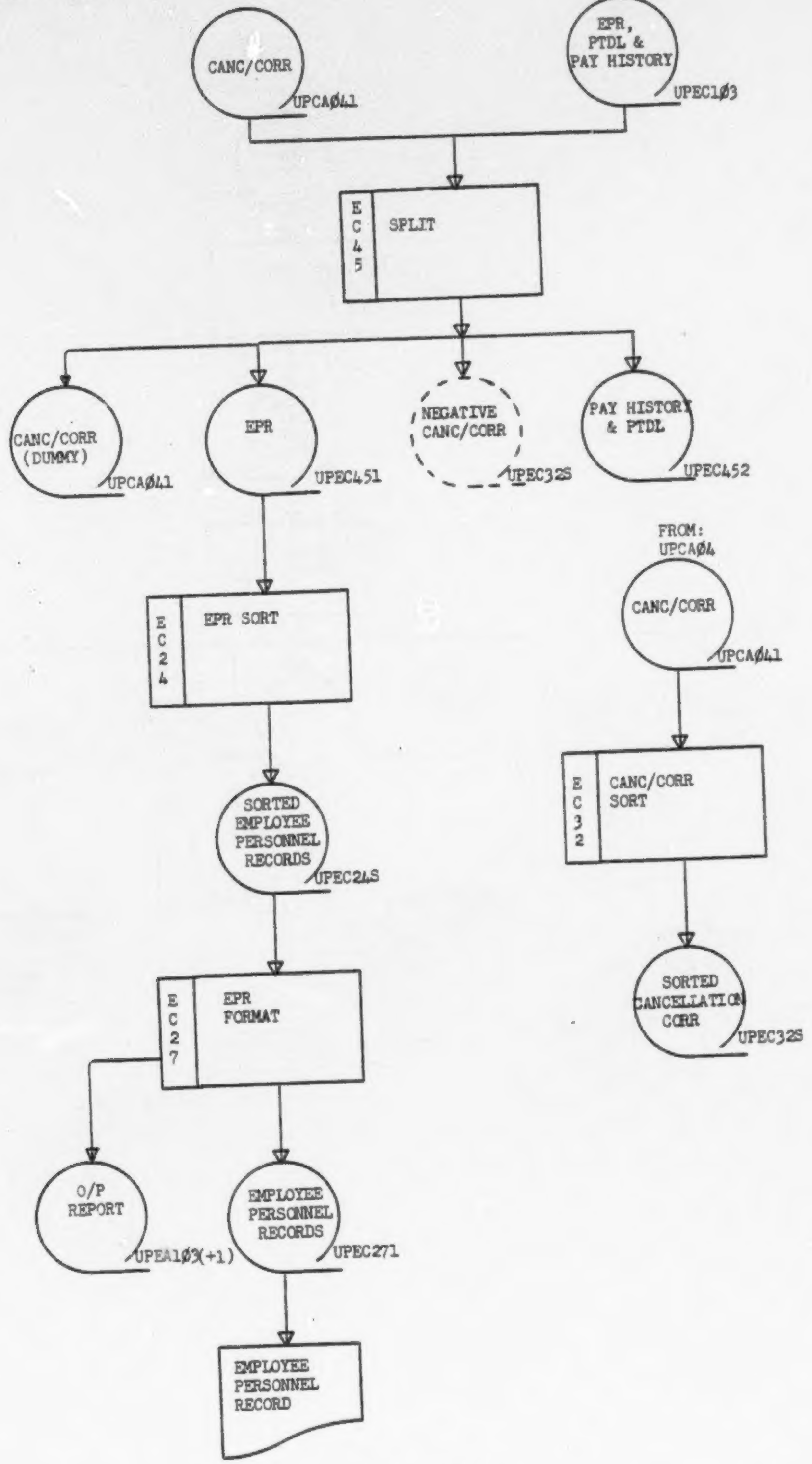
16.3 UPEJWW03
Job Flow Chart Page 3


REPORT DATA
UPEC251
EC35
FORMAT
O/P REPORT
UPEAI03(+2)
TICKLER/ ACTION ITEMS & TOD CHANGES
UPEC351
PROBA-TIONARY APPRAISALS DUE
UPEC352
WORK PERFOR-MANCE DSA FORM 1021
UPEC353
ADVANCE NOTICE OF WIGI
UPEC354
PER-FORMANCE RATING DUE LIST
UPEC355
TICKLER/ ACTION ITEMS
NON PAY TIME TOUR OF DUTY CHANGES
PROBATIONARY APPRAISALS DUE
WORK PERFORMANCE
ADVANCE NOTICE OF WIGI
PERFORMANCE RATING DUE LIST
POSITION CLASSIFICATION SURVEY
UPEC257
MASTER ACCOUNT RECORD
UPCA12M(0)
EC40
FORMAT
O/P REPORT
UPEAI03(+3)
OPTION 1
UPEC401
OPTION 2
UPEC402
OPTION 3
UPEC403
OPTION 4
UPEC404
POSITION CLASSIFICATION SURVEY 1
POSITION CLASSIFICATION SURVEY 2
POSITION CLASSIFICATION SURVEY 3
POSITION CLASSIFICATION SURVEY 4

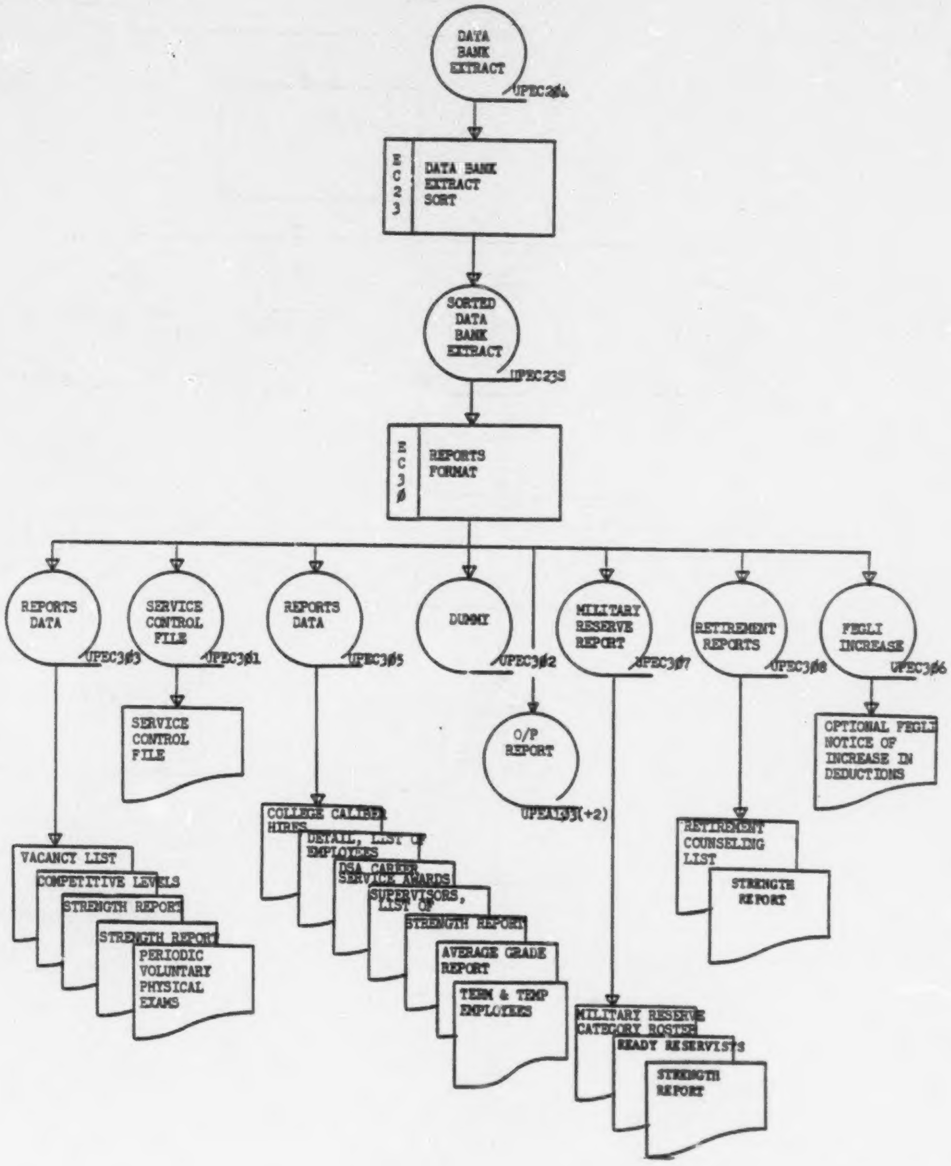
16.3 UPEJWW03
Job Flow Chart Page 4


REPORT DATA
UPEC104
UPEC80
SORT
SORTED DATA
UPEC80S
UPEC85
REPORT FORMAT
O/P REPORT
UPEA103
REPORT OF INDIVIDUAL NONPAY DATA
UPEC851
REPORT OF INDIVIDUAL NONPAY DATA

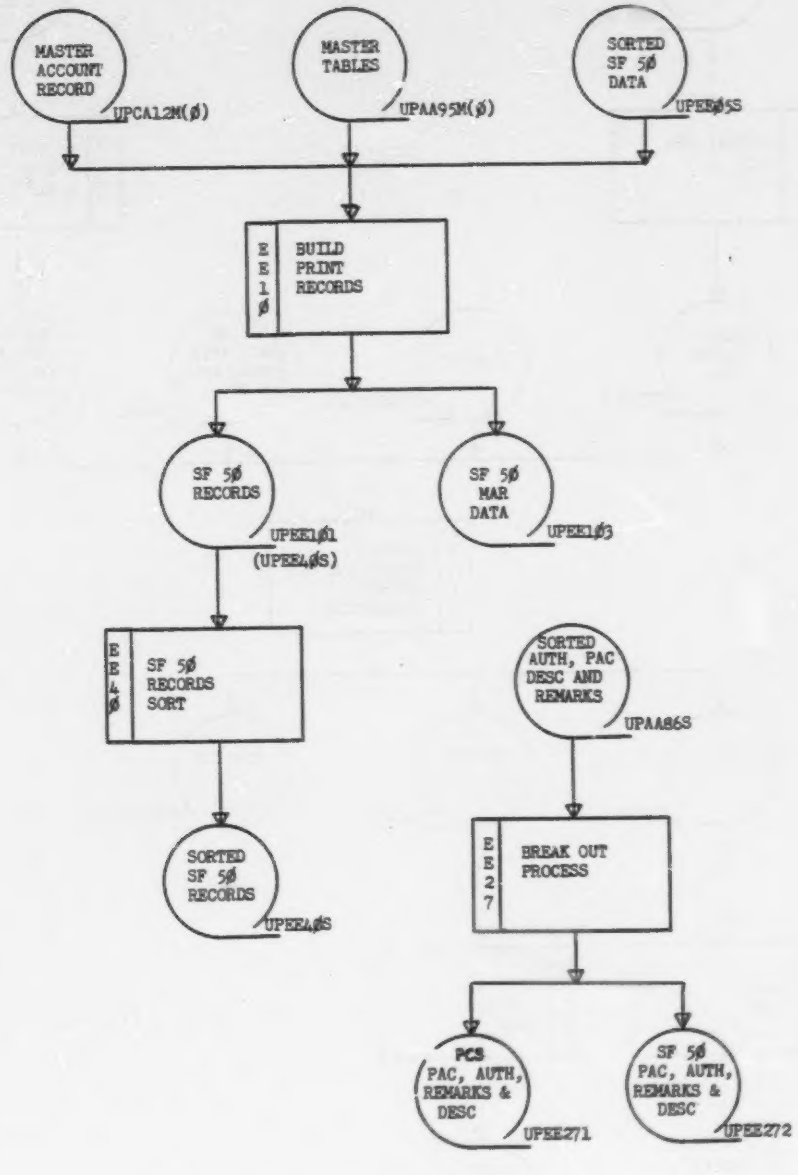
16.4 UPEJWW04
Job Flow Chart Page 1


CANC/CORR
UPCA041
EPR, PTDL & PAY HISTORY
UPEC103
EC45
SPLIT
CANC/CORR (DUMMY)
UPCA041
EPR
UPEC451
NEGATIVE CANC/CORR
UPEC32S
PAY HISTORY & PTDL
UPEC452
EC24
EPR SORT
FROM: UPCA04
CANC/CORR
UPCA041
EC32
CANC/CORR SORT
SORTED EMPLOYEE PERSONNEL RECORDS
UPEC24S
SORTED CANCELLATION CORR
UPEC32S
EC27
EPR FORMAT
O/P REPORT
UPEA103(+1)
EMPLOYEE PERSONNEL RECORDS
UPEC271
EMPLOYEE PERSONNEL RECORD

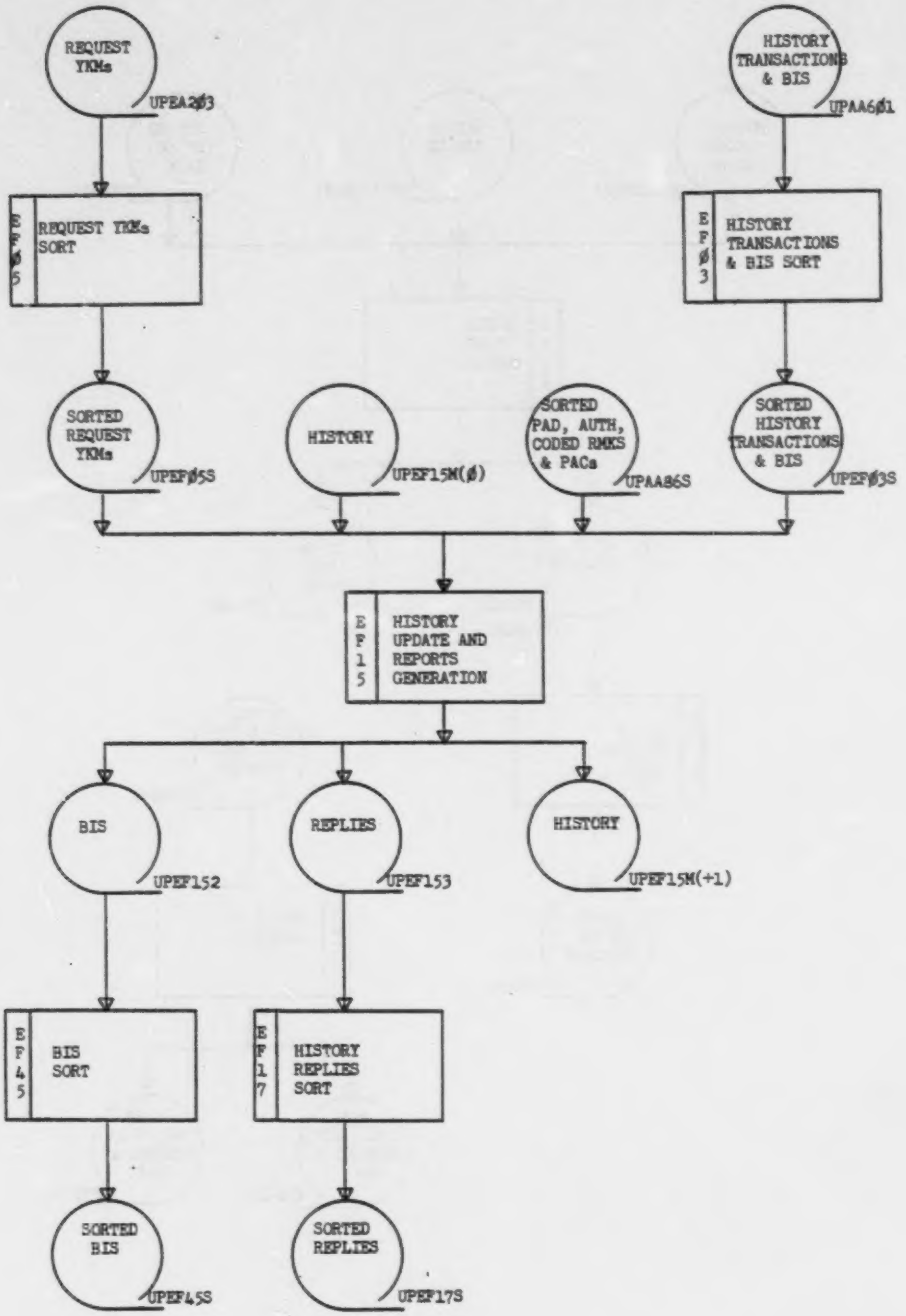
16.4 UPEJWW04
Job Flow Chart Page 2


DATA BANK EXTRACT
UPEC204
E C 2 3
DATA BANK EXTRACT SORT
SORTED DATA BANK EXTRACT
UPEC23S
E C 3 0
REPORTS FORMAT
REPORTS DATA
UPEC303
SERVICE CONTROL FILE
UPEC301
REPORTS DATA
UPEC305
DUMMY
UPEC302
MILITARY RESERVE REPORT
UPEC307
RETIREMENT REPORTS
UPEC308
FEGLI INCREASE
UPEC306
SERVICE CONTROL FILE
O/P REPORT
UPEA133(+2)
OPTIONAL FEGLI NOTICE OF INCREASE IN DEDUCTIONS
VACANCY LIST
COMPETITIVE LEVELS
STRENGTH REPORT
STRENGTH REPORT
PERIODIC VOLUNTARY PHYSICAL EXAMS
COLLEGE CALIBER HIRES
DETAIL, LIST OF EMPLOYEES
DSA CAREER SERVICE AWARDS
SUPERVISORS, LIST OF
STRENGTH REPORT
AVERAGE GRADE REPORT
TERM & TEMP EMPLOYEES
RETIREMENT COUNSELING LIST
STRENGTH REPORT
MILITARY RESERVE CATEGORY ROSTER
READY RESERVISTS
STRENGTH REPORT

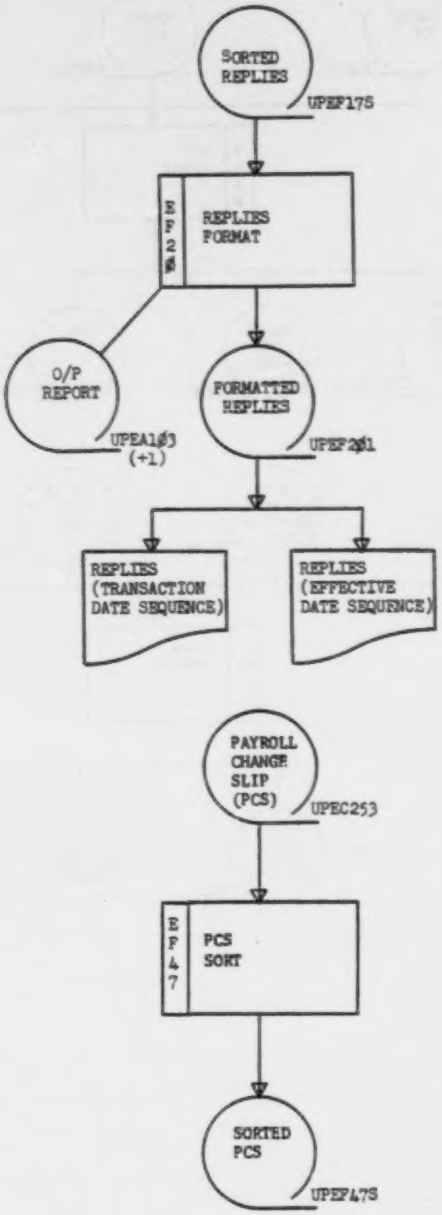
16.5 UPEJWW05
Job Flow Chart


MASTER ACCOUNT RECORD
UPCA12M(0)
MASTER TABLES
UPAA95M(0)
SORTED SF 50 DATA
UPED05S
EE10
BUILD PRINT RECORDS
SF 50 RECORDS
UPEE101
(UPEE40S)
SF 50 MAR DATA
UPEE103
EE40
SF 50 RECORDS SORT
SORTED SF 50 RECORDS
UPEE40S
SORTED AUTH, PAC DESC AND REMARKS
UPAA86S
EE27
BREAK OUT PROCESS
PCS PAC, AUTH, REMARKS & DESC
UPEE271
SF 50 PAC, AUTH, REMARKS & DESC
UPEE272

16.6 UPEJWW06
Job Flow Chart Page 1

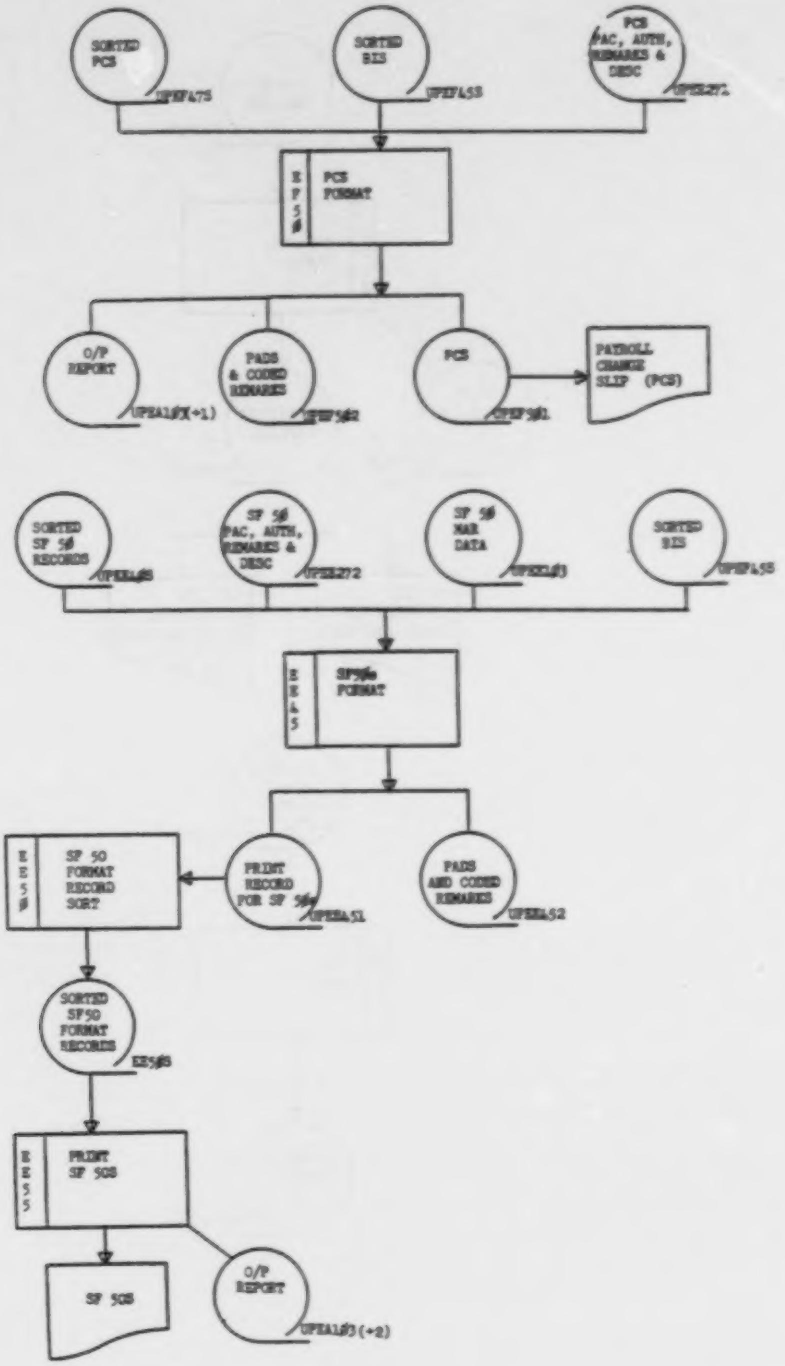

REQUEST YKMs
UPEA203
HISTORY TRANSACTIONS & BIS
UPAA601
EF05
REQUEST YKMs SORT
EF03
HISTORY TRANSACTIONS & BIS SORT
SORTED REQUEST YKMs
UPEF05S
HISTORY
UPEF15M(0)
SORTED PAD, AUTH, CODED RMKS & PACs
UPAA86S
SORTED HISTORY TRANSACTIONS & BIS
UPEF03S
EF15
HISTORY UPDATE AND REPORTS GENERATION
BIS
UPEF152
REPLIES
UPEF153
HISTORY
UPEF15M(+1)
EF45
BIS SORT
EF17
HISTORY REPLIES SORT
SORTED BIS
UPEF45S
SORTED REPLIES
UPEF17S

16.6 UPEJWW06
Job Flow Chart Page 2

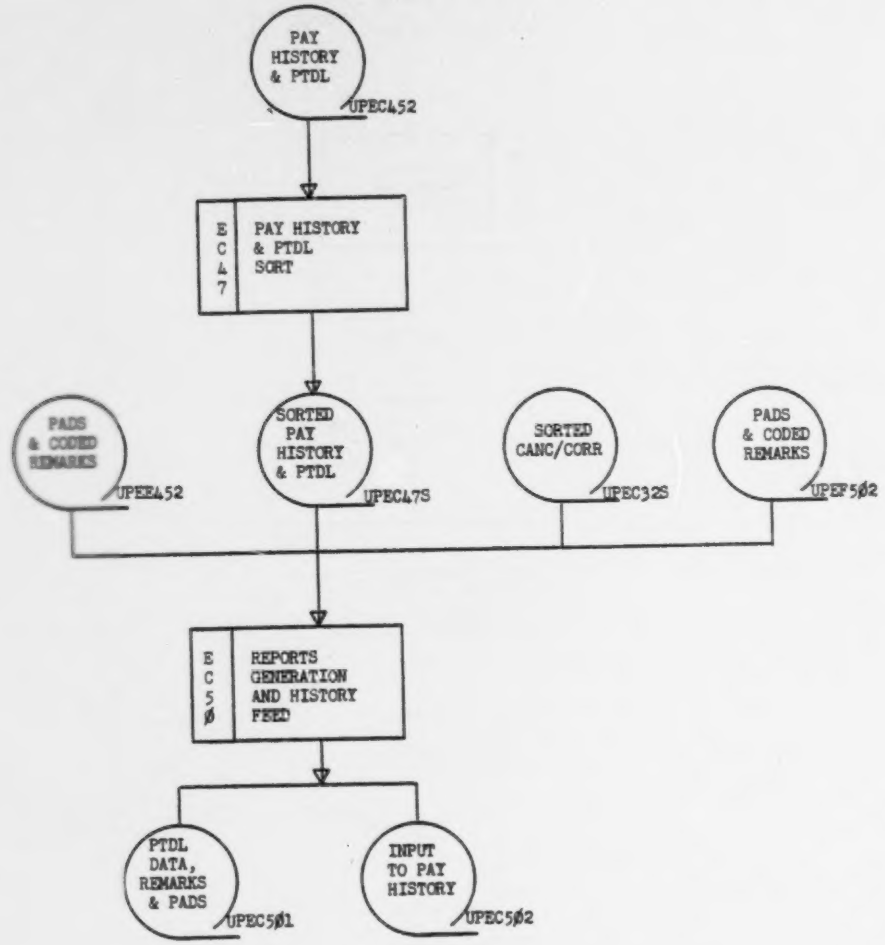

SORTED REPLIES
UPEF17S
EF20
REPLIES FORMAT
O/P REPORT
UPEA103 (+1)
FORMATTED REPLIES
UPEF201
REPLIES (TRANSACTION DATE SEQUENCE)
REPLIES (EFFECTIVE DATE SEQUENCE)
PAYROLL CHANGE SLIP (PCS)
UPEC253
EF47
PCS SORT
SORTED PCS
UPEF47S

16.7 UPEJWW07

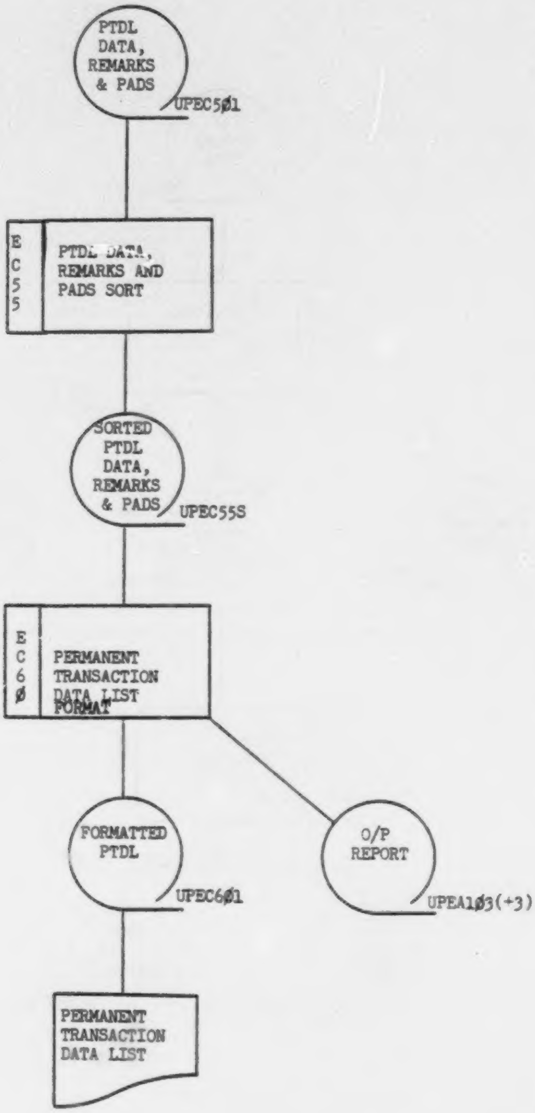
Job Flow Chart Page 1


SORTED PCS
UPEF475
SORTED BIS
UPEF455
PCS PAC, AUTH, REMARKS & DESC
UPEE272
E F 5 0
PCS FORMAT
O/P REPORT
UPEA10X(+1)
PADS & CODED REMARKS
UPEF502
PCS
UPEF501
PAYROLL CHANGE SLIP (PCS)
SORTED SF 50 RECORDS
UPEE405
SF 50 PAC, AUTH, REMARKS & DESC
UPEE272
SF 50 NAR DATA
UPEE103
SORTED BIS
UPEF455
E E 4 5
SF50s FORMAT
PRINT RECORD FOR SF 50s
UPEE451
PADS AND CODED REMARKS
UPEE452
E E 5 0
SF 50 FORMAT RECORD SORT
SORTED SF50 FORMAT RECORDS
EE505
E E 5 5
PRINT SF 50S
SF 50S
O/P REPORT
UPEA103(+2)

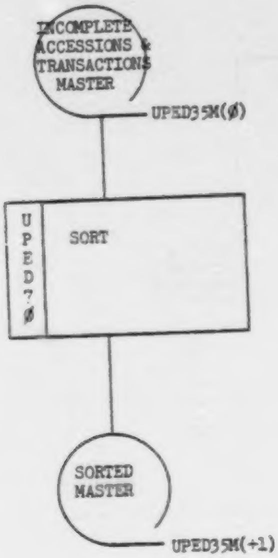
16.7 UPEJWW07
Job Flow Chart Page 2

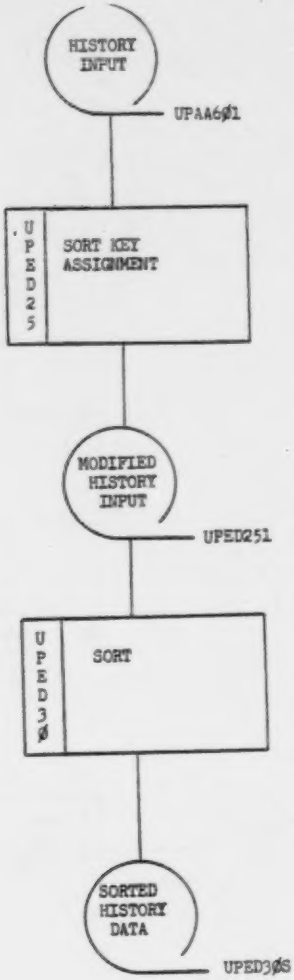

PAY HISTORY & PTDL
UPEC452
E C 4 7
PAY HISTORY & PTDL SORT
PADS & CODED REMARKS
UPEE452
SORTED PAY HISTORY & PTDL
UPEC47S
SORTED CANC/CORR
UPEC32S
PADS & CODED REMARKS
UPEF502
E C 5 0
REPORTS GENERATION AND HISTORY FEED
PTDL DATA, REMARKS & PADS
UPEC501
INPUT TO PAY HISTORY
UPEC502

16.7 UPEJWW07
Job Flow Chart Page 3

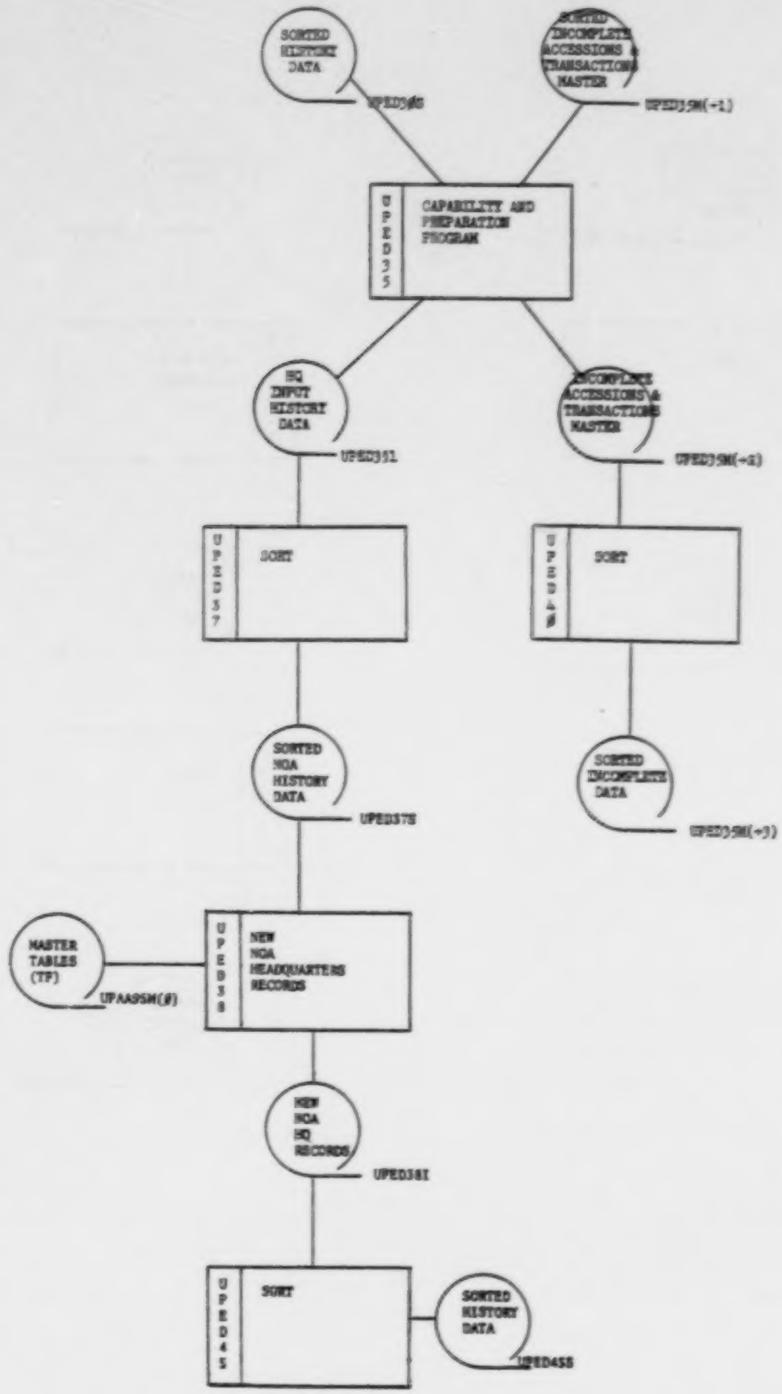

PTDL DATA, REMARKS & PADS
UPEC501
EC55
PTDL DATA, REMARKS AND PADS SORT
SORTED PTDL DATA, REMARKS & PADS
UPEC55S
EC60
PERMANENT TRANSACTION DATA LIST FORMAT
FORMATTED PTDL
UPEC601
O/P REPORT
UPEA103(+3)
PERMANENT TRANSACTION DATA LIST

16.8 UPEJWW08
Job Flow Chart Page 1

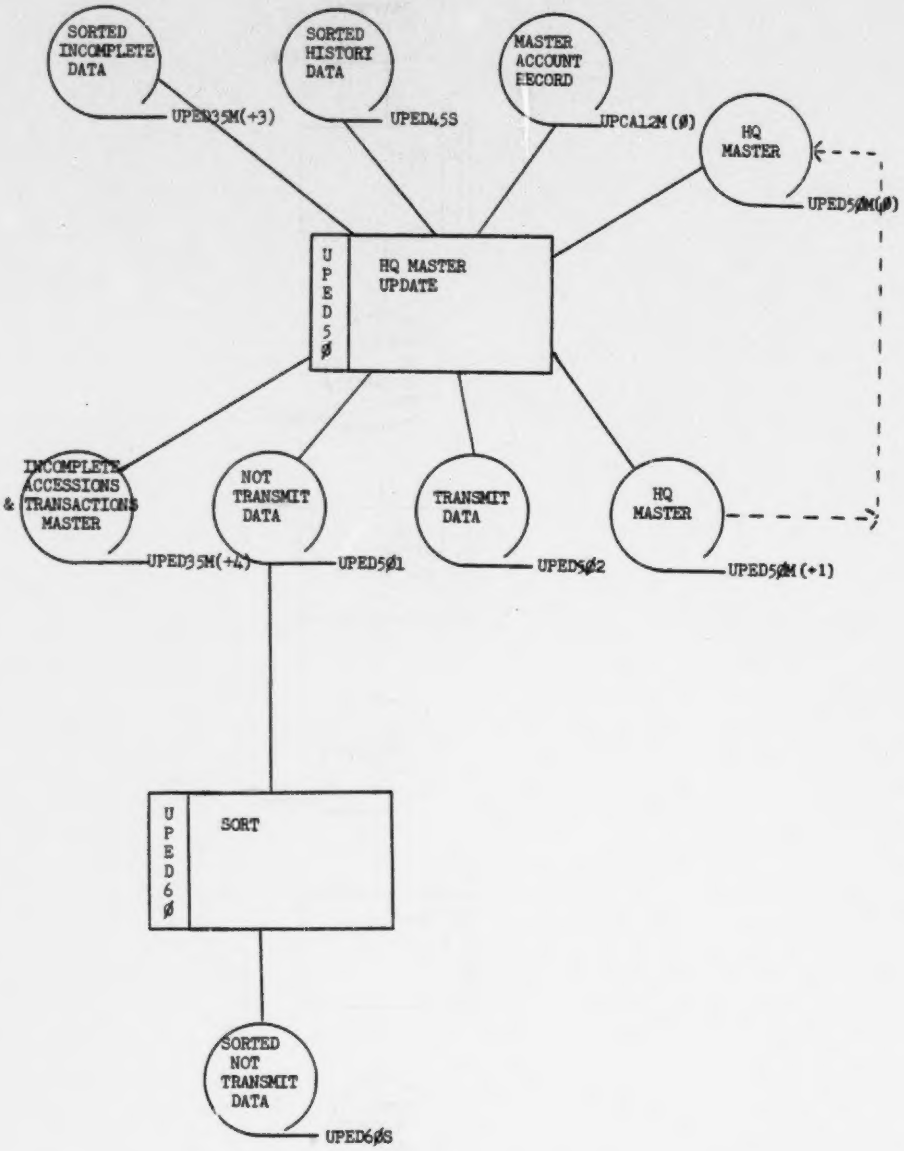

INCOMPLETE ACCESSIONS & TRANSACTIONS MASTER
UPED35M(0)
UPED70
SORT
SORTED MASTER
UPED35M(+1)


HISTORY INPUT
UPAA601
UPED25
SORT KEY ASSIGNMENT
MODIFIED HISTORY INPUT
UPED251
UPED30
SORT
SORTED HISTORY DATA
UPED30S

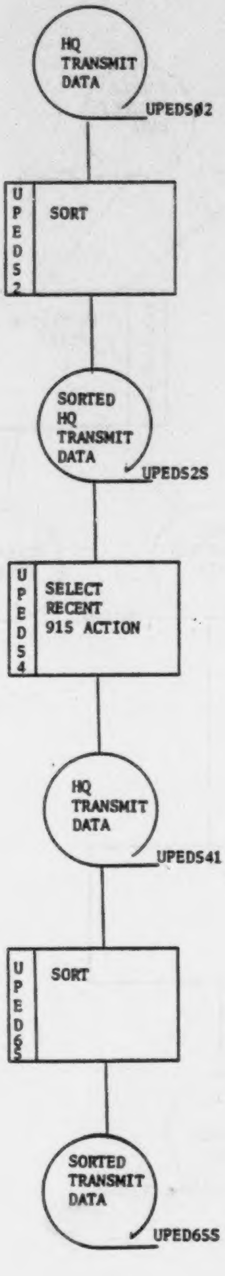
16.8 UPEJWW08
Job Flow Chart Page 2


SORTED HISTORY DATA
UPED30S
SORTED INCOMPLETE ACCESSIONS & TRANSACTIONS MASTER
UPED35M(+1)
UPED35
CAPABILITY AND PREPARATION PROGRAM
HQ INPUT HISTORY DATA
UPED351
INCOMPLETE ACCESSIONS & TRANSACTIONS MASTER
UPED35M(+2)
UPED37
SORT
UPED40
SORT
SORTED NOA HISTORY DATA
UPED378
SORTED INCOMPLETE DATA
UPED35M(+3)
MASTER TABLES (TF)
UPAA95M(0)
UPED38
NEW NOA HEADQUARTERS RECORDS
NEW NOA HQ RECORDS
UPED381
UPED45
SORT
SORTED HISTORY DATA
UPED458

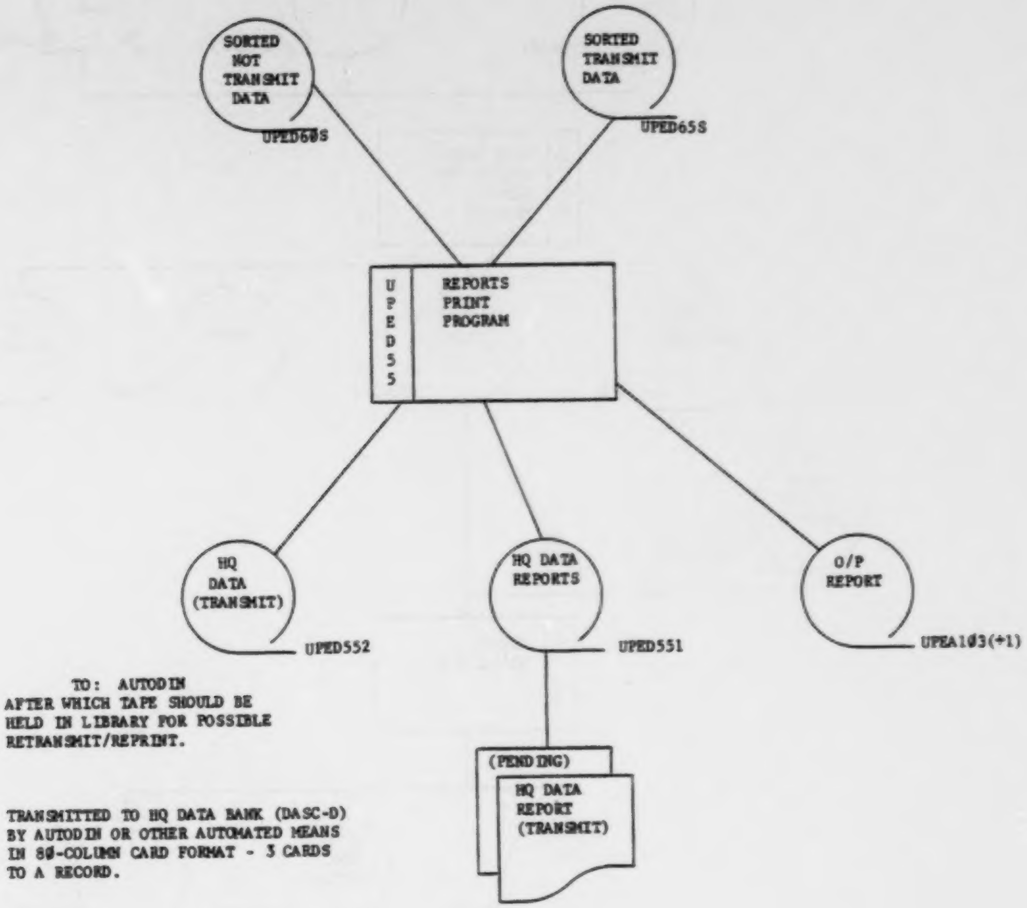
16.8 UPEJWW08
Job Flow Chart Page 3


SORTED INCOMPLETE DATA
UPED35M(+3)
SORTED HISTORY DATA
UPED45S
MASTER ACCOUNT RECORD
UPCA12M(0)
HQ MASTER
UPED50M(0)
UPED50
HQ MASTER UPDATE
INCOMPLETE ACCESSIONS & TRANSACTIONS MASTER
UPED35M(+4)
NOT TRANSMIT DATA
UPED501
TRANSMIT DATA
UPED502
HQ MASTER
UPED50M(+1)
UPED60
SORT
SORTED NOT TRANSMIT DATA
UPED60S

16.8 UPEJWW08
Job Flow Chart Page 4


HQ TRANSMIT DATA
UPEDS02
UPEDS2
SORT
SORTED HQ TRANSMIT DATA
UPEDS2S
UPEDS4
SELECT RECENT 915 ACTION
HQ TRANSMIT DATA
UPEDS41
UPED65
SORT
SORTED TRANSMIT DATA
UPED65S

16.8 UPEJWW08
Job Flow Chart Page 5

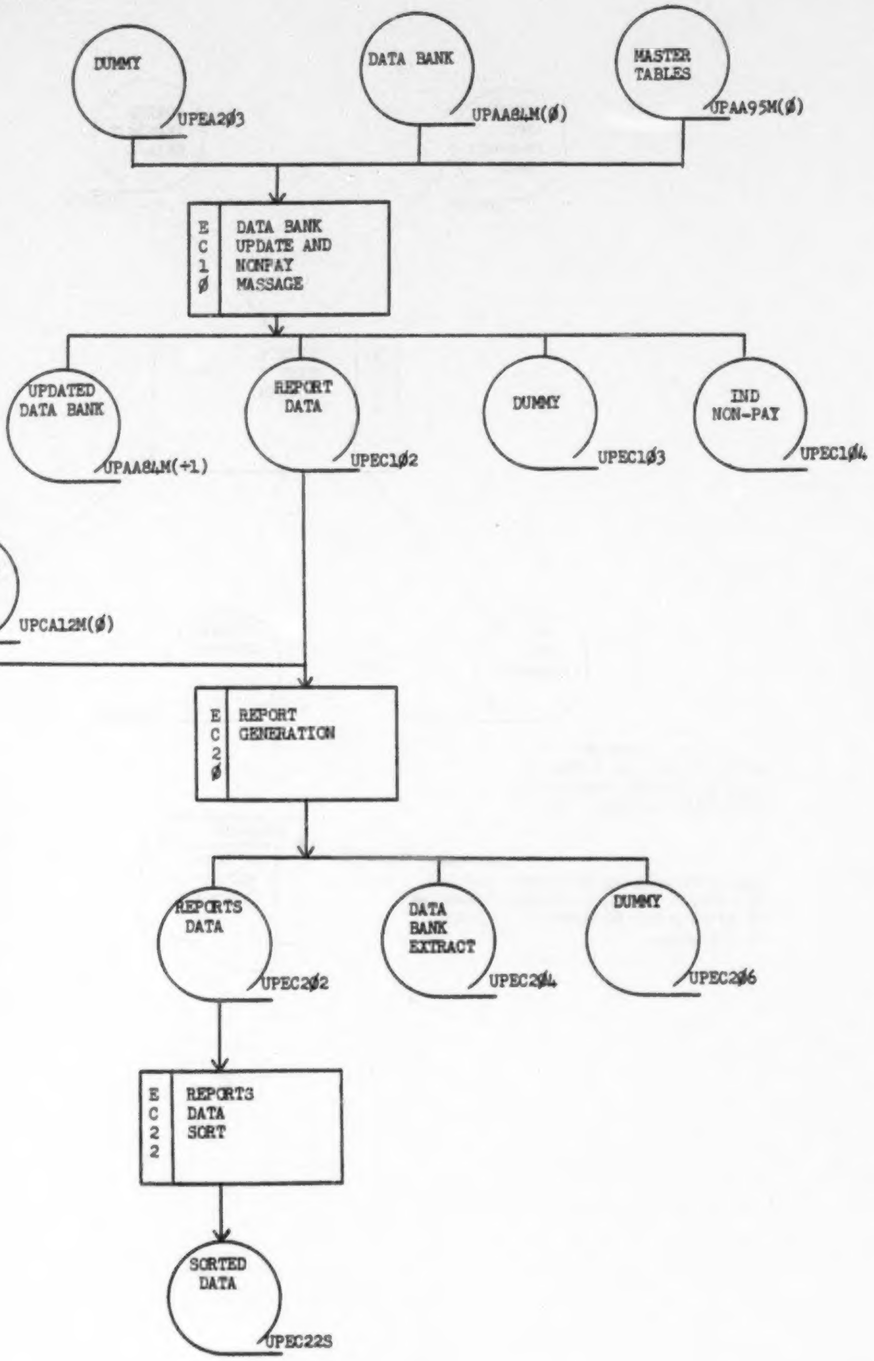

SORTED NOT TRANSMIT DATA
UPED60S
SORTED TRANSMIT DATA
UPED65S
UPED55
REPORTS PRINT PROGRAM
HQ DATA (TRANSMIT)
UPED552
HQ DATA REPORTS
UPED551
O/P REPORT
UPEA103(+1)
(PENDING)
HQ DATA REPORT (TRANSMIT)

TO: AUTODIN
AFTER WHICH TAPE SHOULD BE HELD IN LIBRARY FOR POSSIBLE RETRANSMIT/REPRINT.

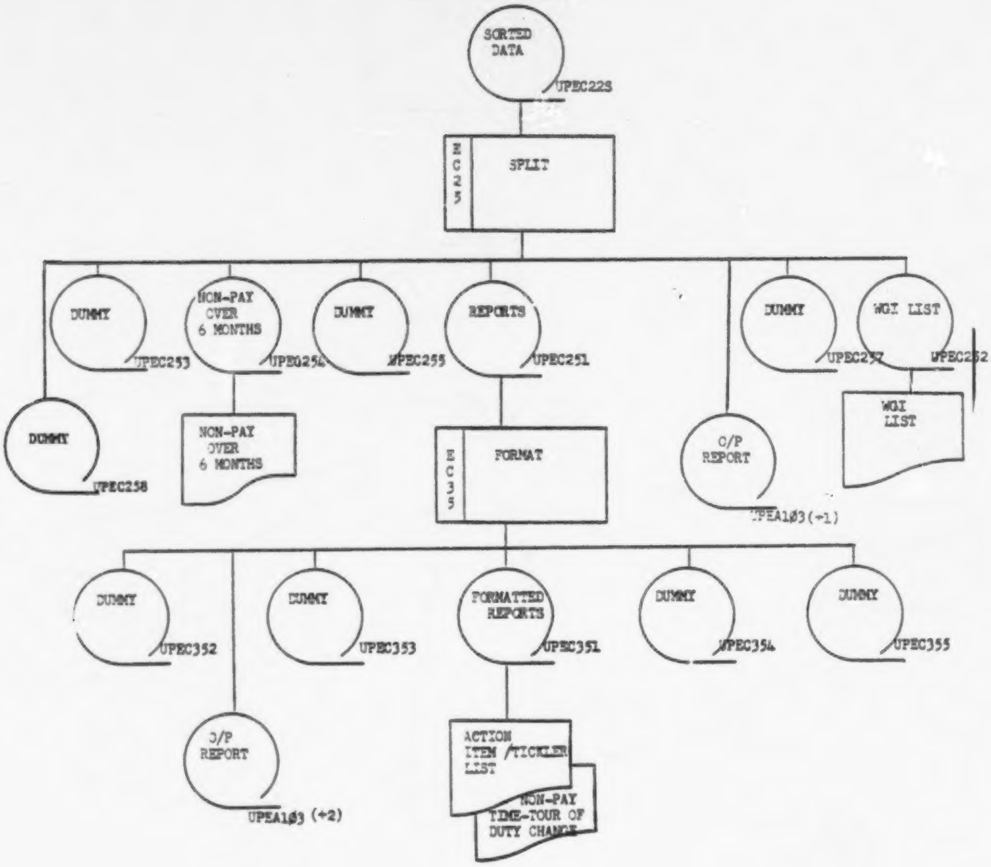
TRANSMITTED TO HQ DATA BANK (DASC-D) BY AUTODIN OR OTHER AUTOMATED MEANS IN 80-COLUMN CARD FORMAT - 3 CARDS TO A RECORD.

SECTION 17 PERSONNEL BIWEEKLY JOB FLOW CHART

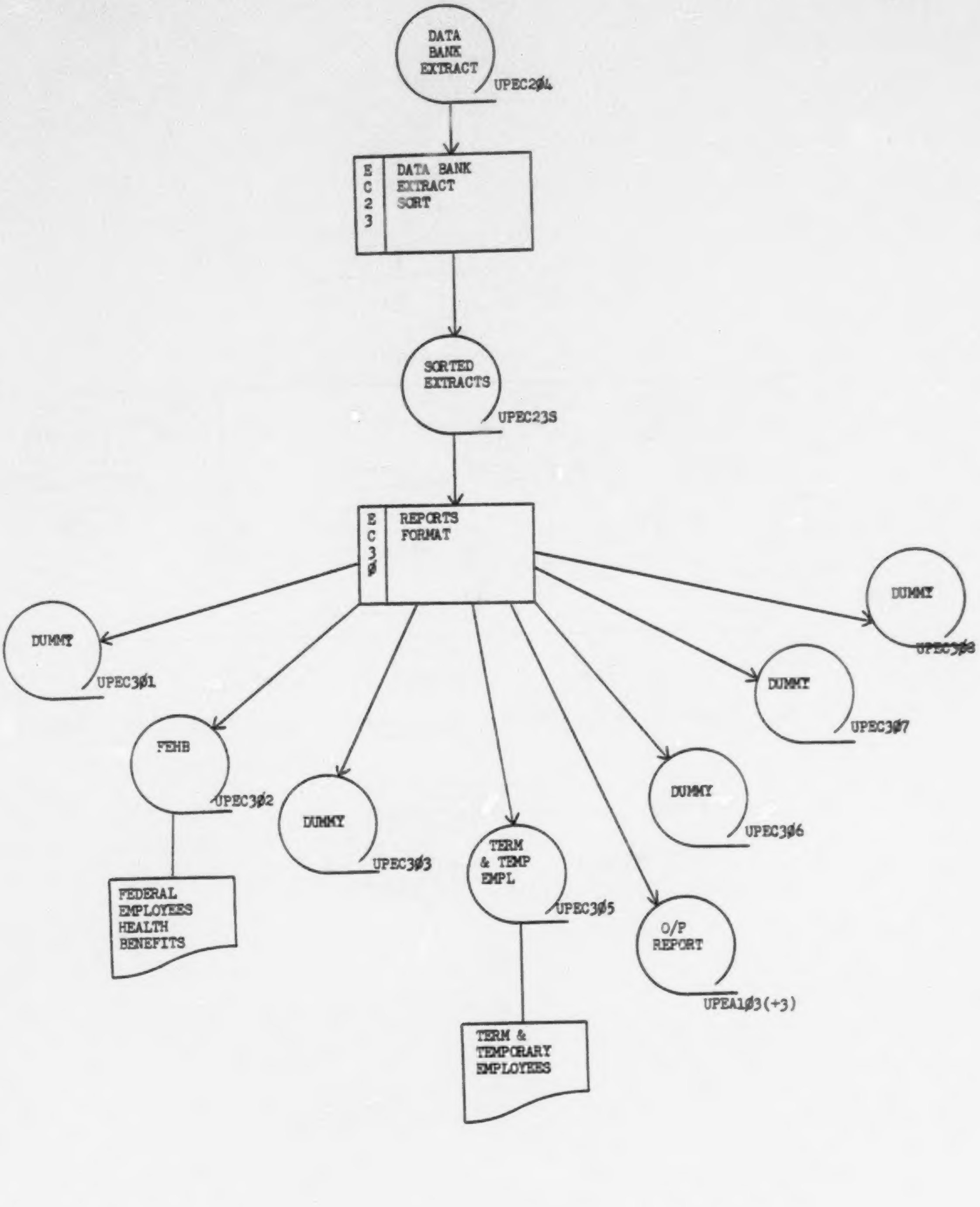
17.1 UPEJBW01
Job Flow Chart Page 1


DUMMY
UPEA203
DATA BANK
UPAA84M(0)
MASTER TABLES
UPAA95M(0)
E C 1 0
DATA BANK UPDATE AND NONPAY MASSAGE
UPDATED DATA BANK
UPAA84M(+1)
REPORT DATA
UPEC102
DUMMY
UPEC103
IND NON-PAY
UPEC104
MASTER ACCOUNT RECORD
UPCA12M(0)
E C 2 0
REPORT GENERATION
REPORTS DATA
UPEC202
DATA BANK EXTRACT
UPEC204
DUMMY
UPEC206
E C 2 2
REPORTS DATA SORT
SORTED DATA
UPEC22S

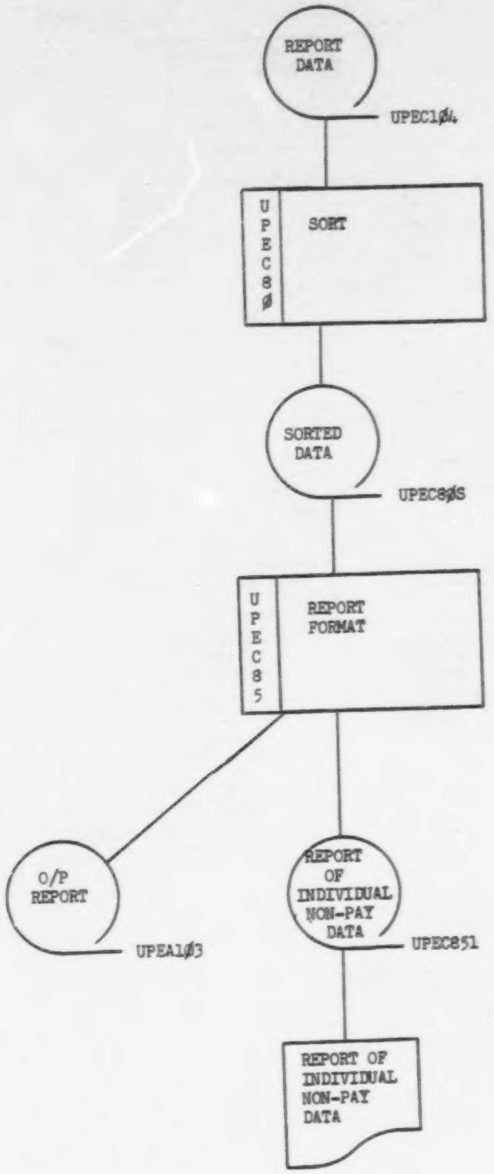
17.1 UPEJBW01
Job Flow Chart Page 2


SORTED DATA
UPEC225
EC25
SPLIT
DUMMY
UPEC253
NON-PAY OVER 6 MONTHS
UPEC254
DUMMY
UPEC255
REPORTS
UPEC251
DUMMY
UPEC257
WGI LIST
UPEC252
DUMMY
UPEC258
NON-PAY OVER 6 MONTHS
EC35
FORMAT
O/P REPORT
UPEA103(+1)
WGI LIST
DUMMY
UPEC352
DUMMY
UPEC353
FORMATTED REPORTS
UPEC351
DUMMY
UPEC354
DUMMY
UPEC355
O/P REPORT
UPEA103 (+2)
ACTION ITEM /TICKLER LIST
NON-PAY TIME-TOUR OF DUTY CHANGE

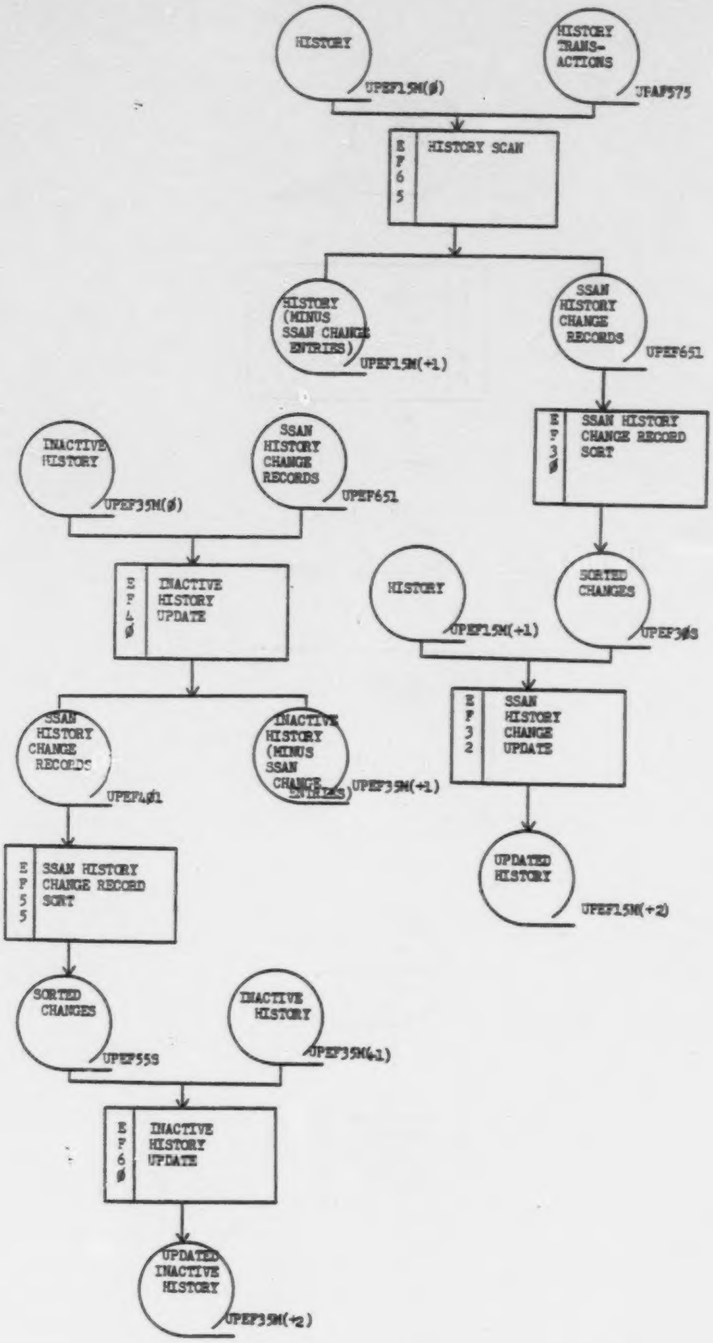
17.1 UPEJBW01
Job Flow Chart Page 3


DATA BANK EXTRACT
UPEC204
E C 2 3
DATA BANK EXTRACT SORT
SORTED EXTRACTS
UPEC23S
E C 3 0
REPORTS FORMAT
DUMMY
UPEC301
FEHB
UPEC302
FEDERAL EMPLOYEES HEALTH BENEFITS
DUMMY
UPEC303
TERM & TEMP EMPL
UPEC305
TERM & TEMPORARY EMPLOYEES
O/P REPORT
UPEA103(+3)
DUMMY
UPEC306
DUMMY
UPEC307
DUMMY
UPEC308

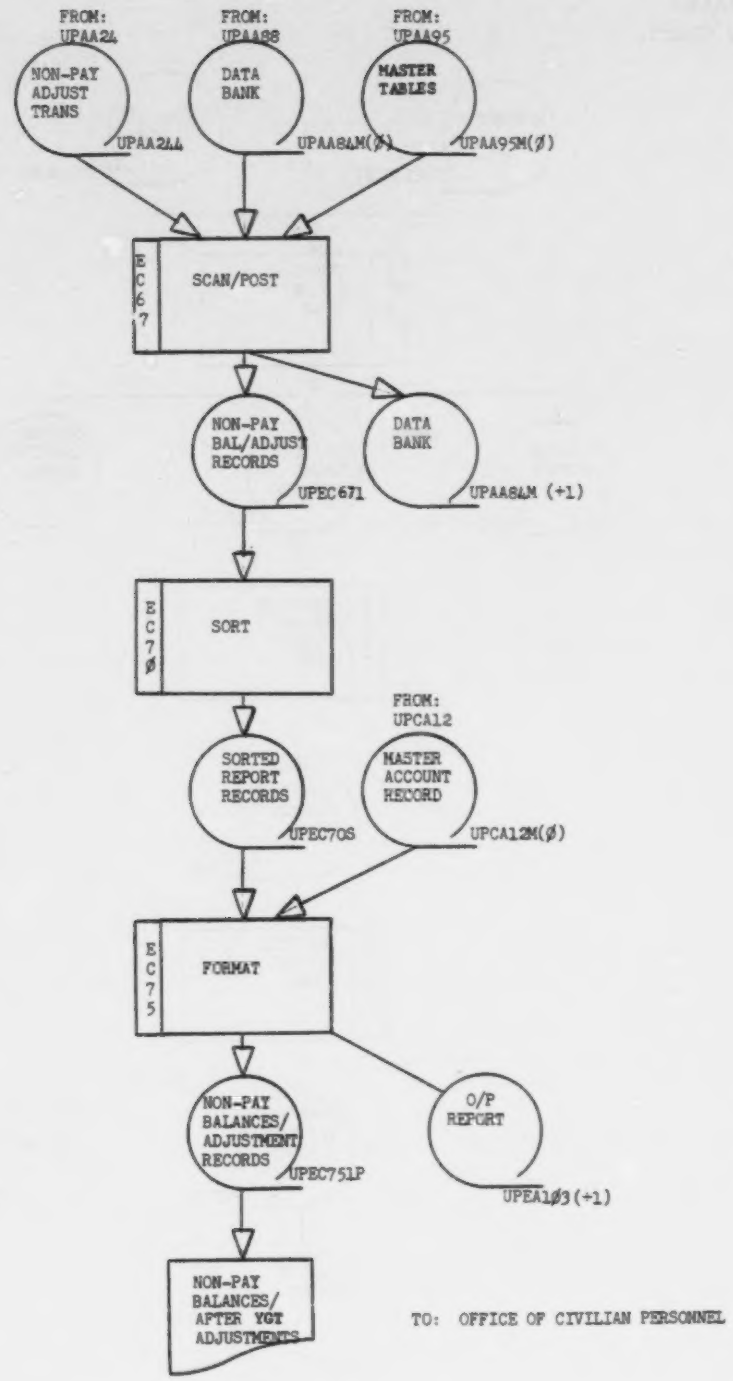
17.1 UPEJBW01
Job Flow Chart Page 4


REPORT DATA
UPEC104
UPEC80
SORT
SORTED DATA
UPEC80S
UPEC85
REPORT FORMAT
O/P REPORT
UPEA103
REPORT OF INDIVIDUAL NON-PAY DATA
UPEC851
REPORT OF INDIVIDUAL NON-PAY DATA

17.2 UPEJBW02
Job Flow Chart

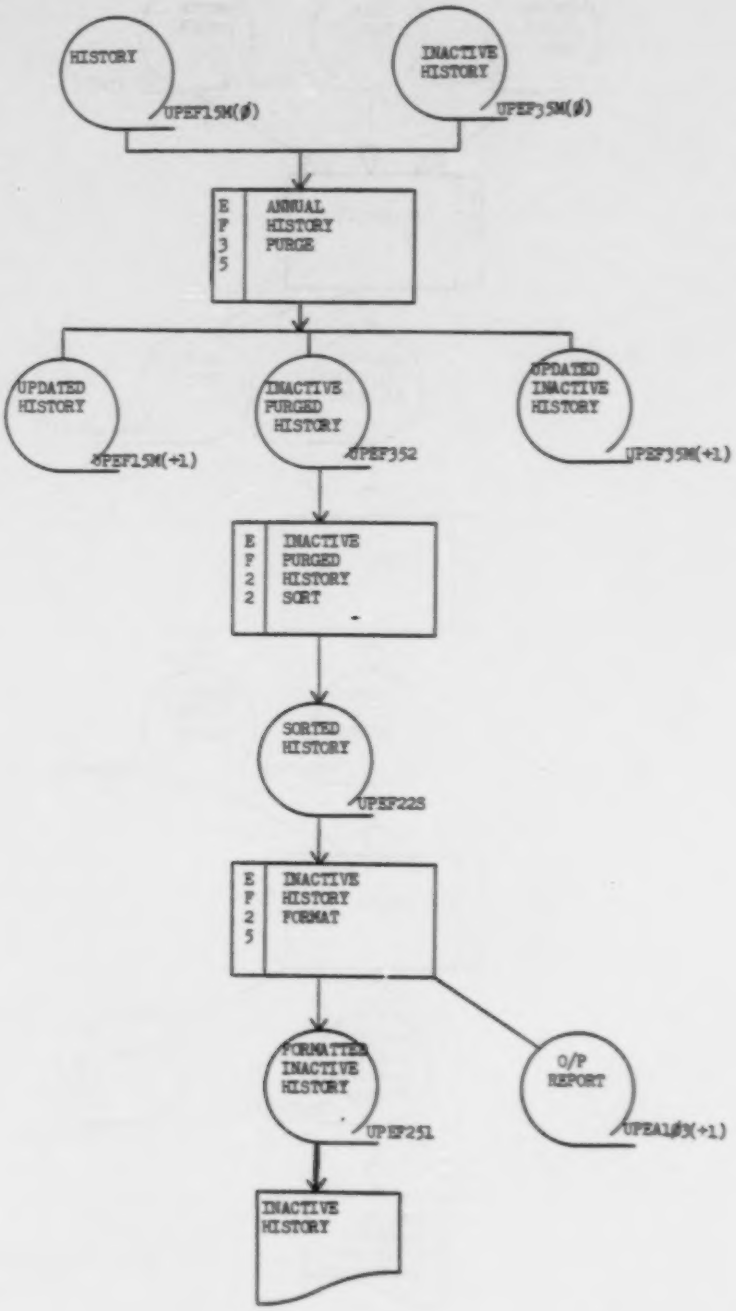

HISTORY
UPEF15M(0)
HISTORY TRANS-ACTIONS
UPAF575
EF65
HISTORY SCAN
HISTORY (MINUS SSAN CHANGE ENTRIES)
UPEF15M(+1)
SSAN HISTORY CHANGE RECORDS
UPEF651
EF30
SSAN HISTORY CHANGE RECORD SORT
INACTIVE HISTORY
UPEF35M(0)
SSAN HISTORY CHANGE RECORDS
UPEF651
EF40
INACTIVE HISTORY UPDATE
HISTORY
UPEF15M(+1)
SORTED CHANGES
UPEF30S
EF32
SSAN HISTORY CHANGE UPDATE
UPDATED HISTORY
UPEF15M(+2)
SSAN HISTORY CHANGE RECORDS
UPEF401
INACTIVE HISTORY (MINUS SSAN CHANGE ENTRIES)
UPEF35M(+1)
EF55
SSAN HISTORY CHANGE RECORD SORT
SORTED CHANGES
UPEF55S
INACTIVE HISTORY
UPEF35M(+1)
EF60
INACTIVE HISTORY UPDATE
UPDATED INACTIVE HISTORY
UPEF35M(+2)

17.3 UPEJBW03
Job Flow Chart


FROM:
UPAA24
NON-PAY
ADJUST
TRANS
UPAA244
FROM:
UPAA88
DATA
BANK
UPAA84M(0)
FROM:
UPAA95
MASTER
TABLES
UPAA95M(0)
EC67
SCAN/POST
NON-PAY
BAL/ADJUST
RECORDS
UPEC671
DATA
BANK
UPAA84M (+1)
EC70
SORT
FROM:
UPCA12
SORTED
REPORT
RECORDS
UPEC70S
MASTER
ACCOUNT
RECORD
UPCA12M(0)
EC75
FORMAT
NON-PAY
BALANCES/
ADJUSTMENT
RECORDS
UPEC751P
O/P
REPORT
UPEA103(+1)
NON-PAY
BALANCES/
AFTER YGT
ADJUSTMENTS
TO: OFFICE OF CIVILIAN PERSONNEL

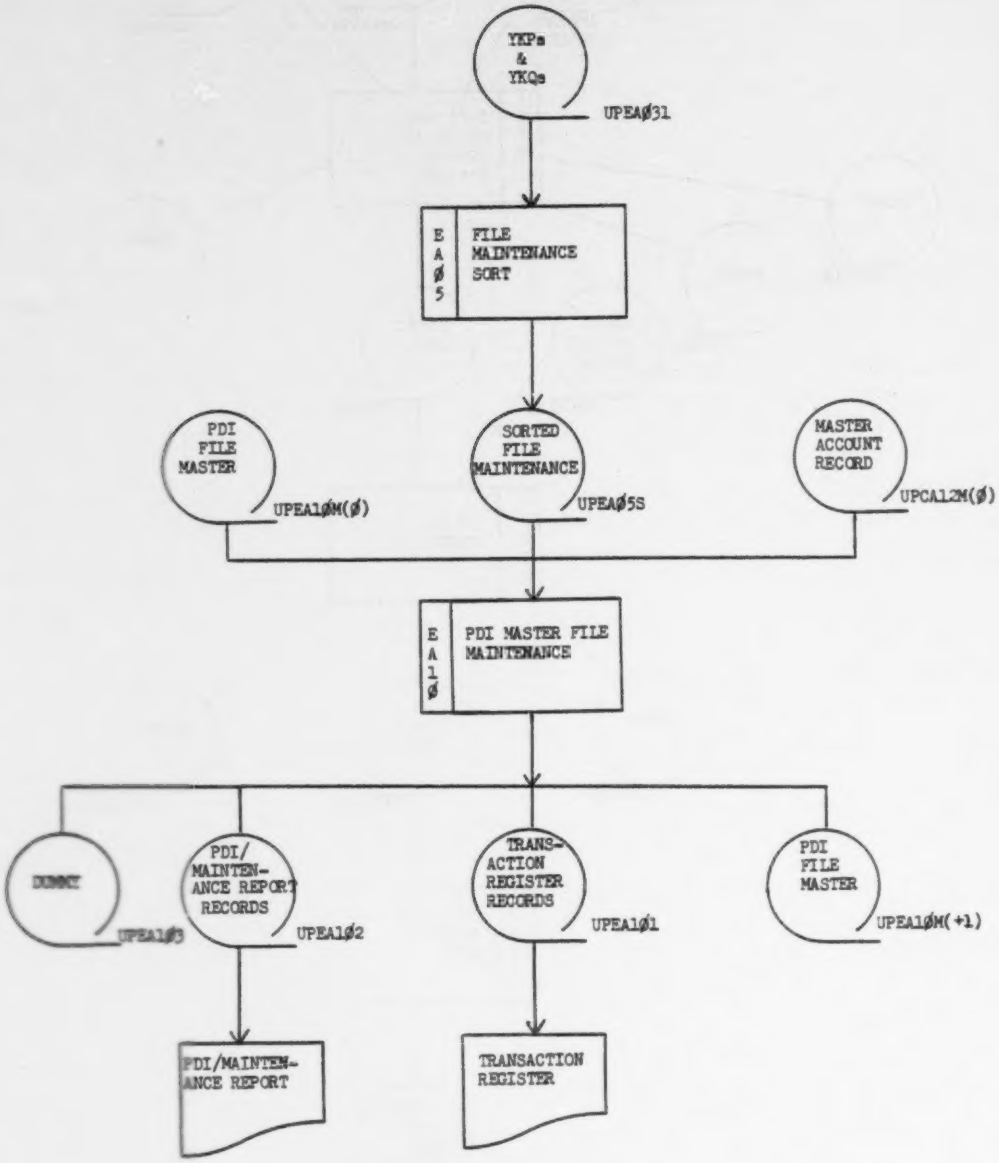
SECTION 18 PERSONNEL ANNUAL JOB FLOW CHART

18.1 UPEJAA01
Job Flow Chart

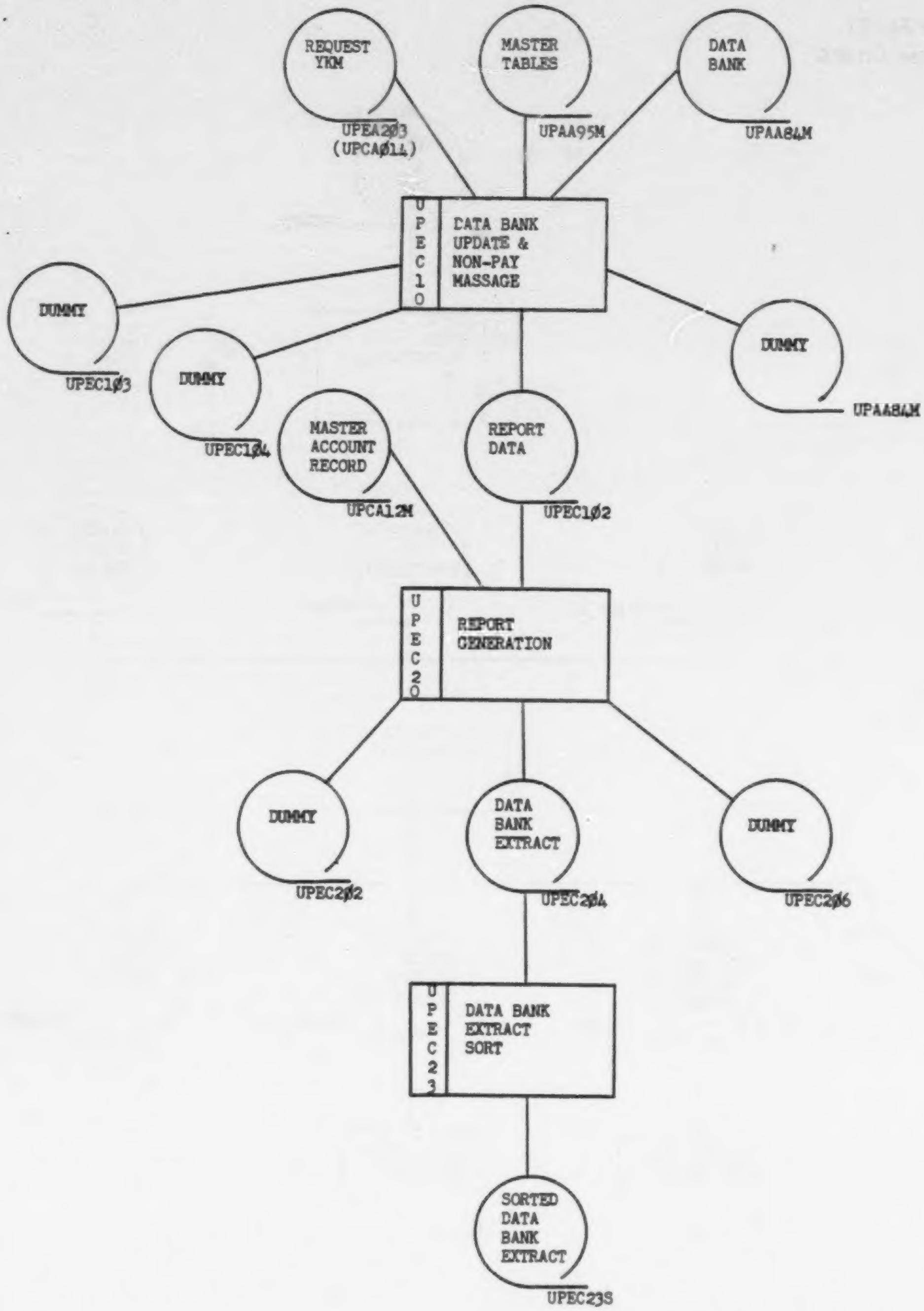

HISTORY
UPEF15M(0)
INACTIVE HISTORY
UPEF35M(0)
E F 3 5
ANNUAL HISTORY PURGE
UPDATED HISTORY
UPEF15M(+1)
INACTIVE PURGED HISTORY
UPEF352
UPDATED INACTIVE HISTORY
UPEF35M(+1)
E F 2 2
INACTIVE PURGED HISTORY SORT
SORTED HISTORY
UPEF22S
E F 2 5
INACTIVE HISTORY FORMAT
FORMATTED INACTIVE HISTORY
UPEF251
O/P REPORT
UPEA103(+1)
INACTIVE HISTORY

SECTION 19 PERSONNEL AS REQUIRED JOB FLOW CHART

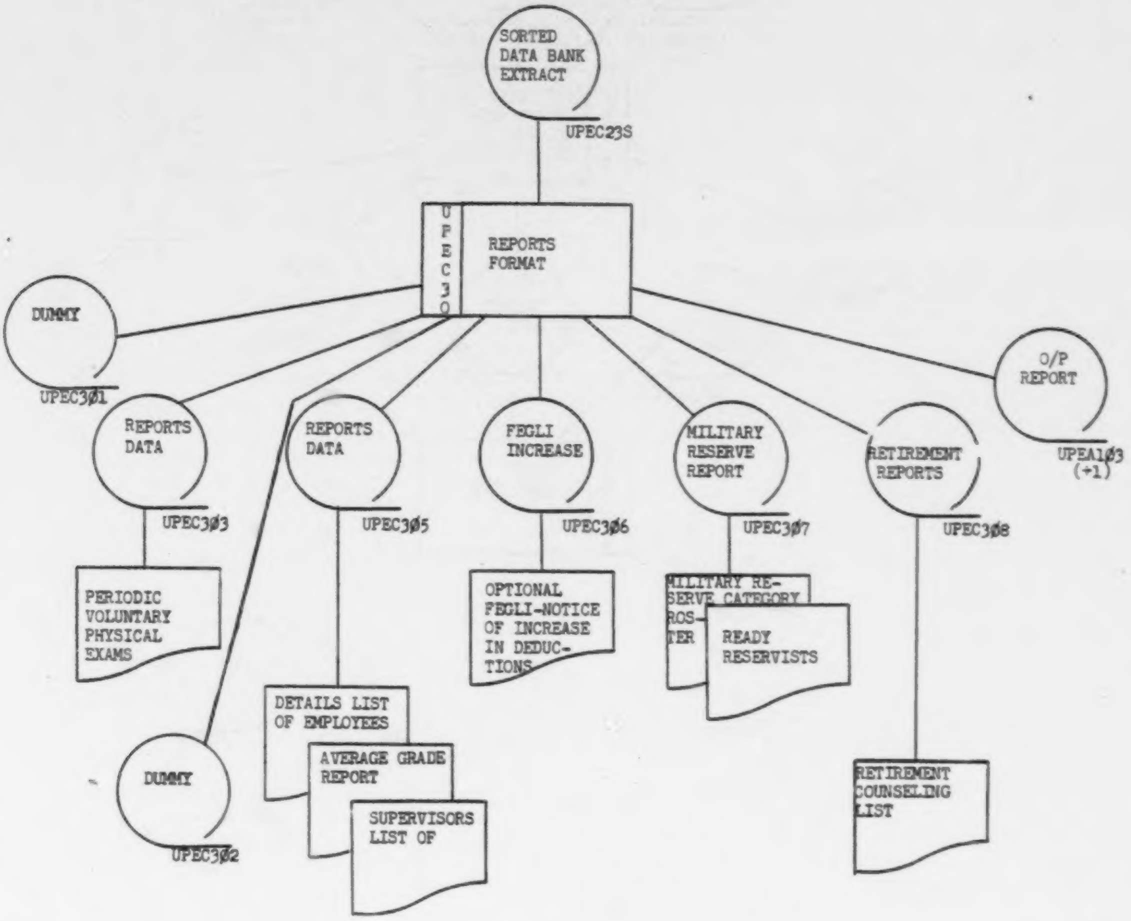
19.1 UPEJAR01
Job Flow Chart


YKPs & YKQs
UPEA031
EA05
FILE MAINTENANCE SORT
PDI FILE MASTER
UPEA10M(0)
SORTED FILE MAINTENANCE
UPEA05S
MASTER ACCOUNT RECORD
UPCA12M(0)
EA10
PDI MASTER FILE MAINTENANCE
DUMMY
UPEA103
PDI/MAINTENANCE REPORT RECORDS
UPEA102
TRANSACTION REGISTER RECORDS
UPEA101
PDI FILE MASTER
UPEA10M(+1)
PDI/MAINTENANCE REPORT
TRANSACTION REGISTER

19.2 UPEJAR02
Job Flow Chart Page 1

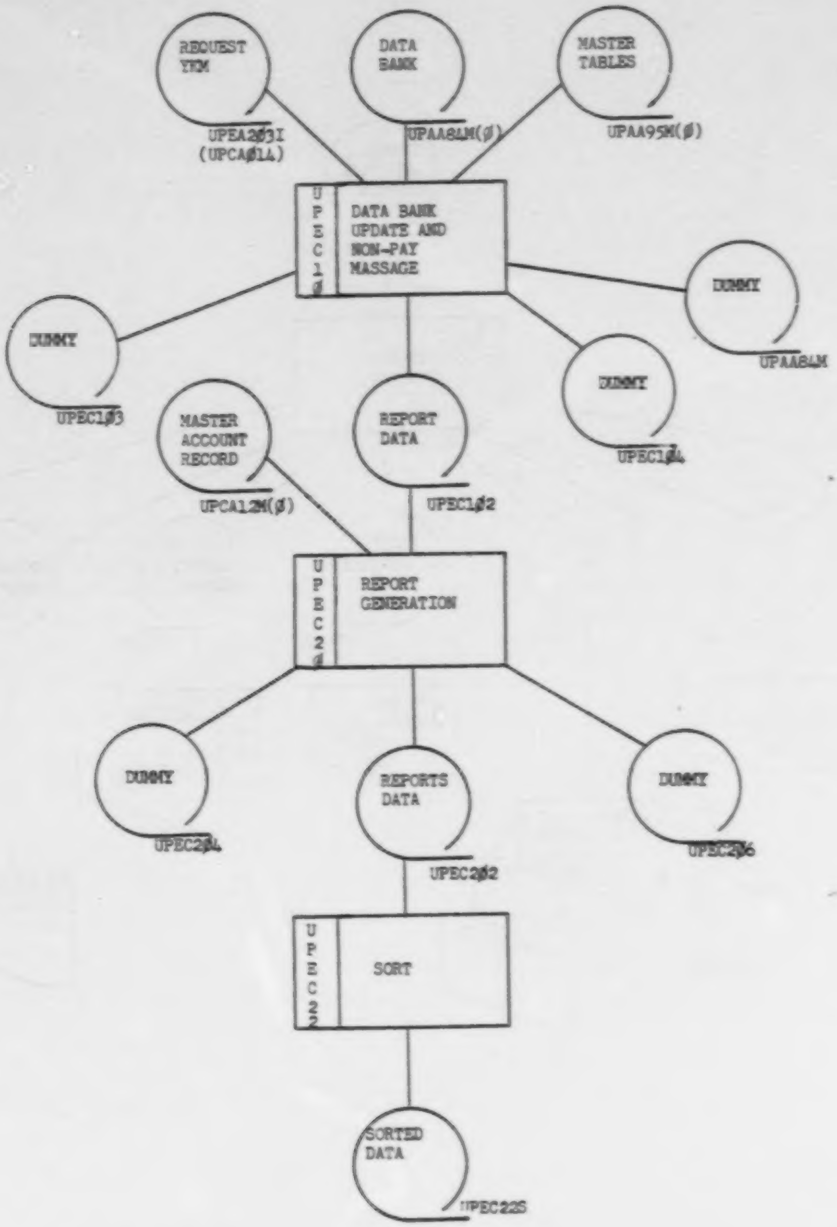

REQUEST YKM
UPEA203 (UPCA014)
MASTER TABLES
UPAA95M
DATA BANK
UPAA84M
UPEC10
DATA BANK UPDATE & NON-PAY MASSAGE
DUMMY
UPEC103
DUMMY
UPEC104
DUMMY
UPAA84M
MASTER ACCOUNT RECORD
UPCA12M
REPORT DATA
UPEC102
UPEC20
REPORT GENERATION
DUMMY
UPEC202
DATA BANK EXTRACT
UPEC204
DUMMY
UPEC206
UPEC23
DATA BANK EXTRACT SORT
SORTED DATA BANK EXTRACT
UPEC23S

19.2 UPEJAR02
Job Flow Chart Page 2

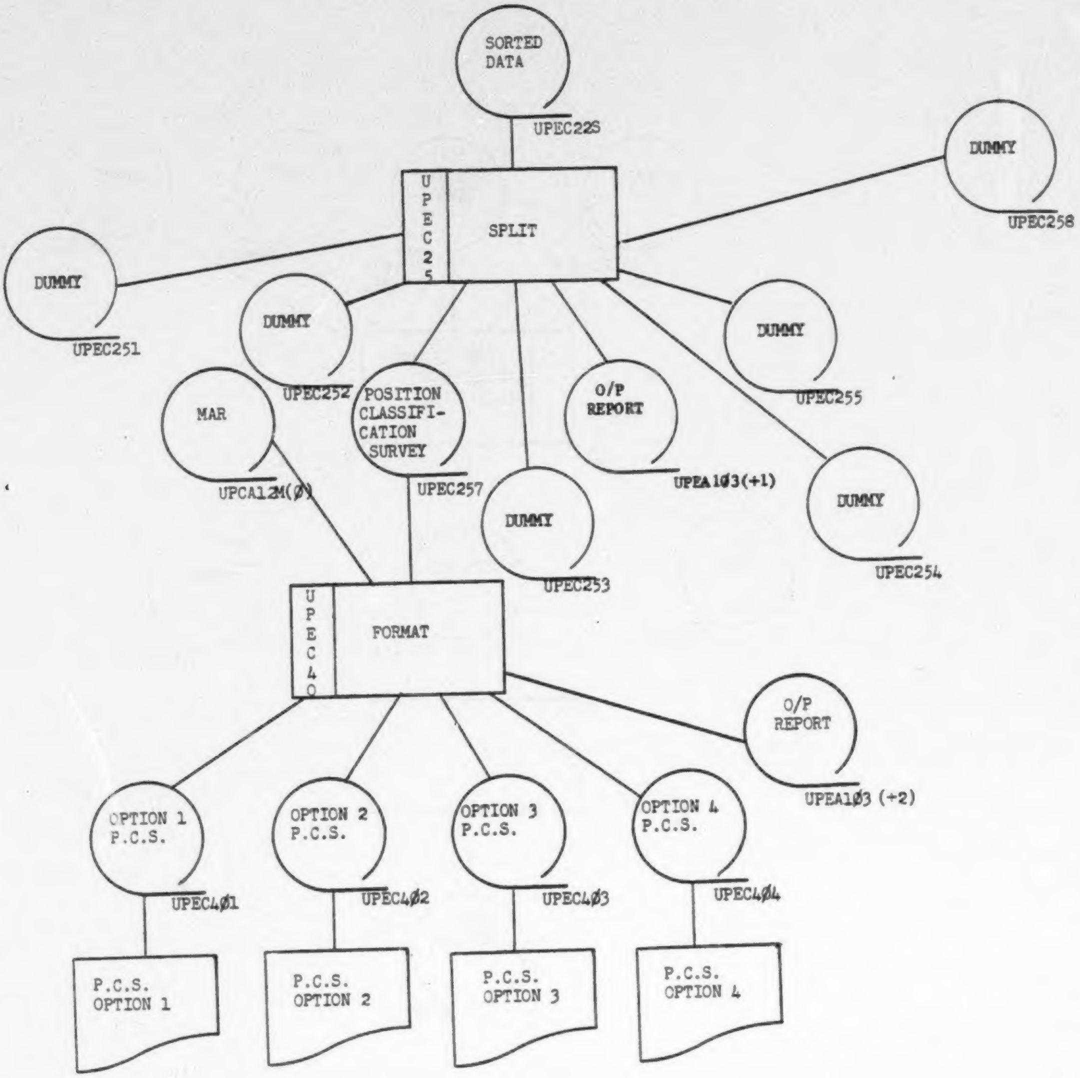

SORTED DATA BANK EXTRACT
UPEC23S
UPEC30
REPORTS FORMAT
DUMMY
UPEC301
O/P REPORT
UPEA103 (+1)
REPORTS DATA
UPEC303
REPORTS DATA
UPEC305
FEGLI INCREASE
UPEC306
MILITARY RESERVE REPORT
UPEC307
RETIREMENT REPORTS
UPEC308
PERIODIC VOLUNTARY PHYSICAL EXAMS
OPTIONAL FEGLI-NOTICE OF INCREASE IN DEDUCTIONS
MILITARY RE-SERVE CATEGORY ROS-TER
READY RESERVISTS
DETAILS LIST OF EMPLOYEES
AVERAGE GRADE REPORT
SUPERVISORS LIST OF
RETIREMENT COUNSELING LIST
DUMMY
UPEC302

19.3 UPEJAR03

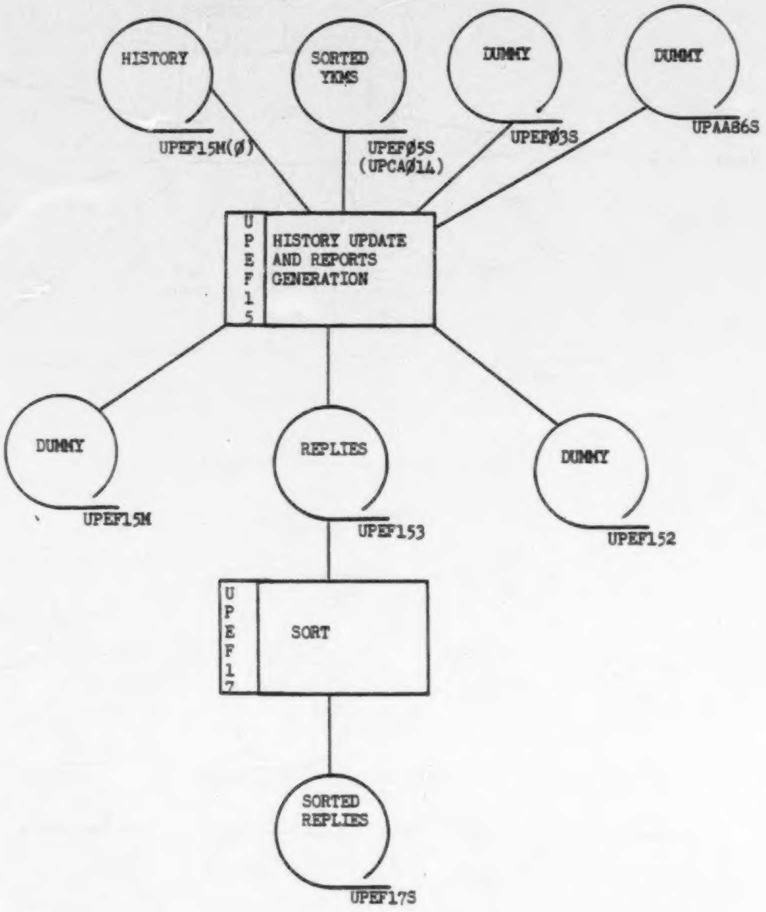
Job Flow Chart Page 1


REQUEST YRM
UPEA203I
(UPCA014)
DATA BANK
UPAA84M(0)
MASTER TABLES
UPAA95M(0)
UPEC10
DATA BANK UPDATE AND NON-PAY MASSAGE
DUMMY
UPEC103
DUMMY
UPAA84M
DUMMY
UPEC104
MASTER ACCOUNT RECORD
UPCA12M(0)
REPORT DATA
UPEC102
UPEC20
REPORT GENERATION
DUMMY
UPEC204
REPORTS DATA
UPEC202
DUMMY
UPEC206
UPEC22
SORT
SORTED DATA
UPEC22S

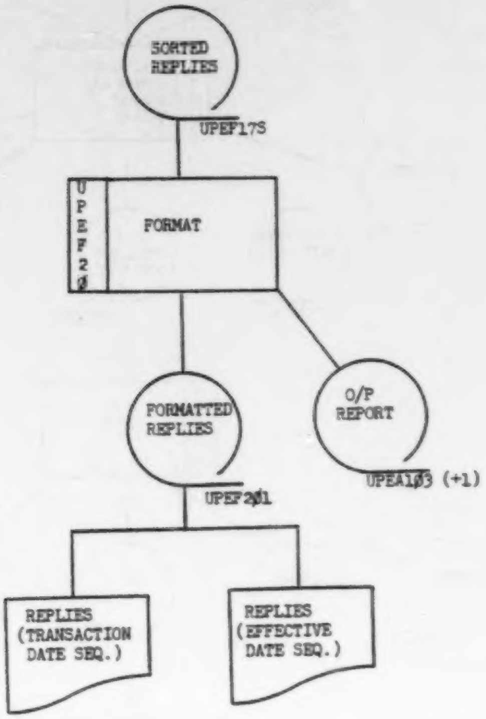
19.3 UPEJAR03
Job Flow Chart Page 2


SORTED DATA
UPEC22S
UPEC25
SPLIT
DUMMY
UPEC258
DUMMY
UPEC251
DUMMY
UPEC252
POSITION CLASSIFI-CATION SURVEY
UPEC257
O/P REPORT
UPEA103(+1)
DUMMY
UPEC255
MAR
UPCA12M(0)
DUMMY
UPEC253
DUMMY
UPEC254
UPEC40
FORMAT
O/P REPORT
UPEA103 (+2)
OPTION 1 P.C.S.
UPEC401
OPTION 2 P.C.S.
UPEC402
OPTION 3 P.C.S.
UPEC403
OPTION 4 P.C.S.
UPEC404
P.C.S. OPTION 1
P.C.S. OPTION 2
P.C.S. OPTION 3
P.C.S. OPTION 4

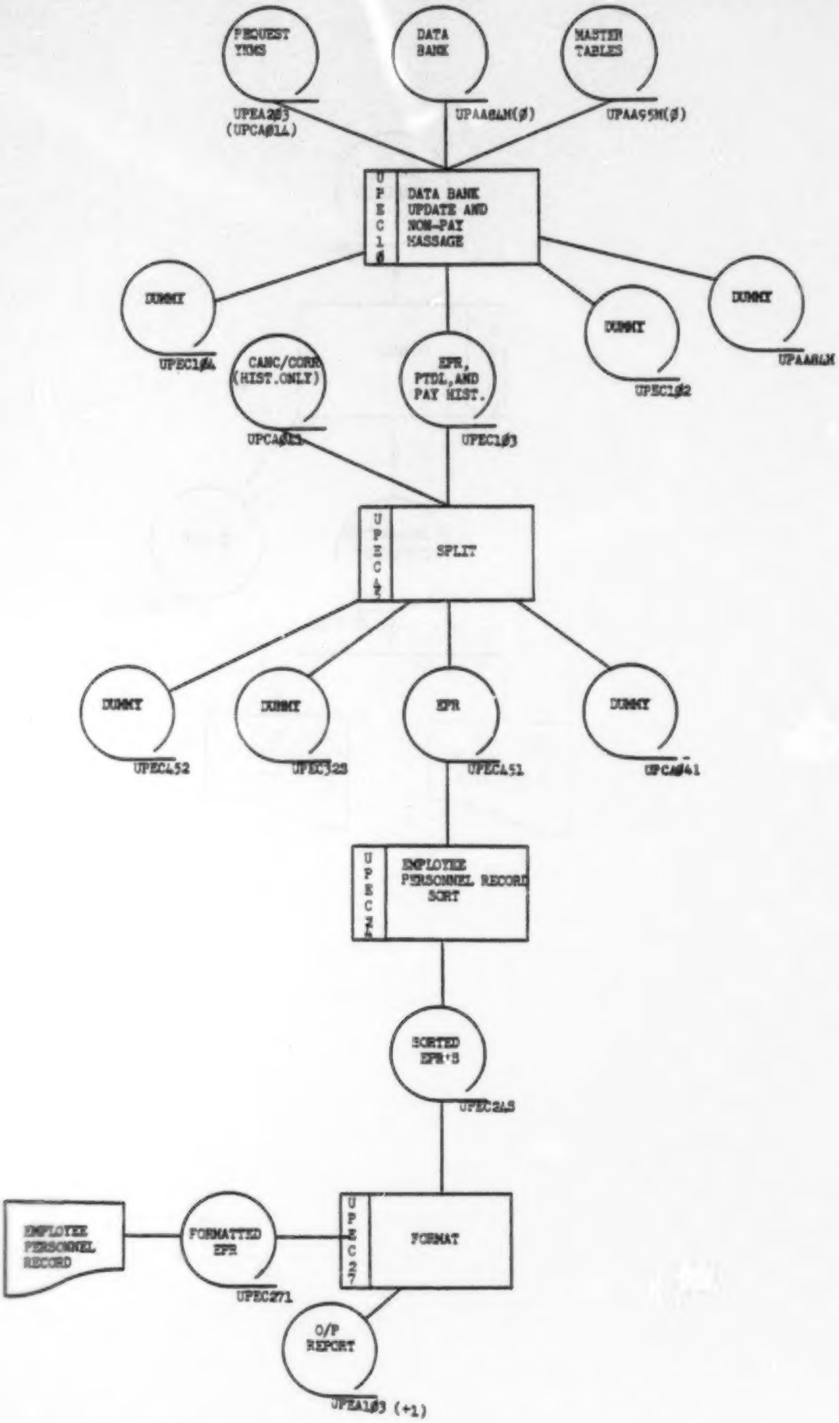
19.4 UPEJAR04
Job Flow Chart Page 1


HISTORY
UPEF15M(0)
SORTED YKMS
UPEF05S
(UPCA014)
DUMMY
UPEF03S
DUMMY
UPAA86S
UPEF15
HISTORY UPDATE AND REPORTS GENERATION
DUMMY
UPEF15M
REPLIES
UPEF153
DUMMY
UPEF152
UPEF17
SORT
SORTED REPLIES
UPEF17S

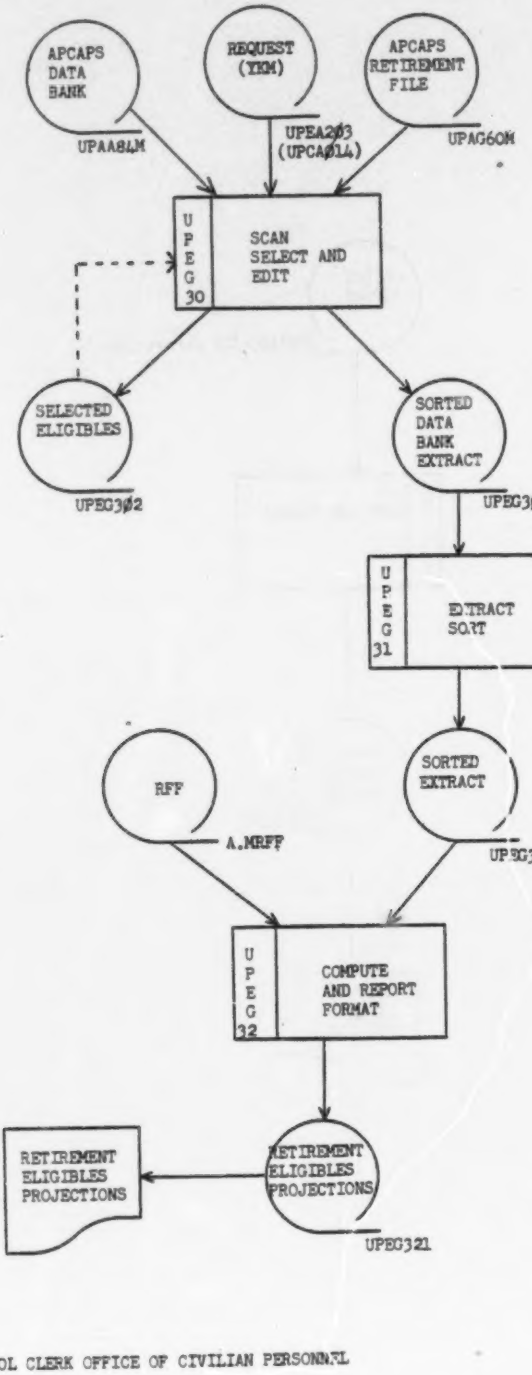
19.4 UPEJAR04
Job Flow Chart Page 2


SORTED REPLIES
UPEF17S
UPEF20
FORMAT
FORMATTED REPLIES
O/P REPORT
UPEF201
UPEA103 (+1)
REPLIES (TRANSACTION DATE SEQ.)
REPLIES (EFFECTIVE DATE SEQ.)

19.5 UPEJAR05
Job Flow Chart

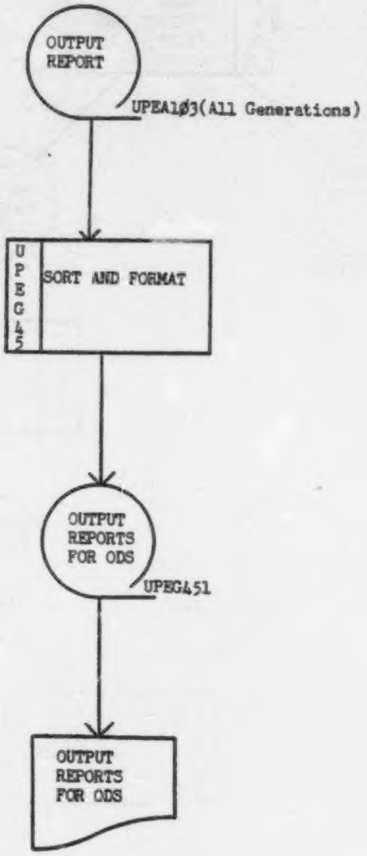

PEQUEST
YTMS
UPEA203
(UPCA014)
DATA
BANK
UPAA84M(0)
MASTER
TABLES
UPAA95M(0)
UPEC10
DATA BANK
UPDATE AND
NON-PAY
MASSAGE
DUMMY
UPEC104
CANC/CORR
(HIST.ONLY)
UPCA0[illegible]
EPR,
PTDL,AND
PAY HIST.
UPEC103
DUMMY
UPEC102
DUMMY
UPAA84M
UPEC4[illegible]
SPLIT
DUMMY
UPEC452
DUMMY
UPEC328
EPR
UPEC451
DUMMY
UPCA041
UPEC24
EMPLOYEE
PERSONNEL RECORD
SORT
SORTED
EPR'S
UPEC24S
EMPLOYEE
PERSONNEL
RECORD
FORMATTED
EPR
UPEC271
UPEC27
FORMAT
O/P
REPORT
UPEA103 (+1)

19.6 UPEJAR06
Job Flow Chart

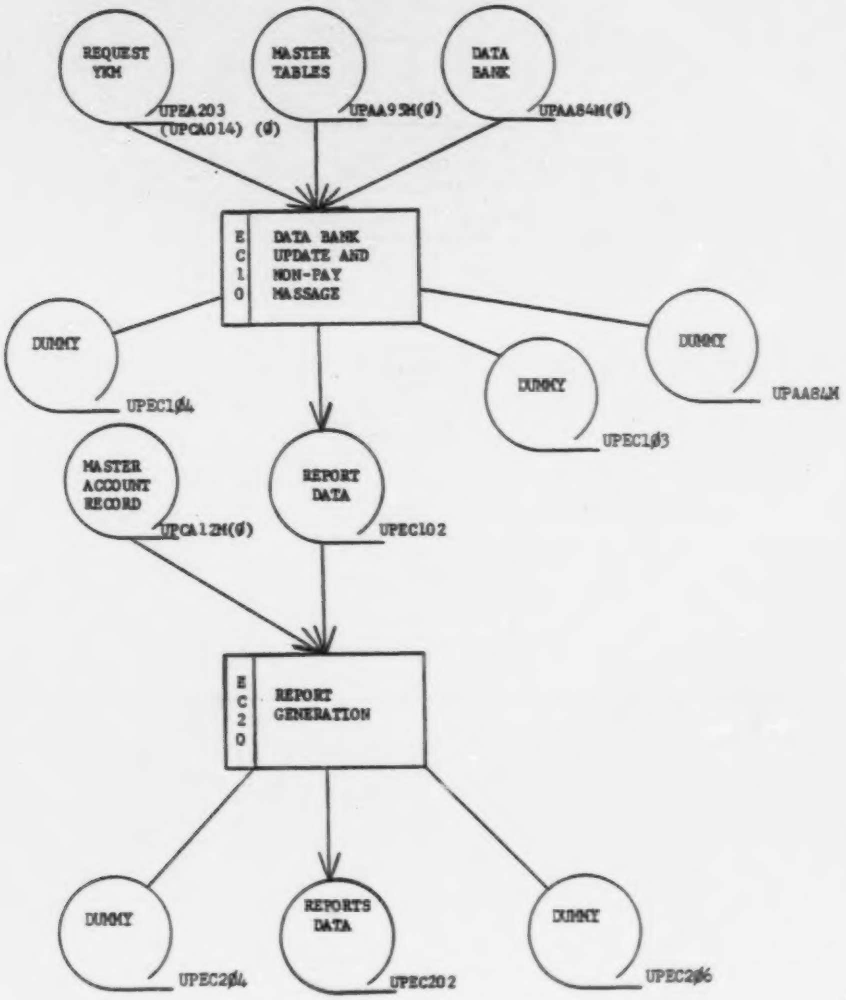

APCAPS DATA BANK
UPAA84M
REQUEST (YRM)
UPEA203 (UPCA014)
APCAPS RETIREMENT FILE
UPAG60M
UPEG 30
SCAN SELECT AND EDIT
SELECTED ELIGIBLES
UPEG302
SORTED DATA BANK EXTRACT
UPEG301
UPEG 31
EXTRACT SORT
RFF
A.MRFF
SORTED EXTRACT
UPEG31S
UPEG 32
COMPUTE AND REPORT FORMAT
RETIREMENT ELIGIBLES PROJECTIONS
RETIREMENT ELIGIBLES PROJECTIONS
UPEG321

TO: CONTROL CLERK OFFICE OF CIVILIAN PERSONNEL

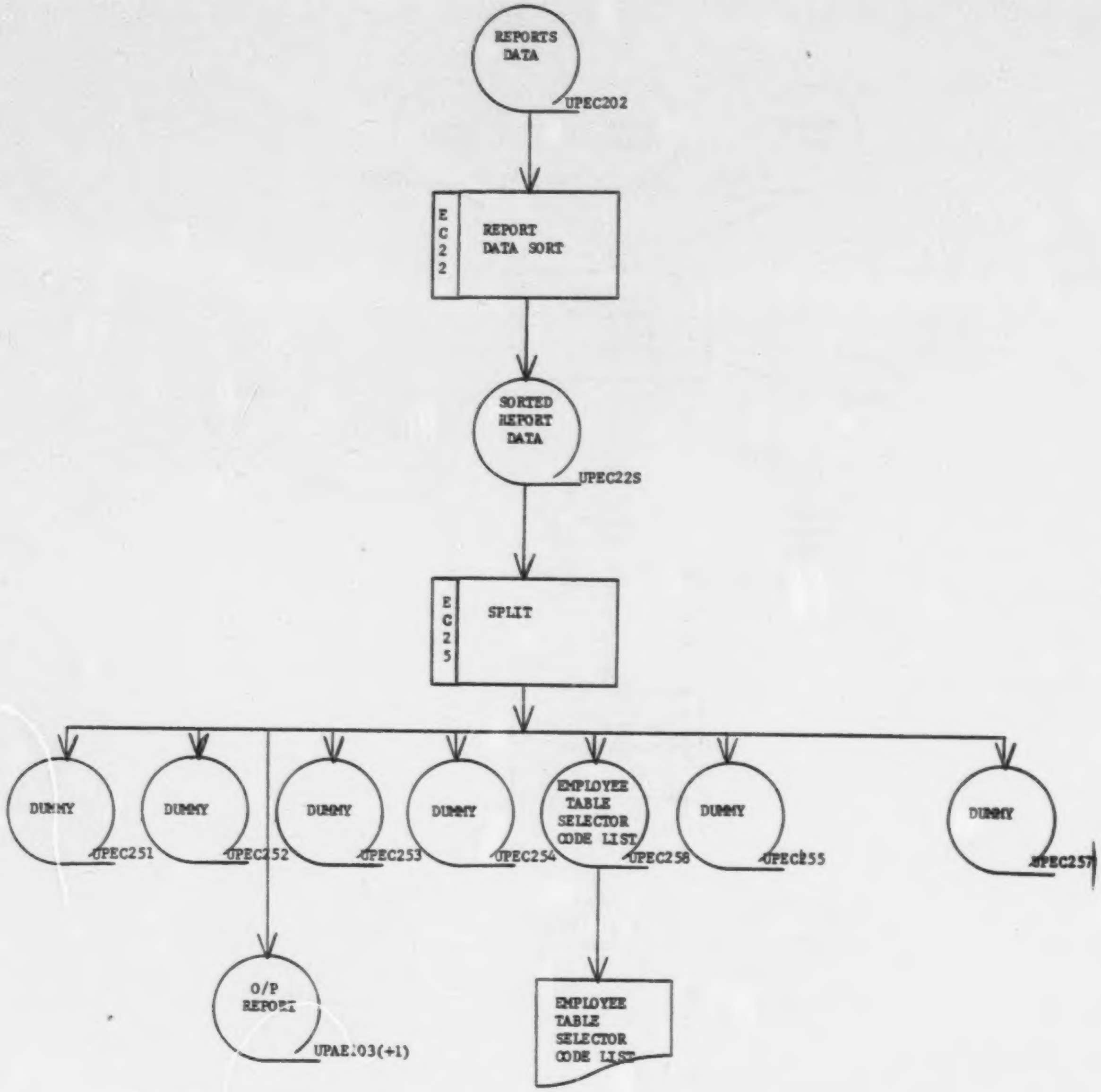
19.7 UPEJAR07
Job Flow Chart


OUTPUT REPORT
UPEA103(All Generations)
UPEG45
SORT AND FORMAT
OUTPUT REPORTS FOR ODS
UPEG451
OUTPUT REPORTS FOR ODS

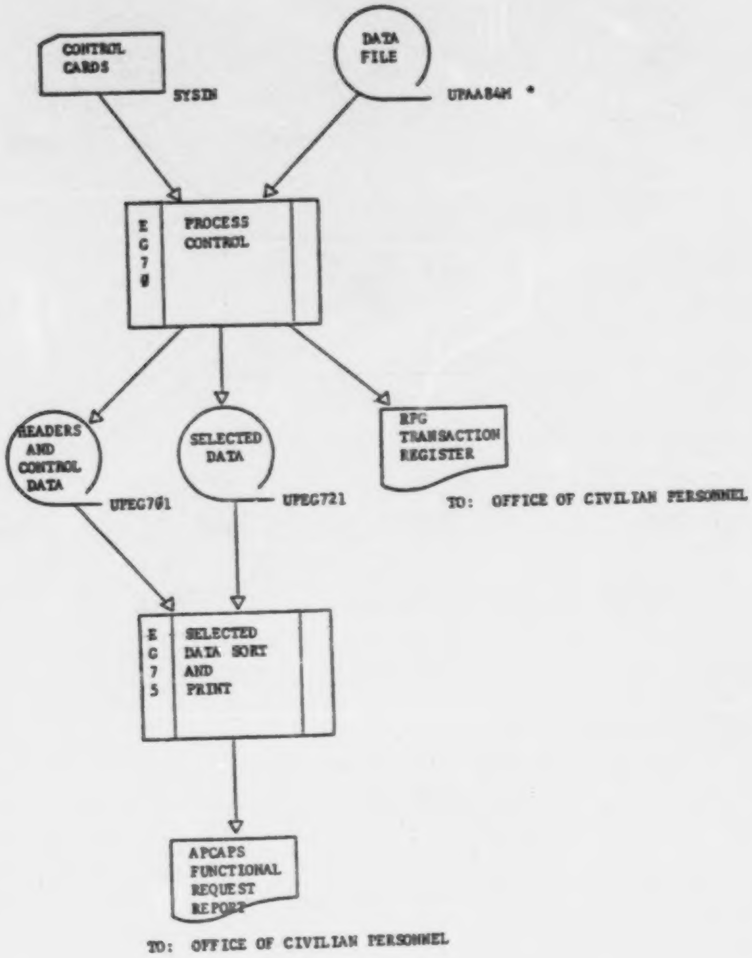
19.8 UPEJAR08
Job Flow Chart Page 1


REQUEST YKM
UPEA203 (UPCA014) (0)
MASTER TABLES
UPAA95M(0)
DATA BANK
UPAA84M(0)
EC10
DATA BANK UPDATE AND NON-PAY MASSAGE
DUMMY
UPEC104
DUMMY
UPEC103
DUMMY
UPAA84M
MASTER ACCOUNT RECORD
UPCA12M(0)
REPORT DATA
UPEC102
EC20
REPORT GENERATION
DUMMY
UPEC204
REPORTS DATA
UPEC202
DUMMY
UPEC206

19.8 UPEJAR08
Job Flow Chart Page 2

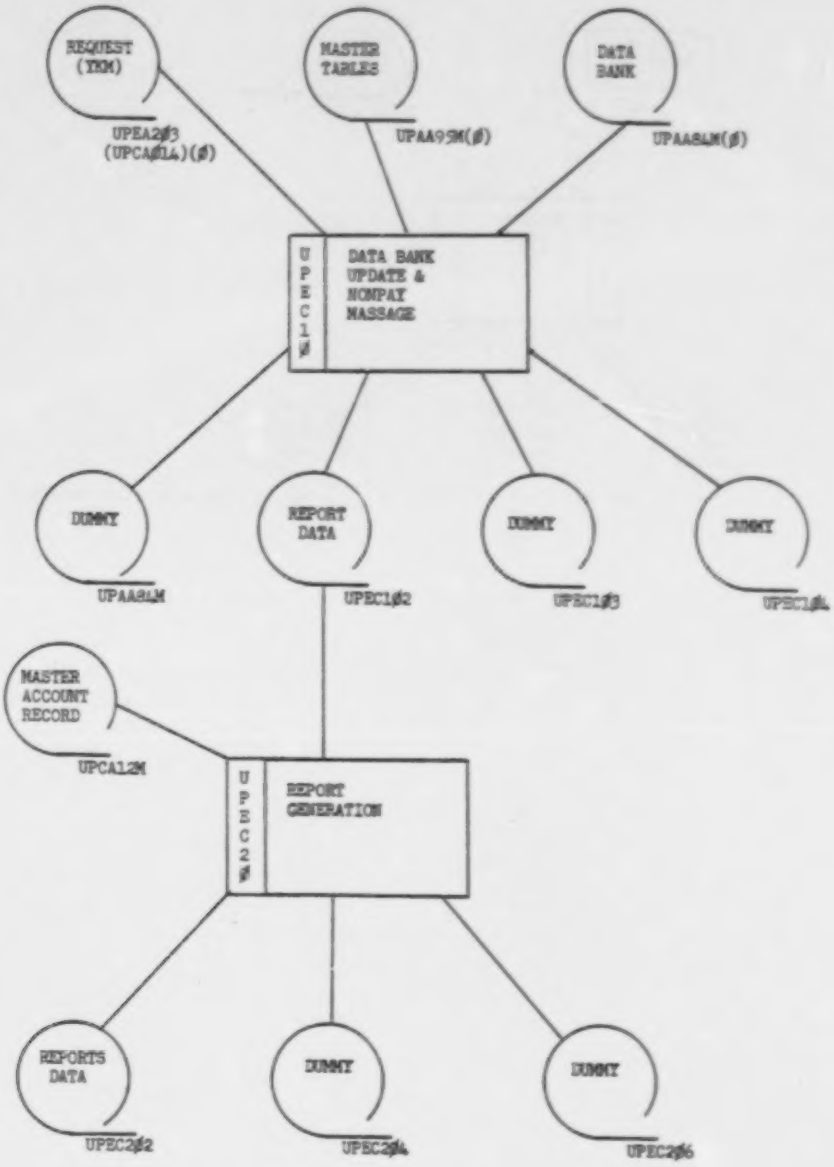

REPORTS DATA
UPEC202
EC22
REPORT DATA SORT
SORTED REPORT DATA
UPEC22S
EC25
SPLIT
DUMMY
UPEC251
DUMMY
UPEC252
DUMMY
UPEC253
DUMMY
UPEC254
EMPLOYEE TABLE SELECTOR CODE LIST
UPEC258
DUMMY
UPEC255
DUMMY
UPEC257
O/P REPORT
UPAE203(+1)
EMPLOYEE TABLE SELECTOR CODE LIST

19.9 UPEJAR09
Job Flow Chart

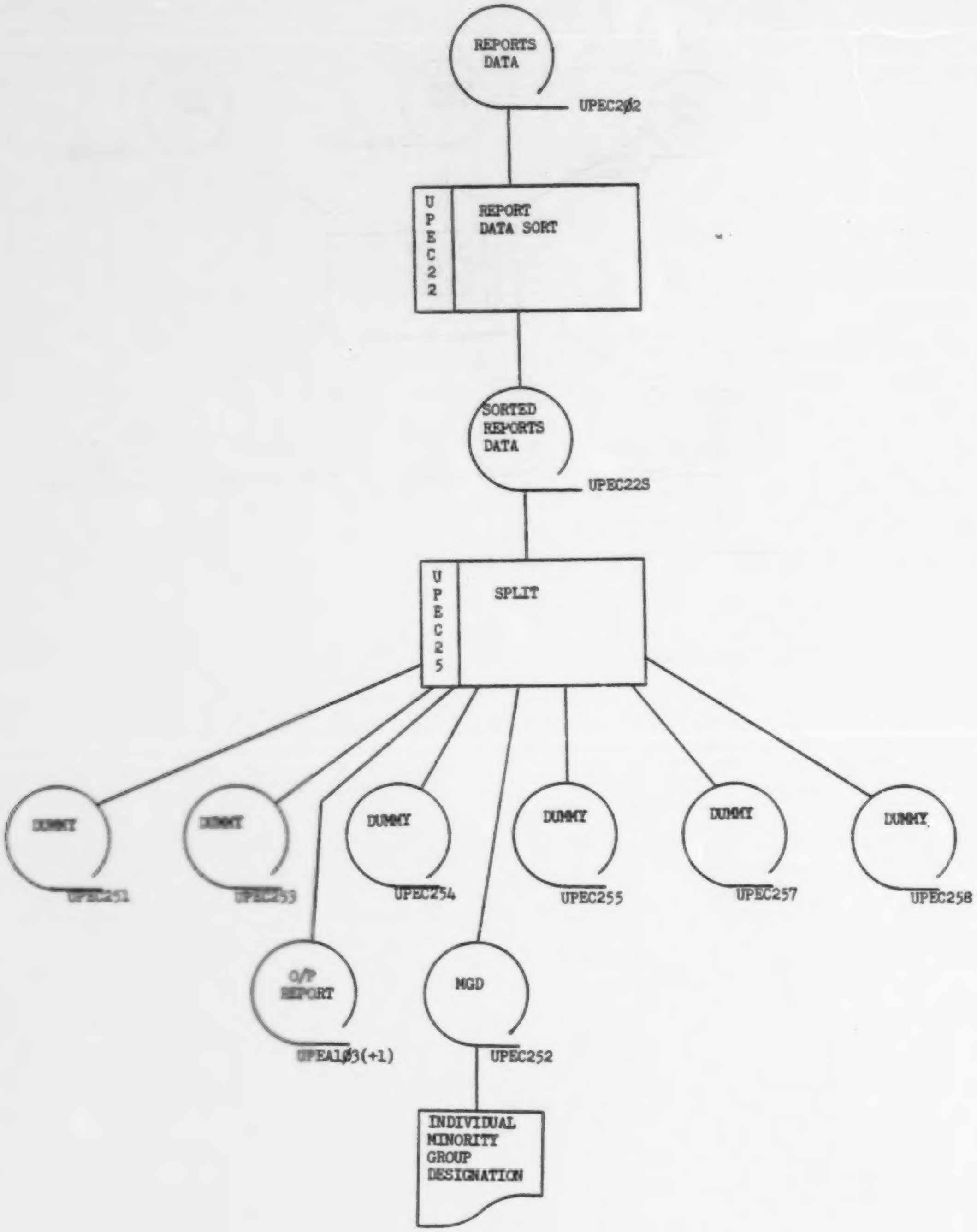

CONTROL CARDS
SYSIN
DATA FILE
UPAA84M *
E G 7 0
PROCESS CONTROL
HEADERS AND CONTROL DATA
UPEG701
SELECTED DATA
UPEG721
RPG TRANSACTION REGISTER
TO: OFFICE OF CIVILIAN PERSONNEL
E G 7 5
SELECTED DATA SORT AND PRINT
APCAPS FUNCTIONAL REQUEST REPORT
TO: OFFICE OF CIVILIAN PERSONNEL

* UPAA84M IS THE DEFAULT DATA SET

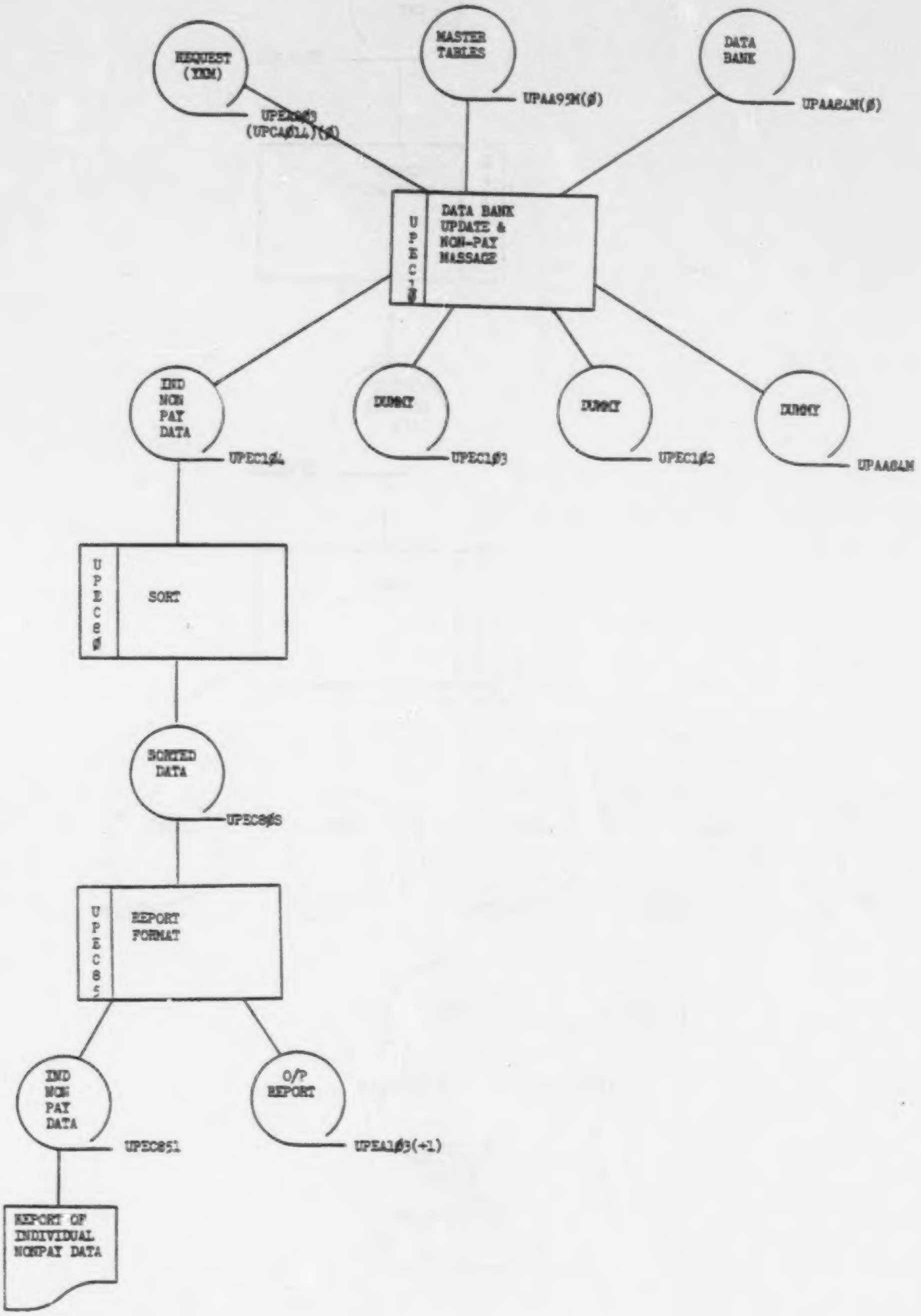
19.10 UPEJAR10
Job Flow Chart Page 1


REQUEST (YMM)
UPEA203 (UPCA014)(0)
MASTER TABLES
UPAA95M(0)
DATA BANK
UPAA84M(0)
UPEC10
DATA BANK UPDATE & NONPAY MASSAGE
DUMMY
UPAA84M
REPORT DATA
UPEC102
DUMMY
UPEC103
DUMMY
UPEC104
MASTER ACCOUNT RECORD
UPCA12M
UPEC20
REPORT GENERATION
REPORTS DATA
UPEC202
DUMMY
UPEC204
DUMMY
UPEC206

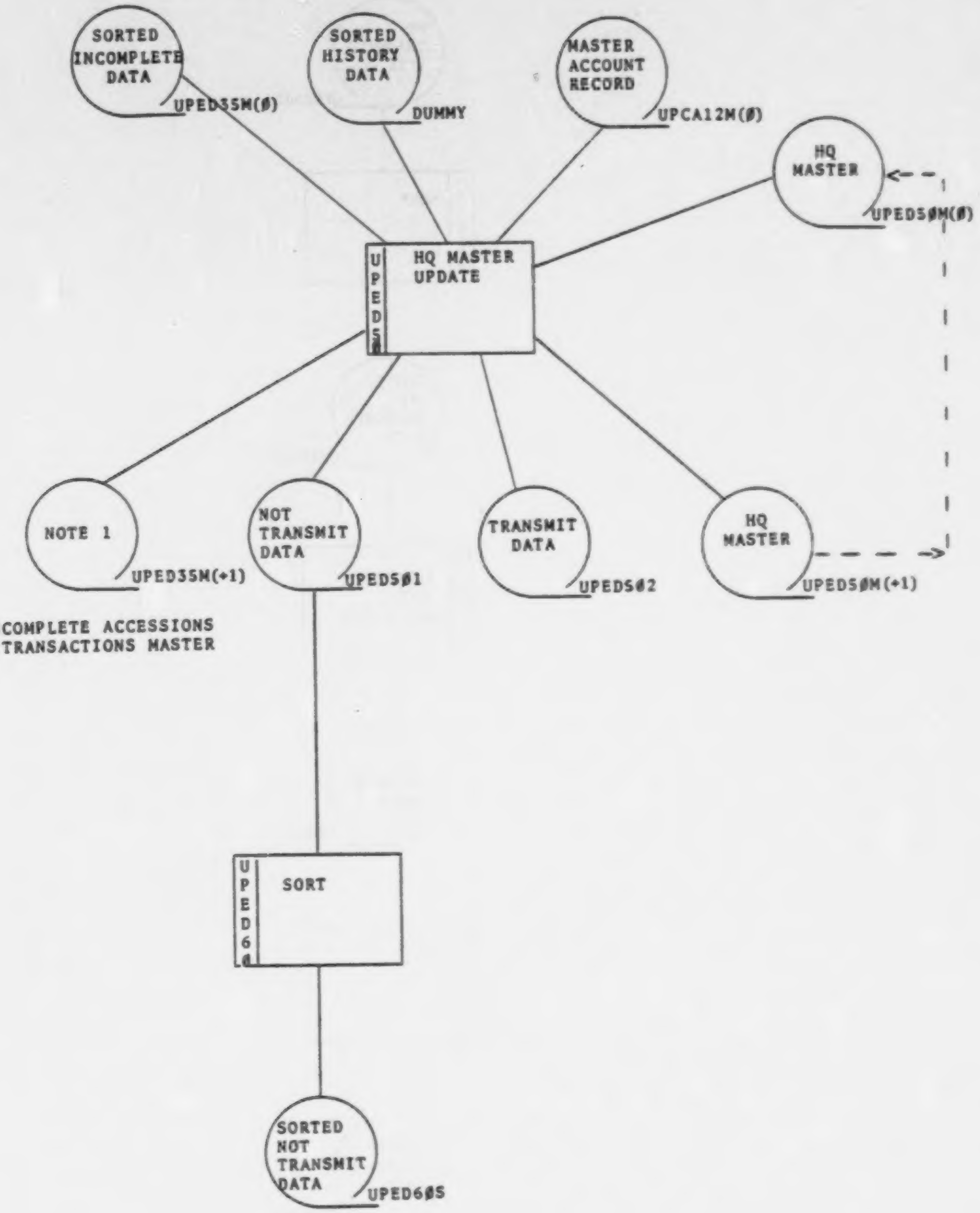
19.10 UPEJAR10
Job Flow Chart Page 2


REPORTS DATA
UPEC202
UPEC22
REPORT DATA SORT
SORTED REPORTS DATA
UPEC22S
UPEC25
SPLIT
DUMMY
UPEC251
DUMMY
UPEC253
DUMMY
UPEC254
DUMMY
UPEC255
DUMMY
UPEC257
DUMMY
UPEC258
O/P REPORT
UPEA103(+1)
MGD
UPEC252
INDIVIDUAL MINORITY GROUP DESIGNATION

19.11 UPEJAR11
Job Flow Chart

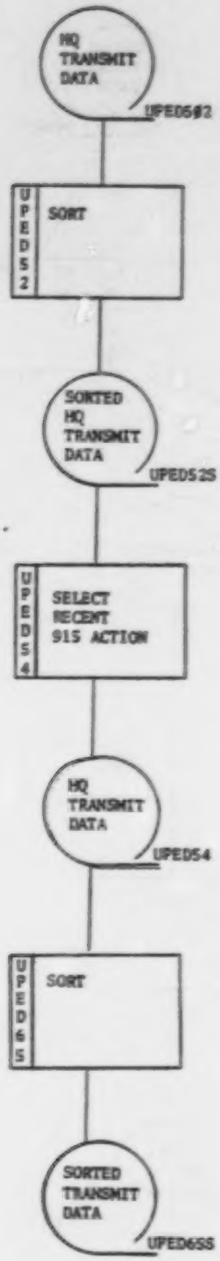

REQUEST (XXM)
UPEA003 (UPCA014)(0)
MASTER TABLES
UPAA95M(0)
DATA BANK
UPAA84M(0)
UPEC10
DATA BANK UPDATE & NON-PAY MASSAGE
IND NON PAY DATA
UPEC104
DUMMY
UPEC103
DUMMY
UPEC102
DUMMY
UPAA84M
UPEC80
SORT
SORTED DATA
UPEC80S
UPEC85
REPORT FORMAT
IND NON PAY DATA
UPEC851
O/P REPORT
UPEA103(+1)
REPORT OF INDIVIDUAL NONPAY DATA

19.12 UPEJAR12
Job Flow Chart Page 1

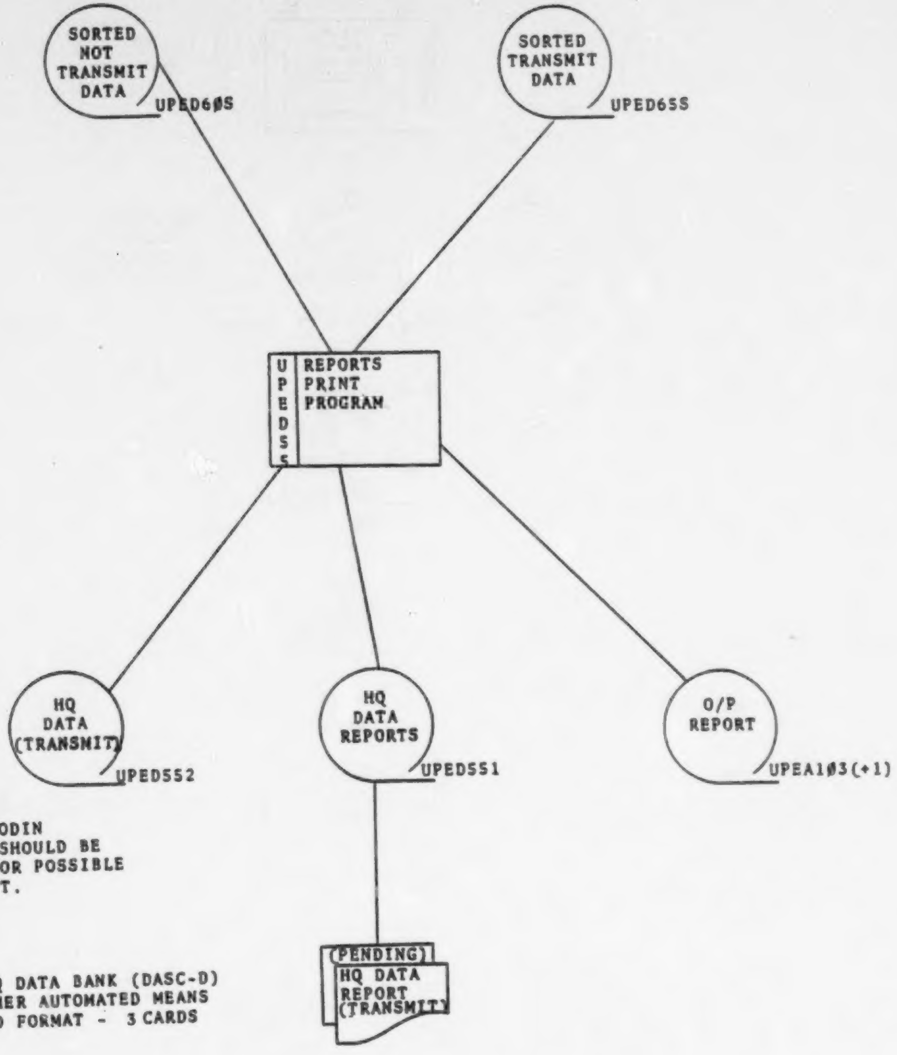

SORTED INCOMPLETE DATA
UPED35M(0)
SORTED HISTORY DATA
DUMMY
MASTER ACCOUNT RECORD
UPCA12M(0)
HQ MASTER
UPED50M(0)
UPED50
HQ MASTER UPDATE
NOTE 1
UPED35M(+1)
NOT TRANSMIT DATA
UPED501
TRANSMIT DATA
UPED502
HQ MASTER
UPED50M(+1)
UPED60
SORT
SORTED NOT TRANSMIT DATA
UPED60S

NOTE 1: INCOMPLETE ACCESSIONS
& TRANSACTIONS MASTER

19.12 UPEJAR12
Job Flow Chart Page 2


HQ TRANSMIT DATA
UPED502
UPED52
SORT
SORTED HQ TRANSMIT DATA
UPED52S
UPED54
SELECT RECENT 915 ACTION
HQ TRANSMIT DATA
UPED54
UPED65
SORT
SORTED TRANSMIT DATA
UPED65S

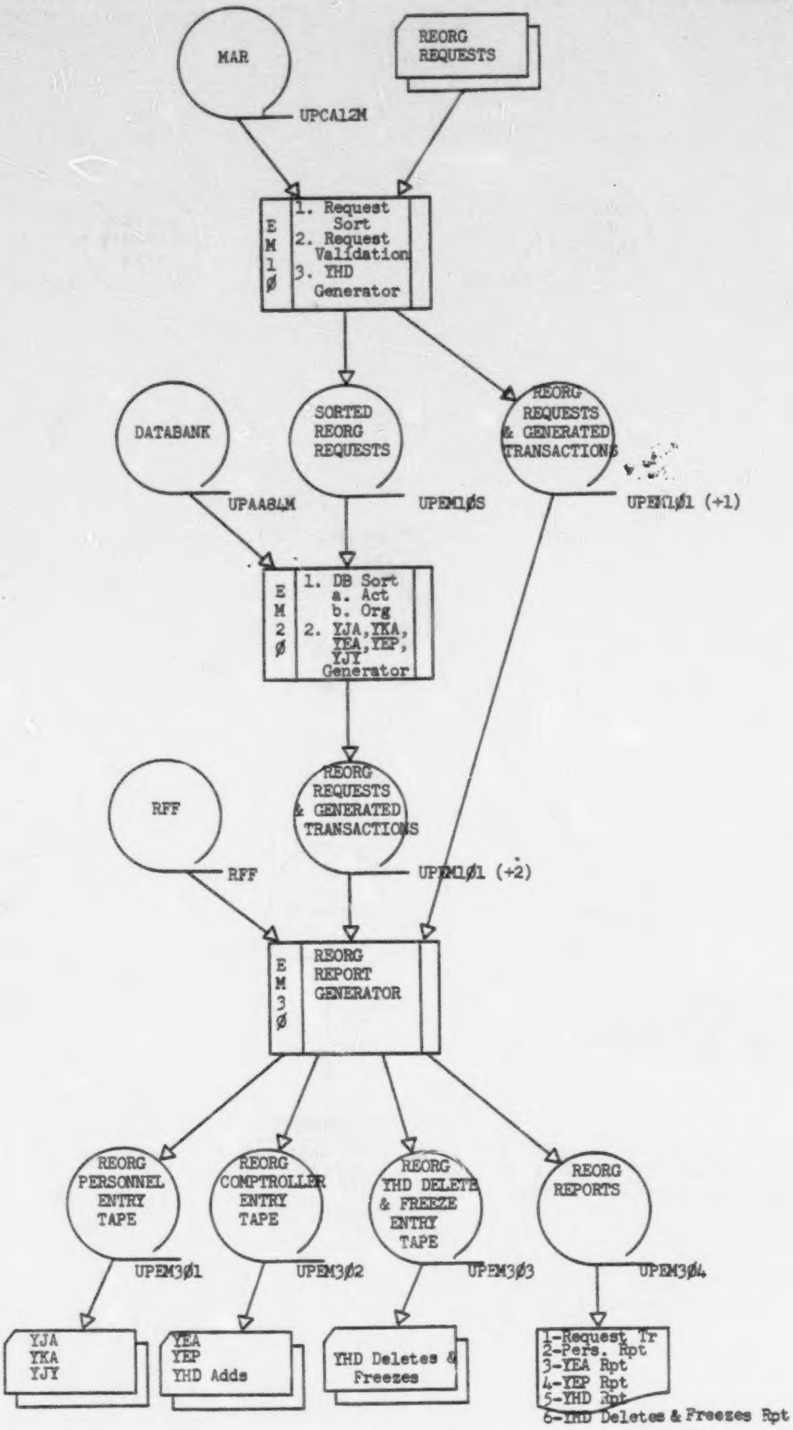
19.12 UPEJAR12
Job Flow Chart Page 3


SORTED NOT TRANSMIT DATA
UPED60S
SORTED TRANSMIT DATA
UPED65S
U P E D S S
REPORTS PRINT PROGRAM
HQ DATA (TRANSMIT)
UPED552
HQ DATA REPORTS
UPED551
O/P REPORT
UPEA103(+1)
(PENDING)
HQ DATA REPORT (TRANSMIT)

TO: AUTODIN
AFTER WHICH TAPE SHOULD BE HELD IN LIBRARY FOR POSSIBLE RETRANSMIT/REPRINT.

TRANSMITTED TO HQ DATA BANK (DASC-D) BY AUTODIN OR OTHER AUTOMATED MEANS IN 80-COLUMN CARD FORMAT - 3 CARDS TO A RECORD.

19.13 UPEJAR99
Job Flow Chart


MAR
UPCA12M
REORG REQUESTS
EM10
1. Request Sort
2. Request Validation
3. YHD Generator
DATABANK
UPAA84M
SORTED REORG REQUESTS
UPEM10S
REORG REQUESTS & GENERATED TRANSACTIONS
UPEM101 (+1)
EM20
1. DB Sort
a. Act
b. Org
2. YJA, YKA, YEA, YEP, YJY Generator
RFF
RFF
REORG REQUESTS & GENERATED TRANSACTIONS
UPEM101 (+2)
EM30
REORG REPORT GENERATOR
REORG PERSONNEL ENTRY TAPE
UPEM301
REORG COMPTROLLER ENTRY TAPE
UPEM302
REORG YHD DELETE & FREEZE ENTRY TAPE
UPEM303
REORG REPORTS
UPEM304
YJA
YKA
YJY
YEA
YEP
YHD Adds
YHD Deletes & Freezes
1-Request Tr
2-Pers. Rpt
3-YEA Rpt
4-YEP Rpt
5-YHD Rpt
6-YHD Deletes & Freezes Rpt

SECTION 20 APCAPS SCHEDULES

20.1 APCAPS BIWEEKLY MINI PERSONNEL

RESTORE TAPE (s) # ______________

UPEJBW01	UPEJAR07
UPEC10	UPEG45
20	
22	
25	
35	
23	
30	
80	
85	

DUMP TAPE ______________

BACKUP INPUT TAPE ______________

a. Schedule Information - This schedule must be run after Biweekly 4 and prior to Data Bank Update.

b. Functions:

(1) Post current pay period nonpay hours to accumulators and adjust WGI, CTCT, and Probation Completion Dates if required.

(2) Set WGI Due flags.

(3) Set CTCT Due flags.

(4) Set Probation completion flags.

(5) Generate Personnel Reports scheduled to be produced on a biweekly basis.

c. Output from Personnel Management Subsystem:

Action Item/Tickler List
Tour of Duty Change-Nonpay Time
WGI List
FEHB Coverage List
Term and Temporary Employees
Nonpay over Six Months
Output Report for ODS
Report of Individual Nonpay Data

20.2 APCAPS DATA BANK UPDATE

RESTORE TAPE(s) #______________

UPMJAR01

UPCA01 - SCHEDULE CODE A LABELED TAPE (SL) ____ UNLABELED TAPE (NL) ____
03 - C
04 - C

UPCJAR01

UPCA05
10
12
85 - C

UPCJAR02

UPCA15
17 - C
18 - C
UPAA52 - C
54 - C
56 - C
58 - C

UPAJAR01

UPAA02

UPEJWW01

UPEA15
20
25

UPAJWW01

UPAA05
10
13
60
96
UPEC65 - C
70 - C
75 - C

UPAJWW02

UPAA82
84
86
88
15
20

UPEJWW02

UPEA40
45
50
55

UPEJWW03

UPEC10
20
UPEE05
UPEC22
25
35
40
80
85

UPEJWW04

UPEC45
32
24
27
23
30

UPEJWW05

UPEE10
27
40

UPEJWW06

UPEF03
05
15
17
20
45
47

UPEJWW07

UPEF50
UPEE45
50
55
UPEC47
50
55
60

UPEJWW08

UPED70
25
30
35
37
38
40
45
50
60
52
54
65
55

UPEJAR07

UPEG45

UPCJWW02

UPCA28
31
UPCB20
25
30

UPCJWW03

UPCB10
15

UPAJWW04

UPAB21
22
23
24 - C
26 - C

DUMP TAPE ______________ BACKUP INPUT TAPE ______________

a. Schedule Information:

(1) Report Date_____(IPL Date).

(2) UPCA01 - Card Input (Yes_____No_____).

b. Functions:

Data Bank Update
PDI Reconciliation
Compute Normals
MAR Update
JO/PO Number Update
SF50/PCS Generation
Personnel History Update
HQ Data Bank History Update/Purge
DLA 1263/1021 Generation
Reset Mass Change Flags in Master Tables to Zero

c. Output from Payroll Subsytem:

Transaction Register of Civilian Pay Changes
Transaction Register of Military Perm Changes
Transaction Register of Civilian Personnel
Transaction Register Individual Position Data Changes
Transaction Register Cancellation/Corrections of History Files
Normal Pay Change Detail Summary
Transaction Register Manpower Changes
T&A Cards/OCR Formats

d. Output from Cost/Performance Subsytem:

MAR Reference List
MAR Error Listing
Nonstandard Tour Employees
MAR Transaction Register
Workload Cards/OCR Forms
Manpower Position Control Report
Prepunched Labor Exception Cards
Preprinted OCR Labor Exception Documents

e. Output from Personnel Subsystem:

Position Title Listing
PDI/Data Bank Action List
PDI/Position Number List
Employee Personnel Record
Permanent Transaction Data List
Retention Register
Nonpay Over Six Months
Action Item/Tickler List
Probationary Appraisals Due

Work Performance (DLA Form 1021)
Advance Notice of WGI
Performance Rating Due List
Position Classification Survey
Service Control File
Tour of Duty Change - Nonpay Time
Vacancy List
Competitive Levels
Strength Report
Periodic Voluntary Phys Exams
College Caliber Hires
Details, List of Employees
DLA Career Service Awards
Supervisors, List of
Average Grade Report
Optional FEGLI-Notice of Increase in Deductions
Military Reserve Category Roster
Ready Reservists
Retirement-Mandatory
Retirement-Verifying Service
Retirement-Counseling List
Personnel History Query Replies
Payroll Change Slip (PCS)
Notification of Personnel Action (SF 50)
HQ Data Bank Update Report and Cards
Output Report for ODS
Employee Table Selector Code Listing
Report of Individual Nonpay Data
HQ Data Report (Transmit)

f. Files and related DIC(s):

UPAA84M - YEA, YEC, YFA thru YFR, YGA, YEP, YEQ, YJA thru YJS, YKA, YKB, YKC
UPCA12M - YHB, YHC, YHD, YHX, YHY, YHZ
UPCA15M - YHE
UPEF15M - YJS, YKD, YKE, YKF, YKG
UPAA95M - N/A

20.3 APCAPS BIWEEKLY 1 PAY

RESTORE TAPE(s) #__________

UPMJAR01

UPCA01 - SCHEDULE CODE C LABELED TAPE (SL) ____ UNLABELED TAPE (NL) ____
03 -
04 -

UPAJAR01	UPAJBW01	UPAJBW13	UPAJBW02
UPAA02	UPAA22	UPAA29	UPAA30
	24		35
	26		40
	28		45
			36
			37

DUMP TAPE __________ BACKUP INPUT TAPE __________

a. Schedule Information:

(1) Report Date _____(IPL Date).

(2) UPCA01 - Card Input (Yes_____No_____).

b. Functions:

T&A Preliminary Edit
Leave Adjustments Edit

c. Output from Payroll Subsystem:

Transaction Register of Adjustments
Transaction Register of Temporary Changes
Missing T&A Report
T&A Input Summary

d. Files and related DIC(s):

UPAA35R - YGT, YGD, YGE, YGF, TGG
UPAA84M - YGL, YGM

e. General - Ensure tables release statement have been obtained from Comptroller and Personnel Office if the APCAPS Tables Maintenance Schedule has been processed since the previous pay period Biweekly 4 Pay processing.

20.4 APCAPS BIWEEKLY 2 PAY

RESTORE TAPE(s) #__________

UPMJAR01

UPCA01 - SCHEDULE CODE D LABELED TAPE (SL) ____ UNLABELED TAPE (NL) ____
03 - C
04 - C

UPAJAR01	**UPAJBW02**
UPAA02	UPAA30
	35
	40
	45
	36
	37

DUMP TAPE __________ BACKUP INPUT TAPE __________

a. Schedule Information:

(1) Report Date _____(IPL Date).

(2) UPCA01 - Card Input (Yes_____NO_____).

b. Functions:

Recycle for T&A Edit only

c. Output from Payroll Subsystem:

Transaction Register of Temporary Changes
Missing T&A Report
T&A Input Summary

d. Files and related DIC(s):

UPAA35R - YGT, YGD, YGE, YGF, YGG

20.5 APCAPS BIWEEKLY 3 PAY

RESTORE TAPE(s) #____________

UPMJAR01

UPCA01 - SCHEDULE CODE E LABELED TAPE (SL) ___ UNLABELED TAPE (NL) ___
03 - C
04 - C

UPAJAR01

UPAA02

UPAJBW02

UPAA30
35
40
45
36
37

UPAJBW03

UPAB05
10
15

UPAJBW04

UPAB20
25
36

UPAJBW20

UPAB30
38

UPAJBW05

UPAB40
45
47
53
55
UPAD35
45

UPAJBW07

UPAD00
01
70 - C
71 - C
72 - C
73 - C

UPAJBW06

UPAD05
10
15
17
18
20
25
30
31
32

UPAJBW16

UPAE80
85
90
95

UPAJBW17

UPAC05
12
15
10

UPAJBW08

UPAD80
85
90

DUMP TAPE ____________ BACKUP INPUT TAPE ____________

a. Schedule Information:

(1) Reply (4_____5_____). UPAD32 Health Benefits.

(2) UPCA01 - Card (Yes_____No_____).

(3) Reply (4_____5_____), UPAD01 Leave Report.

(4) Check Number Card (YGX) must be input to this run.

(5) Report Date _____ (IPL Date).

(6) Bond Number Card (YGY) must be input to this run.

(7) Programs marked "C" conditionally execute.

b. Functions:

Pay and Leave Computations
Pay Period Report Processing
Bond and Bond Schedule Processing
Occupational Tax Deductions

c. Output from Payroll Subsystem:

Transaction Register of Temporary Changes
T&A Detail Edit
Payroll Certification
Master Employee Record
Payroll Checks
Leave and Earnings Statement
Charity Deduction Summary
Other Deduction Summary
Directorate/Office leave Summ
Bonds
Report of Total Bonds Issued
Bond Issuance Schedule
Union Dues Listing
Compensatory Time-Managerial Data
Health Benefits Control Register (Full-Time)
Carrier Health Benefits Listing
Payroll for Personal Services
Composite Check Listing
Allotments for savings Accounts
State Tax Deduction Summary
City Tax Deduction Summary
Occupational Tax Deduction
FEGLI Control Register
SES Awards Summary
Health Benefits Control Register (Part-Time)
T&A Input Summary

d. Files and related (DIC(s):

UPAA84M - YGT, YGD, YGE, YGF, YGG
UPAA35R - YGT, YGD, YGE, YGF, YGG

20.6 APCAPS BIWEEKLY 4 PAY

RESTORE TAPE (s) # ____________

UPMJAR01

UPCA01 - SCHEDULE CODE F LABELED TAPE (SL) ____ UNLABELED TAPE (NL) ____
03 - C
04 - C

UPAJAR01

UPAA02

UPAJBW01

UPAA22
24
26
28

UPAJBW09

UPAA65
70
UPAB37

UPEJBW03

UPEC67
70 - C
75 - C

UPAJBW21

UPAB30
38

UPAJBW24

UPAF03
02
04
34
06

UPAJBW10

UPAF05
10
15 - C
20 - C

UPAJBW11

UPAF30
UPAF01
02

UPAJBW15

UAPE05
15

UPAJBW12

UPAG50
55
60
62 - C
63 - C
65 - C
70 - C

UPAJBW00

UPAF57
45 - C
50 - C
42 - C
43 - C

UPAJBW18

UPAE35
40

UPAJBW25

UPAH10
49 - C
50 - C
19
20
28 - C
35 - C

UPAJBW26

UPAB65
66
67
68
69

UPAJBW28

UPAE32
25
30

UPAJBW29

UPAE60

*UPAJAR07

UPAE20

UPEJBW02

UPEF65
30 - C
32 - C
40 - C
55 - C
60 - C

**UPAJAR15

UPAG10
30
35

DUMP TAPE ____________ BACKUP INPUT TAPE ____________

a. Schedule Information:

(1) Report Date_____(IPL Date).

(2) UPCA01_____Card Input (Yes_____No_____).

(3) UPAJAR07 is optional. *

(4) UPAJBW12 reply 4 in Program UPAG60 if entire file is to be printed; reply 5 if normal processing.

(5) Programs marked "C" conditionally execute.

(6) UPAJAR15 is optional. **

b. Functions:

Pay/Leave Adjustments
History/Retirement Update
Pay and Leave Accumulator Update RCS 0197-OPM-AN
SSAN History Changes
CAPSTONE Update

c. Output from Payroll Subsystem:

Transaction Register of Adjustments
Master Employee Record
Special Request YGZ Transaction
Leave History Update Errors
Year-to-Date
Individual Leave Record
Record of Leave Data
Wage and Tax Statement
Pay History Update Error List
Individual Earnings Record
W-2 Proof Listing (Optional)
Recapitulation of Civil Service Retirement
CAPSTONE Change Listing
RCS: 0197-OPM-AN (C) (Every other pay period)
RCS: 0197-OPM-AN (A) (Every other pay period)
State and City W-2 Proof Listing (Optional)

d. Output from Personnel Subsystem:

Nonpay Balances/Adjustments Records
Locator Lists

e. Files and related DIC(s):

UPAF10M - YGT, YGL, YGM, YGP, YGZ (02 Print Request Code)
UPAF57M - YGT, YGD, YGE, YGF, YGG, YGH, YGZ (03 Print Request Code)
UPAG60M - YGA, YGZ (05 Print Request Code)
UPEF15M - N/A
UPEF35M - N/A

20.7 APCAPS END-OF-MONTH PAY

RESTORE TAPE(s) #____________

UPMJAR01

UPCA01 - SCHEDULE CODE H LABELED TAPE (SL) ____ UNLABELED TAPE (NL) ____
03 - C
04 - C

UPAJAR01	UPAJMM01
UPAA02	UPAD49
	50
	55
	60
	65
	66
	67
	68
	69

DUMP TAPE ______________ BACKUP INPUT TAPE ______________

a. Schedule Information:

(1) Must have YGW input cards.

(2) Report Date_____(IPL Date).

(3) UPCA01 - Card Input (Yes_____No_____).

b. Functions:

Create Register of Checks

c. Output from Payroll Subsystem:

Check Data Transaction Register (YGW)
Check Issue Update Error Listing
Listing of Canceled Checks (Void Reissue, Void-No Issue, Spoiled and Canceled Checks)
Register of Checks Issued
Check Issue Register Error Listing

20.8 APCAPS BIWEEKLY 4 - QUARTERLY 1,2 AND 3 PAY

RESTORE TAPE (s) #______________

UPMJAR01

UPCA01 - SCHEDULE CODE G LABELED TAPE (SL) ____ UNLABELED TAPE (NL) ____
03 - C
04 - C

UPAJAR01

UPAA02

UPAJBW01

UPAA22
24
26
28

UPAJBW09

UPAA65
70
UPAB37

UPEJBW03

UPEC67
70 - C
75 - C

UPAJBW21

UPAB30
38

UPAJBW24

UPAF03
02
04
34
06

UPAJBW10

UPAF05
10 - C
15 - C
20 - C

UPAJBW11

UPAF30
UPAE01
02

UPAJBW15

UPAE05
15

UPAJBW12

UPAG50
55
60
62 - C
63 - C
65 - C
70 - C

UPAJBW00

UPAF57
45 - C
50 - C
42 - C
43

UPAJBW18

UPAE35
40

UPAJQQ01

UPAE47
48
49

UPAJAR03

UPAE10
45
50

*UPAJAR07

UPAE20

UPAJBW25

UPAH10
49 - C
50 - C
19
20
28 - C
35 - C

UPAJBW26

UPAB65
66
67
68
69

UPAJBW28

UPAE32
25
30

UPAJBW29

UPAE60

UPAJBW02

UPEF65
30 - C
32 - C
40 - C
55 - C
60 - C

**UPAJAR15

UPAG10
30
25

DUMP TAPE ______________

BACKUP INPUT TAPE ______________

a. Schedule Information:

(1) Report Date_____(IPL Date).

(2) UPAJAR07 is optional. *

(3) UPCA01 - Card Input (Yes_____No_____).

(4) UPAJBW12 reply 4 in program UPAG60 if entire file is to be printed; reply 5 if normal processing.

(5) Programs marked "C" conditionally execute.

(6) UPAJAR15 is optional. **

b. Functions:

Pay/Leave Adjustments
Pay and Leave Accumulator Update (RCS 0197-OPM-AN)
History/Retirement Update
SSAN History Changes
CAPSTONE Update

c. Output from Payroll Subsytems:

Transaction Register of Adjustments
Year-to-Date
Master Employee Record
Special Request YGZ Transaction
Leave Adjustment Errors
Leave History Update Errors
Individual Leave Record
Record of Leave Data
Individual Leave Record Print Errors
Wage and Tax Statement
Individual Retirement Record
Pay History Format Errors
Individual Earning Record
Individual Earnings Print Errors
Quarter Bond Participation Report
W-2 Proof Listing (Optional)
Recapitulation of Civil Service Retirement
CAPSTONE Change Listing
RCS: 0197-OPM-AN (C) (every other pay period)
RCS: 0197-OPM-AN (A) (every other pay period)
State and City W-2 Proof Listing (Optional)
Magnetic Tape Totals

d. Output from Personnel Subsystem:

Non-Pay Balances/Adjustments Records
Locator Lists

e. Files and related DIC(s):

UPAF10M - YGT, YGL, YGM, YGP, YGZ (02 Request Print Code)
UPAF57M - YGT,YGD, YGE, YGF, YGG, YGH, YGZ (03 Print Request Code)
UPAG60M - YGA, YGZ (05 Print Request Code)
UPEF15M - N/A
UPEF35M - N/A

20.9 APCAPS BIWEEKLY/QUARTERLY 4 - ANNUAL 1 PAY

RESTORE TAPE(s) #______________

UPMJAR01

UPCA01 - SCHEDULE CODE M LABELED TAPE (SL) ____ UNLABELED TAPE (NL) ____
03 - C
04 - C

UPAJAR01

UPAA02

UPAJBW01

UPAA22
24
26
28

UPAJBW09

UPAA65
70
UPAB37

UPEJBW03

UPEC67
70 - C
75 - C

UPAJBW21

UPAB30
38

UPAJBW24

UPAF03
02
04
34
06

UPAJBW10

UPAF05
10
15 - C
20 - C

UPAJBW11

UPAF30
UPAE01
02

UPAJBW12

UPAG50
55
60
62 - C
63 - C
65 - C
70 - C

UPAJBW15

UPAE05
15

UPAJAA02

UPAG10
25
30
35
40
45

UPAJBW00

UPAF57
45 - C
50 - C
42 - C
43 - C

UPAJBW18

UPAE35
40

UPAJQQ01

UPAE47
48
49

UPAJAR07

UPAE20

UPAJAR03

UPAE10
45
50

UPAJBW25

UPAH10
49 - C
50 - C
19
20
28 - C
35 - C

UPAJBW26

UPAB65
66
67
68
69

UPAJBW28

UPAE32
25
30

UPAJBW29

UPAE60

UPEJBW02

UPEF65
30 - C
32 - C
40 - C
55 - C
60 - C

DUMP TAPE ______________

BACKUP INPUT TAPE ______________

a. Schedule Information:

(1) Report Date____(IPL Date).

(2) UPCA01 - Card Input (Yes____No____).

(3) Programs marked "C" conditionally execute.

(4) UPAJBW12 reply 4 in Program UPAG60 if entire file is to be printed; reply 5 if normal processing.

b. Functions:

Pay/Leave Adjustments
History/Retirement Update
Pay and Leave Accumulator Update RCS 0197-OPM-AN
SSAN History Changes
Annual Payroll Processing
CAPSTONE Update

c. Output from Payroll Subsystem:

Transaction Register of Adjustments
Master Employee Record
Special Request YGZ Trans
Leave History Update
CAPSTONE Change Listing
Individual Leave Record
Record of Leave Data
Wage and Tax Statement (W-2)
Individual Retirement (Sep & Full)
Pay History Update Error List
Individual Earnings Record
Recap of Civil Service Retirement
Year-to-Date
Leave Adjustment Errors
Individual Leave Record Print Errors
Annual TD Form W-2 Listing
Annual State TD Form W-2 Listing
Geographic Distribution of Federal Payrolls
Wage and Tax Statement
Pay History Format Errors
Individual Earnings Print Errors
Quarterly Bond Participation Report
RCS: 0197-OPM-AN (A) (every other pay period)
RCS: 0197-OPM-AN, Part C (every other pay period)
Magnetic Tape Totals

d. Output from Personnel Subsystem:

Nonpay Balances/Adjustments Records
Locator Lists

e. Files and related DIC(s):

UPAF10M - YGT, YGL, YGM, YGP, YGZ (02 Print Request Code)
UPAF57M - YGT, YGD, YGE, YGF, YGG, YGH, YGZ (03 Print Request Code)
UPAF60M - YGA, YGZ (05 Print Request Code)
UPEF15M - N/A
UPEF35M - N/A

20.10 APCAPS BIWEEKLY 4 - ANNUAL 2 PAY

RESTORE TAPE (s) #______________

UPMJAR01

UPCA01 - SCHEDULE CODE N LABELED TAPE (SL) ____ UNLABELED TAPE (NL) ____
03 - C
04 - C

UPAJAR01

UPAA02

UPAJBW01

UPAA22
24
26
28

UPAJBW09

UPAA65
70
UPAB37

UPEJBW03

UPEC67
70 - C
75 - C

UPAJBW21

UPAB30
38

UPAJBW24

UPAF03
02
04
34
06

UPAJBW10

UPAF05
10
15 - C
20 - C

UPAJBW11

UPAF30
UPAE01
02

UPAJAA01

UPAE07
15

UPAJBW12

UPAG50
55
60
62 - C
63 - C
65 - C
70 - C

UPAJAA05

UPAG95

UPAJBW00

UPAF57
45 - C
50 - C
42 - C
43 - C

UPAJBW18

UPAE35
40

UPAJBW25

UPAH10
49 - C
50 - C
19
20
28 - C
35 - C

UPAJAA06

UPAH49
50

UPAJBW26

UPAB65
66
67
68
69

UPAJBW28

UPAE32
25
30

UPAJBW29

UPAE60

UPEJBW02

UPEF65
30 - C
32 - C
40 - C
55 - C
60 - C

DUMP TAPE ______________

BACKUP INPUT TAPE ______________

a. Schedule Information:

(1) Report Date_____(IPL Date).

(2) UPCA01 - Card Input (Yes_____No_____).

(3) Programs marked "C" conditionally execute.

(4) UPAJBW12 reply 4 in Program UPAG60 if entire file is to be printed; reply 5 if normal processing.

b. Functions:

Pay/Leave Adjustment
History/Retirement Update
Leave Year Processing
Pay and Leave Accumulator Update (RCS: 0197-OPM-AN)
SSAN History Changes
CAPSTONE Update

c. Output from Payroll Subsystem:

Transaction Register of Adjustments
Year-to-Date
Master Employee Record
Special Request YGZ Transaction
Leave Adjustment Errors
Leave History Adjustment Errors
Individual Leave Record
Record of Leave Data
Individual Leave Record Print Errors
Wage and Tax Statement
Individual Retirement Record
Pay History Update Error List
Pay History Format Errors
Individual Earnings Print Errors
Individual Earnings Record
RCS: 0197-OPM-AN, Part C
CAPSTONE Change Listing
RCS: 0197-OPM-AN (A) (every other pay period)
Liability for Accrued Annual Leave

d. Output from Personnel Subsystem:

Nonpay Balances/Adjustments Records
Locator Lists

e. Files and related DIC(s):

UPAF10M - YGT, YGL, YGM, YGP, YGZ (02 Request Print Code)
UPAF57M - YGT, YGD, YGE, YGF, YGG, YGH, YGZ (03 Print Request Code)
UPAF60M - YGA, YGZ (05 Print Request Code)
UPEF15M - N/A
UPEF35M - N/A

20.11 APCAPS FISCAL 1 PAY

RESTORE TAPE(s) #_______________

UPAJAA07	UPAJAA09
UPAH28	UPAE61
30	62
35	65

DUMP TAPE _______________ BACKUP INPUT TAPE _______________

a. Schedule Information:

(1) Report Date_____(IPL Date).

(2) This schedule must run after Cost EOM Schedule for September (starting September 1977).

b. Functions:

RCS: 0197-OPM-AN Pay and Leave Accumulators Update

c. Output from Payroll Subsystem:

RCS: 0197-OPM-AN Report, Part A1
Federal Outlays by Operational Location
Federal Outlays Cards

20.12 APCAPS FISCAL 2 PAY

RESTORE TAPE(s) #______________

UPAJAA08

UPAH40

DUMP TAPE ______________ BACKUP INPUT TAPE ______________

a. Schedule Information:

(1) Report Date_____(IPL Date).

(2) This schedule must run after Cost Monthly II (Final) for September (starting September 1977).

b. Functions:

RCS: 0197-OPM-AN Reporting

c. Output from Payroll Subsystem

RCS: 0197-OPM-AN Report, Part B1

20.13 APCAPS TABLES MAINTENANCE

RESTORE TAPE(s) # ______________

UPMJAR01

UPCA01 - SCHEDULE CODE J LABELED TAPE (SL) ____ UNLABELED TAPE (NL) ____
03 - C
04 - C

UPAJAR01	UPAJAR04	UPAJAR05
UPAA02	UPAA90 92 95	UPAA98

DUMP TAPE ______________ BACKUP INPUT TAPE ______________

a. Schedule Information:

(1) Report Date____(IPL Date).

(2) UPCA01 - Card Input (Yes____No____).

b. Functions:

Master Transaction Tables Update

c. Output from Payroll Subsystem:

Master Tables Listing

d. File and related DIC:

UPAA95M - YFZ

20.14 APCAPS SELECTIVE MER PRINT

RESTORE TAPE(s) # ______________

UPMJAR01

UPCA01 - SCHEDULE CODE K LABELED TAPE (SL) ___ UNLABELED TAPE (NL) ___
03 - C
04 - C

UPAJAR08

UPAA02*
UPAB30**
31
38

DUMP TAPE N/A BACKUP INPUT TAPE ______________

a. Schedule Information:

(1) If no YGZ input, job will terminate at this point.*

(2) UPAB30 will execute only if UPAA02 has detected an Action Code C, B, R or X in the YGZ document.**

(3) Report Date____(IPL Date).

(4) UPCA01 - Card Input (Yes____No____).

(5) Input YGZ.

(6) YGZ validation is being done in UPCA01.

(7) YGZ Action Codes are:

4 - Used in conjunction with Codes B, R and S (see UPAB38 Program Narrative)
B - Block MER
C - Complete
R - SSN & Block MER
S - SSN MER
X - Complete Data Bank Printout (Military - Active and Inactive)

b. Functions:

MER Print

c. Output from Payroll Subsystem:

Master Employee Record

20.15 APCAPS PAYROLL AUDIT/REQUEST

RESTORE TAPE(s) #______________

UPAJAR10

UPAA99
UPAB38

UPAJAR11

UPAF03
30
UPAB01
15

UPAJAR12

UPAF57
UPAE35
40

UPAJAR13

UPAG50
55
60
65
70

UPAJAR14

DISPOSE

a. Schedule Information:

(1) Report Date_____(IPL Date).

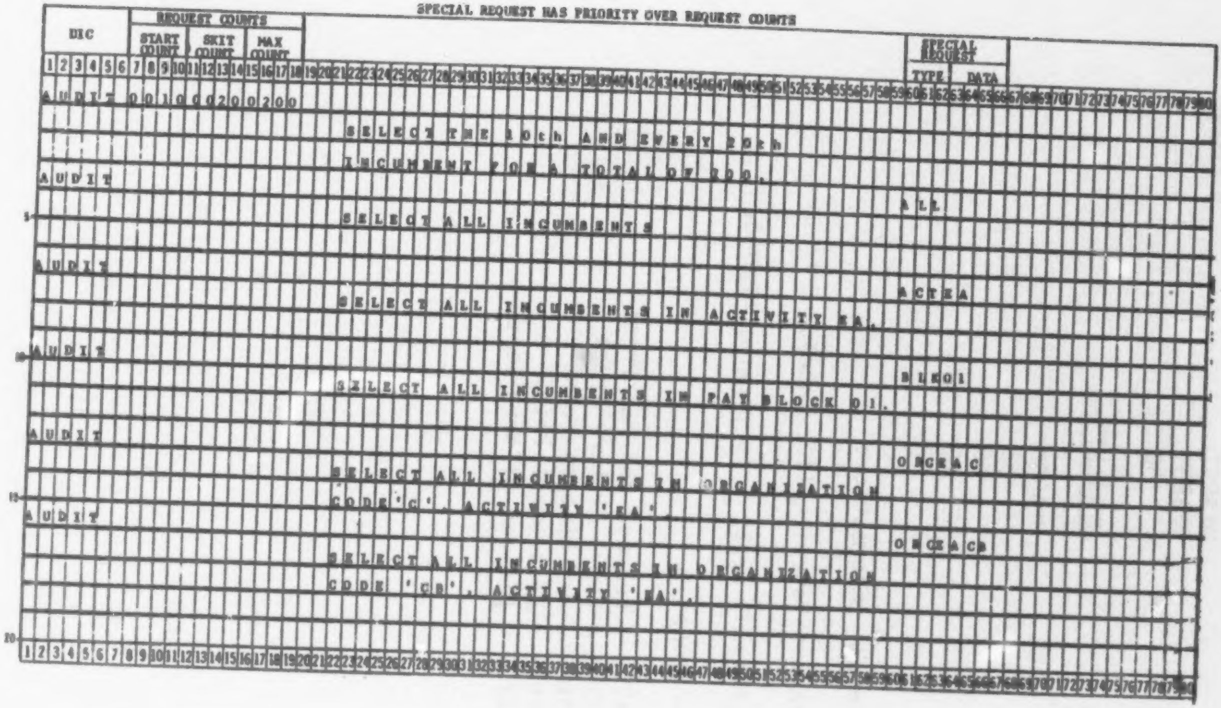
(2) UPAJAR13 reply 5 in program UPAG60.

b. Functions:

UPAJAR10 - Request and MER Print
UPAJAR11 - Leave History Print
UPAJAR12 - Pay History Print
UPAJAR13 - Retirement Print
UPAJAR14 - Dispose of Work Files

20.15.1 AUDIT TRANSACTION INPUT - FIGURE 1

This form is included as a sample only.
Local forms may be developed as needed.



SPECIAL REQUEST HAS PRIORITY OVER REQUEST COUNTS

```
DIC    REQUEST COUNTS                                                  SPECIAL REQUEST
       START SKIT  MAX                                                 TYPE  DATA
       COUNT COUNT COUNT
AUDIT  0010  0020  0200

                   SELECT THE 10th AND EVERY 20th
                   INCUMBENT FOR A TOTAL OF 200.
AUDIT
                                                                       ALL
                   SELECT ALL INCUMBENTS

AUDIT
                                                                       ACTEA
                   SELECT ALL INCUMBENTS IN ACTIVITY EA.

AUDIT
                                                                       BLK01
                   SELECT ALL INCUMBENTS IN PAY BLOCK 01.

AUDIT
                                                                       ORGEAC
                   SELECT ALL INCUMBENTS IN ORGANIZATION
                   CODE 'C', ACTIVITY 'EA'.
AUDIT
                                                                       ORGEACB
                   SELECT ALL INCUMBENTS IN ORGANIZATION
                   CODE 'CB', ACTIVITY 'EA'.
```

20.16 APCAPS MAR UPDATE

RESTORE TAPE(s) #____________

UPMJAR01

UPCA01 - SCHEDULE CODE P LABELED TAPE (SL) 4/5 UNLABELED TAPE (NL) 4/5
03 - C
04 - C CARD INPUT (YES____NO____)

UPCJAR01	UPGJAR02	UPCJAR11 (OPTIONAL)
UPCA05	UPCA15	UPCA81
10	17 - C	85
12	18 - C	87
85 - C	UPAA52 - C	
	54 - C	
	56 - C	
	58 - C	

NOTE: CPO output products from UPCA01, UPCA85, and UPCA18.

DUMP TAPE(s) # ____________ BACKUP INPUT TAPE # ____________

a. This schedule need not precede nor follow any other particular APCAPS schedule. Can be run as often as required, most probably when a large amount of MAR File maintenance is involved. Normally, MAR updating is accomplished when running the Data Bank Update or the Regular Cost Schedules.

b. Input DIC(s):

YHB, YHC, YHD, YHX, YHY, YHZ

c. Output from MAR Maintenance:

APCAPS Entry Report
Card Violations
MAR Reference List
MAR Transaction Register
MAR Error Listing
Prepunched and/or OCR Preprinted Workload Reporting Documents

20.17 APCAPS COST EDIT

RESTORE TAPE(s) # ____________

UPMJAR01

UPCA01 - SCHEDULE CODE Q LABELED TAPE (SL) ___ UNLABELED TAPE (NL) ___
03 - C
04 - C

UPCJAR01	UPCJAR02	UPCJAR03
UPCA05	UPCA15	UPCA20
10	17 - C	25
12	18 - C	30
85 - C	UPAA52 - C	33
	54 - C	35
	56 - C	80
	58 - C	

DUMP TAPE ____________ BACKUP INPUT TAPE ____________

a. Schedule Information:

(1) Running (IPL) Date_____.

(2) Week/EOM (period ending) Date_____.

(3) UPCA01 - Card Input (Yes_____No_____).

(4) Programs marked "C" conditionally execute.

(5) This schedule is optional and would be run immediately prior to a WEEKLY or EOM Schedule.

b. Functions:

MAR Update
JO/PO Numbers Update
Detail Labor History Update

c. Output from Cost Subsystem:

APCAPS Entry Report
Card Violations
MAR Reference List
MAR Transaction Register
MAR Error Listing
Prepunched Workload Documents
Cost Transaction Register
Missing Labor Exception Report
Prepunched and/or Preprinted Labor Exception Documents

d. Files and related DIC(s):

UPCA12M - YHB, YHC, YHD, YHX, YHY, YHZ
UPCA15M - YHE
UPCA33M - YHA, YHG, YHH, YHJ, YHK, YHL, YHM, YHQ, YHR, YHT, YHU
UPCA35M - YHF

20.18 APCAPS COST DAILY

RESTORE TAPE(s) # ____________

UPMJAR01

UPCA01 - SCHEDULE CODE R LABELED TAPE (SL) ____ UNLABELED TAPE (NL) ____
03 - C
04 - C

UPCJAR01

UPCA05
10
12
85 - C

UPCAJAR02

UPCA15
17 - C
18 - C
UPAA52 - C
54 - c
56 - C
58 - C

UPCJAR03

UPCA20
25
30
33
35
80

UPCJAR04

UPCA40
41
42
45
46
47

UPCJAR05

UPCA55
70 - C
60 - C
65 - C

DUMP TAPE ____________

BACKUP INPUT TAPE ____________

a. Schedule Information:

(1) Running (IPL) Date_____.

(2) Daily Reports Date_____.

(3) UPCA01 - Card Input (Yes_____No_____).

(4) Programs marked "C" conditionally execute.

(5) This schedule is optional and can be run up to seven times a week prior to the required WEEKLY Schedule.

b. Functions:

MAR Update
JO/PO Numbers Update
Detail Labor History Update
LAPER History Update
JO/PO History Update

c. Output from Cost Subsystem:

APCAPS Entry Report
Card Violations
MAR Reference List
MAR Transaction Register
MAR Error Listing
Prepunched Workload Documents
Cost Transaction Register
Missing Labor Exceptions Report
Prepunched and/or OCR Preprinted Labor Exception Documents
LAPER Accounts Unmatched to MAR
Daily LAPER - PART A - Work Center
Daily JO/PO Cost Report
LAPER History Inquiries

d. Files and related DIC(s):

UPCA12M - YHB, YHC, YHD, YHX, YHY, YHZ
UPCA15M - YHE
UPCA33M - YHA, YHG, YHH, YHK, YHL, YHM, YHQ, YHR, YHU
UPCA35M - YHF
UPCA45M - YHF, YHG, YHH, YHJ, YHK, YHT
UPCA55M - YHE, YHF, YHH, YHK

20.19 APCAPS COST WEEKLY

RESTORE TAPE(s) #____________

UPMJAR01

UPCA01 - SCHEDULE CODE S LABELED TAPE (SL) ___ UNLABELED TAPE (NL) ___
03 - C
04 - C

UPCJAR01

UPCA05
10
12
85 - C

UPCJAR02

UPCA15
17 - C
18 - C
UPAA52 - C
54 - C
56 - C
58 - C

UPCJAR03

UPCA20
25
30
33
35
80

UPCJAR04

UPCA40
41
42
45
46 - C
47 - C

UPCJAR05

UPCA55
70 - C
60 - C
65 - C

UPCJWW01

UPCA49
50
51
52
53
54
90
95

DUMP TAPE ____________ BACKUP INPUT TAPE ____________

a. Schedule Information:

(1) Running (IPL) Date_____.

(2) Weekly Reports Date_____.

(3) UPCA01 - Card Input (Yes_____ No_____).

(4) Programs marked "C" conditionally execute.

(5) This schedule is required and must be run for each week of a pay period prior to running the BIWEEKLY Schedule. In the event of a split pay period, a WEEKLY must be run prior to the EOM Schedule if the first week of the period ends either before or even with the last day of the month.

b. Functions:

MAR Update
JO/PO Numbers Update
Detail Labor History Update
LAPER History Update
JO/PO History Update

c. Output from Cost Subsystem:

- APCAPS Entry Report
- Card Violations
- MAR Reference List
- MAR Transaction Register
- MAR Error Listing
- Prepunched Workload Documents
- Cost Transaction Register
- Missing Labor Exceptions Report
- Prepunched and/or OCR Preprinted Labor Exception Documents
- LAPER Accounts Unmatched to MAR
- LAPER History Inquiries
- Weekly LAPER Listings:
  - Part A - Work Center
  - Part B-1 - Summary by Organization
  - B-2 - Summary by Organization
  - Part C - Functional Summary by Organization
  - Part D - Division Summary by Function and Sub-Organization
  - Part E - Work Center Out of Tolerance
- Weekly JO/PO Cost Report
- Subsidiary Cost Code Report

d. Files and related DIC(s):

UPCA12M - YHB, YHC, YHD, YHX, YHY, YHZ
UPCA15M - YHE
UPCA33M - YHA, YHG, YHH, YHK, YHL, YHM, YHQ, YHR, YHU
UPCA35M - YHF
UPCA45M - YHF, YHG, YHH, YHJ, YHK, YHT
UPCA55M - YHE, YHF, YHH, YHK

20.20 APCAPS COST BIWEEKLY/BIWEEKLY AND DAILY

RESTORE TAPE(s) # ____________

UPMJAR01

UPCA01 - SCHEDULE CODE T LABELED TAPE (SL) ___ UNLABELED TAPE (NL) ___
03 - C
04 - C

UPCJAR01

UPCA05
10
12
85 - C

UPCJAR02

UPCA15
17 - C
18 - C
UPAA52 - C
54 - C
56 - C
58 - C

UPCJAR03

UPCA20
25
30
33
35
80

UPCJAR04

UPCA40
41
42
45
46 - C
47 - C

UPCJAR05

UPCA55
70 - C
60 - C
65 - C

UPCJAR07

UPCC02
04
81 - C
82 - C
83 - C
84 - C
85 - C

UPCJBW01

UPCC03
05
06 - C
07 - C
10
15
20
25
30
32
33

UPCJAR08

UPCC50
51 - C
52 - C
55
60
62 - C
70 - C

UPCJAR09
(OPTIONAL)

UPCD05
07
10
15 - C

DUMP TAPE ____________ BACKUP INPUT TAPE ____________

a. Schedule Information:

(1) Running (IPL) Date_____.

(2) Biweekly Reports (P/P ending) Date____.

(3) Daily Reports Date (if BIWEEKLY-DAILY) ____________.

(4) UPCA01 - Card Input (Yes____No____).

(5) Programs marked "C" conditionally execute.

(6) This schedule is required and must be run for each pay period following the second WEEKLY of the period. Must be run prior to the first WEEKLY of the next pay period and/or prior to the EOM of a succeeding split pay period.

b. Functions:

MAR Update
JO/PO Numbers Update
Detail Labor History Update and Purge
LAPER History Update
JO/PO History Update
Cost to Payroll Reconciliation
*DSSIAL Base Period Data Update
Summary Labor History Update, Adjustment and 4-Month Purge on Second-of-Month BIWEEKLY Schedule
Non-Labor History Update and 4-Month Purge on Second-of-Month BIWEEKLY Schedule
SF 113G History Update and Adjustment

c. Output from Cost Subsystem:

APCAPS Entry Report
Card Violations
MAR Reference List
MAR Transaction Register
MAR Error Listing
Prepunched Workload Documents
Cost Transaction Register
Missing Labor Exceptions Report
Prepunched and/or OCR Preprinted Labor Exception Documents
LPE Accounts Unmatched to MAR
Daily LAPER - Part A - Work Center
Daily JO/PO Cost Report
Proposed Base Period Profiles
BIWEEKLY Payroll Cost Certification
Unprocessed Employees Listing
Advance Report of Military Personnel Expenses RCS DLA(M)48(C)MIN
Labor History Inquiry Listing
Redo Reports for Prior Months(s)
  RCS DLA(M)48(C)MIN Expense/Cost
  RCS DLA(M)1174(C)MIN Civilian and Military Manhours
LAPER History Inquiries
RCS DD-DSA(BW)1388(C) Listing

d. Files and related DIC(s):

UPCA12M - YHB, YHC, YHD, YHX, YHY, YHZ
UPCA15M - YHE
UPCA33M - YHG, YHL
UPCA35M - YHF
UPCA45M - YHF, YHG, YHH, YHJ, YHK, YHT
UPCA55M - YHE, YHF, YHH, YHK
UPCC33M - YHU
UPCC82M - YHQ
UPCC60M - YHA, YHF, YHG, YHH, YHK, YHM
UPCC52M - YHR, YHM

*DSSIAL = Detail Summary Standards Interface Analysis Listing.

20.21 APCAPS COST EOM (SPLIT)/EOM (SPLIT) & DAILY

RESTORE TAPE(s) # ______________

UPMJAR01

UPCA01 - SCHEDULE CODE U LABELED TAPE (SL) ____ UNLABELED TAPE (NL) ____
    03 - C
    04 - C

UPCJAR01

UPCA05
    10
    12
    85 - C

UPCJAR02

UPCA15
    17 - C
    18 - C
UPAA52 - C
    54 - C
    56 - C
    58 - C

UPCJAR03

UPCA20
    25
    30
    33
    35
    80

UPCJAR04

UPCA40
    41
    42
    45
    46 - C
    47 - C

UPCJAR05

UPCA55
    70 - C
    60 - C
    65 - C

UPCJAR07

UPCC02
    04
    81 - C
    82 - C
    83 - C
    84 - C
    85 - C

UPCJSS01

UPCC35
    40 - C
    42 - C
    43 - C
    45 - C
    47 - C

UPCJAR08

UPCC50
    51 - C
    52 - C
    55
    60
    61 - C
    62 - C
    65 - C
    70 - C

UPCJAR09
(OPTIONAL)

UPCD05
    07
    10
    15 - C

DUMP TAPE ______________ BACKUP INPUT TAPE ______________

a. Schedule Information:

(1) Running (IPL) Date_____.

(2) EOM Reports (month ending) Date____.

(3) Daily Reports Date (If EOM-DAILY)_____.

(4) UPCA01 - Card Input (Yes____No____).

(5) Programs marked "C" conditionally execute.

(6) This schedule is required when a month ends on other than the last day of a Pay Period. It is the last schedule run for a month prior to running the MONTHLY schedule(s) but will not be run if the month ends even with a pay period.

(7) Same Jobs/Procedures are executed, whether this schedule is run as a "stand-alone" EOM or as a combination EOM-DAILY.

b. Functions:

MAR Update
JO/PO Numbers Update
Detail Labor History Update
LAPER History Update
JO/PO History Update
End-of-Month Labor Cost Calculation
DSSIAL Base Period Data Update
Summary Labor History Update and Adjustment
Non-Labor History Update
SF 113G History Update and Adjustment

c. Output from Cost Subsystem:

APCAPS Entry Report
Card Violations
MAR Reference List
MAR Transaction Register
MAR Error Listing
Prepunched Workload Documents
Cost Transaction Register
Missing Labor Exceptions Report
Prepunched and/or OCR Preprinted Labor Exception Documents
LAPER Accounts Unmatched to MAR
Daily LAPER - Part A - Work Center
Daily JO/PO Cost Report
Proposed Base Period Profiles
EOM Payroll Cost Certification
Labor History Inquiry Listing
Redo Reports for Previous Month(s):
  RCS DLA(M)48(C)MIN Expense/Cost
  RCS DLA(M)1174(C)MIN Civilian and Military Manhours
LAPER History Inquiries

d. Files and related DIC(s):

UPCA12M - YHB, YHC, YHD, YHX, YHY, YHZ
UPCA15M - YHE
UPCA33M - YHG, YHL
UPCA35M - YHF
UPCA45M - YHF, YHG, YHH, YHJ, YHK, YHT
UPCA55M - YHE, YHF, YHH, YHK
UPCC33M - YHU
UPCC82M - YHQ
UPCC60M - YHA, YHF, YHG, YHH, YHK, YHM
UPCC52M - YHR, YHM

20.22 APCAPS COST MONTHLY II/MONTHLY II AND DAILY

RESTORE TAPE(s) # ______________

UPMJAR01

UPCA01 - SCHEDULE CODE W LABELED TAPE (SL) ____ UNLABELED TAPE (NL) ____
03 - C
04 - C

UPCJAR01

UPCA05
10
12
85 - C

UPCJAR02

UPCA15
17 - C
18 - C
UPAA52 - C
54 - C
56 - C
58 - C

UPCJAR03

UPCA20
25
30
33
35
80

UPCJAR04

UPCA40
41
42
45
46 - C
47 - C

UPCJAR05

UPCA55
70 - C
60 - C
65 - C

UPCJAR07

UPCC02
04
81 - C
82 - C
83 - C
84 - C
85 - C

UPCJAR08

UPCC50
51 - C
52 - C
55
60
62 - C
70 - C

UPCJMM01

UPCE05
10
15
25
26
27
60
65

UPCJMM02

UPCE71
72
73
74
75
76

UPCJMM03

UPCE40
45
50
55
90
92
95

UPCJMM04

UPCE81
82
83
84
85 - C
86
87
88
89

UPCJAR09
(OPTIONAL)

UPCD05
07
10
15 - C

DUMP TAPE ______________

BACKUP INPUT TAPE ______________

a. Schedule Information:

(1) Running (IPL) Date_____.

(2) Monthly Reports (Month Ending Date)_____.

(3) Daily Reports Date (If MON II Daily)_____.

(4) UPCA01 - Card Input (Yes_____No_____).

(5) Programs marked "C" conditionally execute.

(6) This schedule is run either as Preliminary or Final, indicated by either a "P" or "F" punch in column 24 of the MON-II Schedule Request (YHL) card. The Preliminary is optional and can be run more than once for a month, while the Final is required and can be run only once. Either can be scheduled around any succeeding month DAILY or WEEKLY Schedules for the first pay period ending in the succeeding month, but must be completed prior to the first-of-month BIWEEKLY.

(7) Same Jobs/Procedures are executed, whether in a Preliminary or Final mode, and whether as a "stand alone" or as a combination MON II - DAILY.

b. Functions:

MAR Update
JO/PO Numbers Update
Detail Labor History Update
LAPER History Update
JO/PO History Update
LAPER History 15-Month Purge
DSSIAL Base Period Data Update
Summary Labor History Adjustment
Non-Labor History Update
SF 113G History Update and Adjustment

c. Outputs from Cost Subsystem:

APCAPS Entry Report
Card violations
MAR Reference List
MAR Transaction Register
MAR Error Listing
Prepunched and/or OCR Preprinted Workload Documents
Cost Transaction Register
Missing Labor Exception Report
Prepunched and/or OCR Preprinted Labor Exception Documents
LPE Accounts Unmatched to MAR
Daily LAPER - Part A - Work Center
DAILY JO/PO Cost Report
Proposed Base Period Profiles
Labor History Inquiry Listing

Detail Manhour - Labor Cost
Monthly Payroll Cost Certification
LAPER History Inquiries
Monthly LAPER Listings:
  Part A - Work Center
  Part B-1 - Summary by Organization
  Part B-2 - Summary by Organization
  Part C - Functional Summary by Organization
  Part D - Division Summary by Function and Sub-Organization
  Part E - Work Center Out of Tolerance
  Part F - Program Data for DIMES
* Part G - Program Data for Local Standards and Maintenance
Workload Feeder Listing
RCS DLA(M)1174(C)MIN Reports (and cards):
  Civilian Personnel Authorized
  Military Personnel Authorized and Actual
  Civilian and Military Manhours
Monthly JO/PO Report
Detail Summary Standards Interface Analysis Listings
Redo Reports for Previous Month(s):
  RCS DLA(M)48(C)MIN Expense/Cost Report
  RCS DLA(M)1174(C)MIN Civilian and Military Manhours
Earned Hours Listing (and Cards)
SF 113G Reports:
  RPT. 1 - Non-DLA Activities
  RPT. 2 - DLA Activities
    Part 1 - Civilian End Strength
    Part 2 - Straight Time
    Part 3 - Overtime
  RPT. 3 - DLA Data Punch Cards
Quarterly Overtime Managerial Report

*(Quarterly only)

d. Files and related DIC(s):

UPCA12M - YHB, YHC, YHD, YHX, YHY, YHZ
UPCA15M - YHE
UPCA33M - YHG, YHL
UPCA35M - YHF
UPCA45M - YHF, YHH, YHJ, YHK, YHT
UPCA55M - YHE, YHF, YHH, YHK
UPCC82M - YHQ
UPCC60M - YHA, YHH, YHK, YHM
UPCC53M - YHR, YHM
UPCC33M - YHU

20.23 APCAPS COST _____ MONTHLY III/_____ MONTHLY III AND DAILY
RESTORE TAPE(s) #______________

UPMJAR01

UPCA01 - SCHEDULE CODE X LABELED TAPE (SL) ____ UNLABLED TAPE (NL) ____
03 - C
04 - C

UPCJAR01

UPCA05
10
12
85 - C

UPCJAR02

UPCA15
17 - C
18 - C
UPAA52 - C
54 - C
56 - C
58 - C

UPCJAR03

UPCA20
25
30
33
35
80

UPCJAR04

UPCA40
41
42
45
46 - C
47 - C

UPCJAR05

UPCA55
70 - C
60 - C
65 - C

UPCJAR07

UPCC02
04
81 - C
82 - C
83 - C
84 - C
85 - C

UPCJAR08

UPCC50
51 - C
52 - C
55
60
61 - C
62 - C
65 - C
70 - C

UPCJMM06

UPCE30

UPCJAR09
(OPTIONAL)

UPCD05
07
10
15 - C

DUMP TAPE ______________ BACKUP INPUT TAPE ______________

a. Schedule Information:

(1) Running (IPL) Date_____.

(2) Monthly Report (month ending) Date_____.

(3) Daily Reports Date (If MON III and DAILY)_____.

(4) Programs marked "C" conditionally execute.

(5) This schedule is required and is run only once for a month, but either before or after the BIWEEKLY for the first pay period ending in the month:

(a) Before - If the last day of month coincided with the end of a pay period, then MONTHLY-III runs sometime after the MONTHLY-II Final, but before the first BIWEEKLY of the next month.

(b) After - If the last day of the month did not coincide with the end of a pay period, MONTHLY-III runs sometime after the MONTHLY-II Final and after the first BIWEEKLY of the next month, but prior to the second BIWEEKLY.

(6) Same Jobs/Procedures are executed whether this schedule is run as a "stand alone" MON-III or a combination MON-III and DAILY.

b. Functions:

MAR Update
JO/PO Numbers Update
Detail Labor History Update
LAPER History Update
JO/PO History Update
DSSIAL Base Period Data Update
Summary Labor History Adjustment
Non-Labor History Update
SF 113G History Adjustment

c. Output from Cost Subsystem:

APCAPS Entry Report
Card Violations
MAR Reference List
MAR Transaction Register
MAR Error Listing
Prepunched and/or OCR Preprinted Labor Exception Documents
Cost Transaction Register
Missing Labor Exception Report
Prepunched and/or OCR Preprinted Workload Documents
LPE Accounts Unmatched to MAR
LAPER History Inquiries
Daily LAPER - Part A Work Center
Daily JO/PO Cost Report
Proposed Base Period Profiles
Labor History Inquiry Listing
RCS DLA(M)48(C)MIN Expense/Cost Report (and cards)
Redo Reports for Previous Month(s):
  RCS DLA(M)48(C)MIN Expense/Cost Report
  RCS DLA(M)1174(C)MIN Civilian and Military Manhours

d. Files and related DIC(s):

UPCA12M - YHB, YHC, YHD, YHX, YHY, YHZ
UPCA15M - YHE
UPCA33M - YHG, YHL
UPCA35M - YHF
UPCA45M - YHF, YHG, YHH, YHJ, YHK, YHT
UPCA55M - YHE, YHF, YHH, YHK
UPCC33M - YHU
UPCC82M - YHQ
UPCC60M - YHA, YHH, YHK, YHM

20.24 ENTRY/EXIT INTERFACE

RESTORE TAPE(s) #______________

UPMJAR00

UPCA00

a. Schedule Information:

Mandatory only when DCASR data has been transmitted via AUTODIN.

b. Functions:

Selects data for input to a specific APCAPS schedule (DCASR processing at a host site).

20.25 APCAPS STAND ALONE TRANSMITTAL FOR THE MONTHLY HQ DLA DATA BANK PROCESSING

RESTORE TAPE(s) #______________

UPEJAR12

UPED50
UPED60
UPED52
UPED54
UPED65
UPED55

DUMP TAPE_______________

BACKUP INPUT TAPE ______________

a. Schedule Information:

This schedule may be run in instances where it is necessary to transmit the HQ Data Bank data, after the first of the month, but prior to either a major or minor Data Bank cycle. However, be aware that the data transmitted will be current, only to the last processing cycle.

b. Functions:

To provide optional stand alone processing for the purpose of transmitting monthly data to HQ DLA Data Bank. This procedure only extracts data from the HQ Master Files and cannot replace procedure UPEJWW08.

c. Output from Procedure:

HQ Data Bank Transmit Tape
HQ Data Bank Listing

20.26 ANNUAL HISTORY PURGE

RESTORE TAPE(s) #_______________

UPEJAA01	UPEJAR07
UPEF35	UPEG45
UPEF22	
UPEF25	

a. Schedule Information:

This schedule need not precede or follow any other particular APCAPS schedule.

b. Functions:

Provides a purge capability on a scheduled basis to keep the active Personnel History Master within practical limits.

c. Output:

Purged Active History Master (UPEF15M)
Increased Inactive History Master (UPEF35M)
Listing of Purged Entries
Output Report for ODS

20.27 APCAPS PDI UPDATE

RESTORE TAPE(s) #____________

UPMJAR01

UPCA01 - SCHEDULE CODE B LABELED TAPE (SL) ____ UNLABELED TAPE (NL) ____
03 - C
04 - C

UPMJAR02

UPEA01
03

UPEJAR01

UPEA05
10

DUMP TAPE ______________ BACKUP INPUT TAPE ______________

a. Schedule Information:

(1) Report Date_____(IPL Date).

(2) UPCA01_____Card Input (Yes_____No_____).

b. Functions:

Processes PDI File Maintenance Transactions and Updates PDI Master
Produces PDI Transaction Register Records for Offline Printing
Produces PDI File Maintenance Report Records for Offline Printing

c. Output from Personnel Management Subsystem:

PDI Transaction Register
PDI File Maintenance Report

d. Files and related DIC(s):

UPEA10M - YKP and YKQ

READEX FICHE

20.28 PERSONNEL MIS REPORTS

RESTORE TAPE(s) #__________

SCHEDULE CODE 2 LABELED TAPE (SL) ____ UNLABELED TAPE (NL) ____

UPMJAR01	UPEJAR07
UPCA01 03 - C 04 - C	UPEG45

UPEJAR02

UPEC10
20
23
30

DUMP TAPE ____________ BACKUP INPUT TAPE ____________

a. Schedule Information:

(1) Report Date__ __.

(2) UPCA01_____ Card Input (Yes_____No_____).

(3) This schedule must not be run with Data Bank Files produced in Pay Biweekly and MINI cycles. The Data Bank Input File must have been produced in a Data Bank update cycle.

b. Functions:

Screen Data Bank

c. Output from Payroll Subsystem:

None

d. Output from Cost/Performance Subsystem:

None

e. Output from Personnel Subsystem:

Average Grade Report
Optional FEGLI - Notice of Increase in Deductions
Ready Reservists
Retirement - Counseling List

Periodic Voluntary Physical Exams
Details, List of Employees
Supervisors, List of
Military Reserve Category Roster
Output Report of ODS

f. Files and related DICs:

UPAA84M - YKM

20.29 POSITION CLASSIFICATION SURVEY

RESTORE TAPE(s) #_____________

SCHEDULE CODE 3 LABELED TAPE (SL) ___ UNLABELED TAPE (NL) ___

UPMJAR01	UPEJAR07
UPCA01 03 - C 04 - C	UPEG45
UPEJAR03	
UPEC10 20 22 25 40	

DUMP TAPE _____________ BACKUP INPUT TAPE _____________

a. Schedule Information:

(1) Report Date_____.

(2) UPCA01 - Card Input (Yes_____No_____).

(3) This schedule must not be run with Data Bank Files produced in Pay Biweekly and MINI cycles. The Data Bank Input File must have been produced in a Data Bank update cycle.

b. Functions:

Screen Data Bank

c. Output from Payroll Subsystem:

None

d. Output from Cost/Performance Subsystem:

None

e. Output from Personnel Management Subsystem:

Position Classification Survey
Output Report for ODS

f. Files and related DIC(s):

UPAA84M - YKM

20.30 PERSONNEL HISTORY REPORT

RESTORE TAPE(s) #______________

SCHEDULE CODE 4 LABELED TAPE (SL) ____ UNLABELED TAPE (NL) ____

UPMJAR01	UPEJAR07
UPCA01 03 - C 04 - C	UPEG45

UPEJAR04

UPEF15
17
20

DUMP TAPE ______________ BACKUP INPUT TAPE ______________

a. Schedule Information:

(1) Report Date_____.

(2) UPCA01 - Card Input (Yes_____No_____).

b. Functions:

Screen Employee Personnel History

c. Output from Payroll Subsystem:

None

d. Output from Cost/Performance Subsystem:

None

e. Output from Personnel Management Subsystem:

EPHR Replies
Output Report for ODS

f. Files and related DICs:

UPEF15M - YKM

20.31 EMPLOYEE PERSONNEL RECORD

RESTORE TAPE(s) #____________

SCHEDULE CODE 5 LABELED TAPE (SL) ____ UNLABELED TAPE (NL) ____

UPMJAR01

UPCA01
03 - C
04 - C

UPEJAR05

UPEC10
45
24
27

UPEJAR07

UPEG45

DUMP TAPE ____________ BACKUP INPUT TAPE ____________

a. Schedule Information:

(1) Report Date_____.

(2) UPCA01 - Card Input (Yes_____No_____).

(3) This schedule must not be run with Data Bank Files produced in Pay Biweekly and MINI cycles. The Data Bank Input File must have been produced in a Data Bank update cycle.

b. Functions:

Screen Data Bank

c. Output from Payroll Subsystem:

None

d. Output from Cost/Performance Subsystem:

None

e. Output from Personnel Management Subsystem:

Employee Personnel Record (EPR)

f. Files and related DIC(s):

UPAA84M - YKM

20.32 APCAPS EMPLOYEE ADDRESS AND ZIP CODE LIST

RESTORE TAPE(s) #_______________

UPAJAR09

UPAA72
74
76

a. Schedule Information:

(1) Employees are listed alphabetically by surname within Activity and ZIP Code.

(2) DLA-KP NOTE: This process is only for War Emergency Survivability Plan (WESP) purposes at the DLA activity. Data concerning employees' addresses and ZIP Codes is privileged information. Strict security controls will be necessary in the handling and distribution of these lists. (Reference: DLA FM 558, Control No. P-H-1-E-022-2 dated 15 Apr 71).

20.33 RETIREMENT ELIGIBLES PROJECTIONS

RESTORE TAPE(s) #____________

UPMJAR01

UPCA01 - SCHEDULE CODE _7_ LABELED TAPE (SL) ___ UNLABELED TAPE (NL) ___
03 - C
04 - C

UPEJAR06

UPEG30
31
32

a. Schedule Information:

(1) This schedule must follow the Biweekly Payroll Processing which updates UPAG60M (Retirement History) and precede the major Data Bank update. Noncompliance will result in inaccurate projections.

(2) Report Date_____.

(3) UPCA01 - Card Input (Yes_____No_____).

b. Functions:

To provide an automated output to facilitate the service verification and counseling for DLA employees under "early out" retirement procedures performed by the Office of Civilian Personnel.

c. Output:

Retirement Eligibles Projection

20.34 EMPLOYEE TABLE SELECTOR CODE LIST

RESTORE TAPE(s) #____________

SCHEDULE CODE 6 LABELED TAPE (SL) ____ UNLABELED TAPE (NL) ____

UPMJAR01	UPEJAR07
UPCA01 03 - C 04 - C	UPEG45
UPEJAR05	
UPEC10 20 22 25	

DUMP TAPE ____________ BACKUP INPUT TAPE ____________

a. Schedule Information:

(1) Report Date_____.

(2) UPCA01 - Card Input (Yes_____No_____).

(3) This schedule must not be run with Data Bank Files produced in Pay Biweekly and MINI cycles. The Data Bank Input File must have been produced in a Data Bank update cycle.

b. Functions:

Screen Data Bank

c. Output from Payroll Subsystem:

None

d. Output from Cost/Performance Subsystem:

None

e. Output from Personnel Management Subsystem:

Employee Table Selector Code List

f. Files and related DIC(s):

UPAA84M - YKM

20.35 REPORT PROGRAM GENERATOR

RESTORE TAPE(s) #__________

UPEJAR09

UPEG70
75 - C

a. Schedule Information:

(1) Report Date_____(IPL Date).

(2) Program marked "C" conditionally executes.

b. Input:

Special Control Cards

c. Output from Report Program Generator:

Report Program Generator Transaction Register
APCAPS Functional Request Report

20.36 APCAPS REORGANIZATION

RESTORE TAPE(s) #____________

UPEJAR99

UPEM10
20 - C
30

a. Schedule Information:

(1) Report Date____(IPL Date).

(2) Program marked "C" conditionally executes.

b. Input DIC:

REORG

c. Output from Reorganization:

Transaction Register of Reorganization Requests
Proposed Reorganization - Individual Position Data and Civilian per Changes
Proposed Reorganization - Manpower Changes
Proposed Reorganization - Military Changes
Proposed Reorganization - MAR Additions
Proposed Reorganization - MAR Deletes and Freezes
REORG Personnel Entry Tape
REORG Comptroller Entry Tape
REORG YHD Delete and Freeze Entry Tape

20.37 INDIVIDUAL MINORITY GROUP DESIGNATION

RESTORE TAPE(s) #________________

UPMJAR01

UPCA01 - SCHEDULE CODE 8 LABELED TAPE (SL) ____ UNLABELED TAPE (NL) ____
03 - C
04 - C

UPEJAR10	UPEJAR07
UPEC10 20 25	UPEG45

DUMP TAPE ________________ BACKUP INPUT TAPE ________________

a. Schedule Information:

(1) UPCA01 - Card Input (Yes_____No_____).

(2) Report Date_____.

(3) This schedule must not be run with Data Bank Files produced in Pay Biweekly and MINI cycles. The Data Bank Input File must have been produced in a Data Bank update cycle.

b. Functions:

Screen Data Bank

c. Output from Personnel Management Subsystem:

Individual Minority Group Designation
Output Report for ODS

20.38 REPORT OF INDIVIDUAL NONPAY DATA

RESTORE TAPE(s) #______________

UPMJAR01

UPCA01 - SCHEDULE CODE 9 LABELED TAPE (SL) ____ UNLABELED TAPE (NL) ____
03 - C
04 - C

UPEJAR11

UPEC10
80
85

UPEJAR07

UPEG45

DUMP TAPE ________________ BACKUP INPUT TAPE ______________

a. Schedule Information:

(1) UPCA01 - Card Input (Yes_____No_____).

(2) Report Date_____.

(3) This schedule must not be run with Data Bank Files produced in Pay Biweekly and MINI cycles. The Data Bank Input File must have been produced in a Data Bank update cycle.

b. Functions:

Screen Data Bank

c. Output from Personnel Management Subsystem:

Report of Individual Nonpay Data
Output Report for ODS

SECTION 21 APCAPS SYSTEM SCHEDULE SEQUENCE (MANDATORY OR OPTIONAL)

21.1 PAYROLL SUBSYSTEM SCHEDULE SEQUENCE

SUBSYSTEM	TYPE OF SCHEDULE	PRIOR SCHEDULE(S) PROCESSING
Payroll	Entry/Exit Interface	Mandatory when APCAPS input data received via AUTODIN from DCASR.
	Tables Maintenance	None required.
	Data Bank Update	Tables Maintenance (O)
		MAR Updates (O)
		PDI Update (O)
		*Biweekly Mini Personnel (M)
	Biweekly 1 Pay	Tables Maintenace (O)
		Data Bank Update (M)
	Biweekly 2 Pay	Tables Maintenance (O)
		Data Bank Update (M)
		Biweekly 1 Pay (M)
	Biweekly 3 Pay	Tables Maintenance (O)
		Data Bank Update (M)
		Biweekly 1 Pay (M)
		Biweekly 2 Pay (O)
	Biweekly 4 Pay	Tables Maintenance (O)
		Data Bank Update (M)
		Biweekly 1 Pay (M)
		Biweekly 2 Pay (O)
		Biweekly 3 Pay (M)
	End of Month Pay	Biweekly 3 Pay (M)

SUBSYSTEM	TYPE OF SCHEDULE	PRIOR SCHEDULE(S) PROCESSING
Payroll (Cont'd)	Biweekly 4 - Quarterly 1, 2 & 3 Pay	Biweekly 3 Pay (M)
	Biweekly/Quarterly 4-Annual 1 Pay	Biweekly 3 Pay (M)
	Biweekly 4 - Annual 2	Biweekly 3 Pay (M)
	Fiscal 1 Pay	The Cost/Performance EOM (Split) Cost and Monthly II Cost Schedules for the month of September must be processed (M).
	Fiscal 2 Pay	The Cost/Performance Monthly II Final for the month of September must be processed (M).
	Selective MER Print	None required. May be run any time and will use the most recent Data Bank Update version.
	Payroll Audit/Request	None required.

*After Biweekly 4 Pay and Prior to Data Bank Update this schedule must be run.

21.2 COST SUBSYSTEM SCHEDULE SEQUENCE

SUBSYSTEM	TYPE OF SCHEDULE	PRIOR SCHEDULE(S) PROCESSING
Cost/ Performance	Entry/Exit Interface	Mandatory when APCAPS input data received via AUTODIN from DCASR.
	MAR Update	None required.
	OCR Organization Conversion	Tables Maintenance (O)
	Daily	Daily processing is optional. Final daily for a week must be run prior to processing the Weekly Schedule in a pay period; likewise, the first Daily Schedule for a week must be preceded by the previous Weekly Schedule.
	Edit Cost	An optional schedule run prior to either a Weekly or EOM (Split) Schedule and may be processed more than once, if desired, prior to a Weekly or EOM (Split) Schedule. Biweekly Cost for previous pay period must be run before the first Edit Schedule of the current pay period.
	Weekly Cost	Daily (O) Edit (O) Weekly Schedule for first week in a pay period must be processed before running the Weekly Schedule for second week of the pay period. Biweekly Cost for previous pay period must be run before the Weekly Schedule for the first week of the current pay period.
	Biweekly Cost	Daily (O) Data Bank Update (M) Edit (O) Weekly 1 (O)

SUBSYSTEM	TYPE OF SCHEDULE	PRIOR SCHEDULE(S) PROCESSING
Cost/ Performance (Cont'd)	Biweekly Cost	Daily (O) Data Bank Update (M) Edit (O) Weekly 2 (M) Biweekly 4 Pay (M)
	EOM (Split) Cost	Biweekly (M) This schedule must be run before the Monthly Schedules and any other cost Schedules for the next month. This schedule will not be run when the last day of the month coincides with the last day of the pay period.
	Monthly II, Cost	Last Biweekly Cost Schedule for the pay period ending in the month (M). EOM (Split) when applicable (M). Monthly II Schedule may be run as preliminary schedule which is optional or a final schedule which is mandatory (controlled by pos. 24 in the YHL Request Card). Preliminary Schedule may be run multiple times. Monthly II final schedule must be run before the first Biweekly Schedule processing for the subsequent month; however, Monthly II may be run after Daily and/or Weekly Schedules pertaining to the first pay period of the next month.
	Monthly III Cost	Monthly II (M) First Biweekly Cost for the subsequent month (M).

SUBSYSTEM	TYPE OF SCHEDULE	PRIOR SCHEDULE(S) PROCESSING
Cost/ Performance (Cont'd)	Monthly III Cost	Monthly III must be run prior to processing the second Biweekly Cost for the subsequent month; however, Monthly III may be run after Daily and/or Weekly Schedules pertaining to the second pay period of the next month.

NOTE: The Biweekly, EOM (Split), Monthly II and Monthly III Schedules may be run as stand-alone or a combination of Biweekly and Daily, EOM (Split) and Daily, Monthly II and Daily and Monthly III and Daily. Whether a particular schedule is stand-alone or combination is determined by the Schedule Code(s) in the YHL Request Card input to the Cost/Performance Subsystem. In either case, the same schedule of jobs are run and prior schedule processing remains the same; the system internally reacts to the YHL transaction, producing the additional Daily reports if the schedule is a combination.

21.3 PERSONNEL SUBSYSTEM SCHEDULE SEQUENCE

SUBSYSTEM	TYPE OF SCHEDULE	PRIOR SCHEDULE(S) PROCESSING
Personnel	Entry/Exit Interface	Mandatory when APCAPS input data received via AUTODIN from DCASR.
	Tables Maintenance	None required.
	Biweekly MINI Personnel	*Biweekly 4 Pay (M)
	Data Bank Update	Tables Maintenance (O)
	Annual History Purge	Data Bank Update (O)
	Employee Personnel Record	Data Bank Update (M)
	Personnel History Report	Data Bank Update (O)
	Personnel MIS Reports	Data Bank Update (M)
	Pos Class Survey	Data Bank Update (M)
	PDI Update	None
	Employee Address and ZIP Code List	None
	Retirement Eligibles Proj	After Biweekly 4 Pay (M) and prior to Data Bank.
	Employee Table Selector List	Data Bank Update (M)
	Report Program Generator	None
	APCAPS Reorganization	None
	Rpt of Individual Non-pay Data	None
	Individual Minority Group Description	Data Bank Update (M)
	HQDB Stand Alone Transmittal	None

*The Biweekly MINI Personnel Schedule must be run after Biweekly 4 Pay and before any Data Bank Update. (Biweekly 4, MINI Personnel, Data Bank Update). This sequence cannot under any condition be changed.

VOLUME I APCAPS ADP SPECIFICATIONS

PART 3 SYSTEM SUPPORT AND CONTROL

CHAPTER 2 FILE RETENTION

CHAPTER TABLE OF CONTENTS

SECT	DESCRIPTION	PAGE
1	GENERAL	
1.1	Purpose	I-3-2-1
1.2	Survivability Plan	I-3-2-1
1.3	System File Index	I-3-2-1

VOLUME I APCAPS ADP SPECIFICATIONS

PART 3 SYSTEM SUPPORT AND CONTROL

CHAPTER 2 FILE RETENTION

SECTION 1 GENERAL

1.1 PURPOSE

Retention of APCAP System files is outlined in paragraphs 1.2 and 1.3 of this chapter. Paragraph 1.2 identifies the minimum system files to be retained under survivability or WESP conditions. Paragraph 1.3 outlines system files and the recommended minimum retention period under normal conditions in order to provide data for rerun, files for program research, etc.

1.2 SURVIVABILITY PLAN

a. The APCAPS emergency survivability plan must be developed in accordance with the DLA WESP and DLAM 5200.1, ADP Security Manual.

b. Central Files Repository (CFR) - The following Master Files will be forwarded to the CFR according to the schedule prescribed by DLAM 5200.1.

FILE NAME	FILE IDENTIFICATION
Data Bank	UPAA84M
Master Account Record	UPCA12M
Master Tables	UPAA95M
Position Description Identification	UPEA10M
Retirement History	UPAG60M
Pay History	UPAF57M
Leave History	UPAF10M
Personnel History	UPEF15M

1.3 SYSTEM FILE INDEX

FILE ID NO.	NAME	RETENTION
UPM.UPAF10M	Leave History Master	4 Generations
	End of Leave Year	1 Year

FILE ID NO.	NAME	RETENTION
UPM.UPAF57M	Pay History End of Pay Year	4 Generations 1 Year
UPM.UPAE65M	Updated Fiscal Year to Date Master	2 Generations
UPM.UPAG60M	Updated Retirement	4 Generations
UPM.UPAH10M	Leave Accumulator	3 Generations
UPM.UPAH20M	Pay Accumulator	3 Generations
UPS.UPAB372	PSB Detail Counts	3 Generations
UPS.UPCA25Q	Summary Change Delete Actions	2 Weeks
UPS.UPCA31S	Sorted Manpower Extract	2 Weeks
UPM.UPCA33M	Non-LER Detail History	2 Weeks
UPM.UPCA35M	Detail Labor History	2 Weeks
UPM.UPCA45M	LAPER History	2 Weeks
UPM.UPCA55M	Job Order/Project Order Master	2 Weeks
UPS.UPCC03S	Sorted Cost Extract	2 Generations
UPM.UPCC33M	SF 113G History	3 Generations
UPS.UPCC40S	Sorted EOM Data	1 Generation
UPM.UPCC52M	Non-Labor Cost History Master	2 Generations
UPM.UPCC60M	Summary History Master	3 Generations
UPM.UPCC82M	DSSIAL Base Period Master	2 Generations
UPM.UPCE30M	DLA Cost Code Master	2 Generations
UPM.UPAA84M	Data Bank	All Generations for pp
UPM.UPAA95M	Master Tables	4 Generations
UPM.UPCA12M	Master Account Record	All Generations for pp

FILE ID NO.	NAME	RETENTION
UPM.UPEA10M	Position Description ID File	All Generations for pp
UPM.UPED50M	Headquarters Data Bank History	6 Generations
UPM.UPEF15M	Personnel History Master	4 Generations
UPM.UPEF35M	Inactive Personnel History	4 Generations

VOLUME I APCAPS ADP SPECIFICATIONS

PART 3 SYSTEM SUPPORT AND CONTROL

CHAPTER 3 SYSTEM OPERATIONS

CHAPTER TABLE OF CONTENTS

SECT	DESCRIPTION	PAGE
1	COMPUTER OPERATOR MESSAGES	
1.1	General	I-3-3-1
2	JOB CONTROL LANGUAGE (JCL)	
2.1	JCL Listing	I-3-3-2
3	RESTART/RECOVERY PROCEDURES	
3.1	General	I-3-3-3
4	SYSTEM OUTPUT RESTART INSTRUCTIONS	
4.1	General	I-3-3-4
4.2	Payroll Subsystem Output Restart Instructions	I-3-3-6
4.2.1	Transaction Register of Manpower Changes - UPAA201P	I-3-3-6
4.2.2	Transaction Register of Individual Position Data Changes - UPAA202P	I-3-3-7
4.2.3	Transaction Register of Civilian Personnel Changes - UPAA203P	I-3-3-8
4.2.4	Transaction Register of Civilian Pay Changes - UPAA204P	I-3-3-9
4.2.5	Transaction Register of Military Permanent Changes - UPAA205P	I-3-3-10
4.2.6	Transaction Register of Adjustments - UPAA280A	I-3-3-11
4.2.7	T&A Input Summary - UPAA370A	I-3-3-12
4.2.8	Transaction Register of Temporary Changes - UPAA450A	I-3-3-13
4.2.9	Missing T&A Reports - UPAA450C	I-3-3-14
4.2.10	Civilian Employee's Address and ZIP Code List - UPAA760A	I-3-3-15
4.2.11	Table Transaction Register - UPAA920B	I-3-3-16
4.2.12	TA Pay Period Tables - UPAA980A	I-3-3-17
4.2.13	TB Charity Table - UPAA980B	I-3-3-18
4.2.14	TC Personnel Action Remark Table - UPAA980C	I-3-3-19
4.2.15	TD GS Rate Table - UPAA980D	I-3-3-20
4.2.16	TE Health Rate Table - UPAA980E	I-3-3-21
4.2.17	TF Personnel Action Code Table - UPAA980F	I-3-3-22
4.2.18	TG OCR Active Organization Table - UPAA980G	I-3-3-23

SECT	DESCRIPTION	PAGE
4.2.19	TH Account Classes Table - UPAA980H	I-3-3-24
4.2.20	TI Bond Deduction Table - UPAA980I	I-3-3-25
4.2.21	TJ Union/Lodge Table - UPAA980J	I-3-3-26
4.2.22	TL Bond Purchase Price Table - UPAA980L	I-3-3-27
4.2.23	TSA FEGLI/FEOLI Rate Table - UPAA980S	I-3-3-28
4.2.24	TSB Pay Constants Table - UPAA980S	I-3-3-29
4.2.25	TSC Federal Tax Table - UPAA980S	I-3-3-30
4.2.26	TSD Environmental Pay Constants - UPAA980S	I-3-3-31
4.2.27	TT WP Rate Table - UPAA980T	I-3-3-32
4.2.28	TU State Tax Name Table - UPAA980U	I-3-3-33
4.2.29	TW City Tax Name Table - UPAA980W	I-3-3-34
4.2.30	TX Geographic Location Table - UPAA980X	I-3-3-35
4.2.31	TY Federal Wage Table - UPAA980Y	I-3-3-36
4.2.32	Generated YGZ Records - UPAA980A	I-3-3-37
4.2.33	T&A Detail Edit - UPAB150A	I-3-3-38
4.2.34	Normal Pay Change Detail Summary - UPAB230A	I-3-3-39
4.2.35	T&A Cards - UPAB260A	I-3-3-40
4.2.36	T&A Report (OCR) - UPAB260B	I-3-3-41
4.2.37	Payroll Certification - UPAB360A	I-3-3-42
4.2.38	Year-To-Date Detail and Summary - UPAB370A	I-3-3-43
4.2.39	Master Employee Record (DLA FM 1010) - UPAB380A	I-3-3-44
4.2.40	Payroll Checks - UPAB550A	I-3-3-45
4.2.41	Personnel Actions Report for the Support of CAPSTONE (PAR) - UPAB690A	I-3-3-46
4.2.42	$50 Bond - UPAC100B	I-3-3-47
4.2.43	$75 Bond - UPAC100C	I-3-3-48
4.2.44	$100 Bond - UPAC100D	I-3-3-49
4.2.45	$200 Bond - UPAC100E	I-3-3-50
4.2.46	Total Bond Issued - UPAC100F	I-3-3-51
4.2.47	$500 Bond - UPAC100G	I-3-3-52
4.2.48	$1000 Bond - UPAC100H	I-3-3-53
4.2.49	Bond Issuance Schedule (DD Form 1084C) - UPAC150A	I-3-3-54
4.2.50	Leave and Earnings Statement - UPAD010A	I-3-3-55
4.2.51	Union Dues - UPAD100A	I-3-3-56
4.2.52	Compensatory Time Managerial Data - UPAD200A	I-3-3-57
4.2.53	Health Benefit Control Register - UPAD300A	I-3-3-58
4.2.54	Health Benefit Control Register (Part Time) - UPAD310A	I-3-3-59
4.2.55	Health Benefits Listing - UPAD320A	I-3-3-60
4.2.56	Payroll for Personal Services - UPAD350A	I-3-3-61
4.2.57	Composite Check Listing - UPAD450A	I-3-3-62
4.2.58	Allotments for Savings Accounts - UPAD450B	I-3-3-63
4.2.59	Check Data Transaction Register (YGW) - UPAD600A	I-3-3-64
4.2.60	Check Issue Update Error Listing - UPAD650A	I-3-3-65
4.2.61	Listing of Void-Reissue/Void-No Issue/Spoiled/ Canceled Checks - UPAD670A	I-3-3-66
4.2.62	Register of Checks Issued - UPAD690A	I-3-3-67
4.2.63	Check Issue Register Error Listing - UPAD690B	I-3-3-68
4.2.64	Directorate/Office Leave Summarization - UPAD730A	I-3-3-69

SECT	DESCRIPTION	PAGE
4.2.65	FEOLI Control Register - UPAD850A	I-3-3-70
4.2.66	SES Awards Summary - UPAD900A	I-3-3-71
4.2.67	Individual Leave Record (DLA Form 991) - UPAE150A	I-3-3-72
4.2.68	Record of Leave Data (SF 1150) - UPAE150B	I-3-3-73
4.2.69	Individual Leave Record (DLA Form 991) - UPAE150C	I-3-3-74
4.2.70	Individual Leave Record Print Errors - UPAE150D	I-3-3-75
4.2.71	Recapitulation of Civil Service Retirement - UPAE200A	I-3-3-76
4.2.72	Master Employee Register - Name - UPAE300A	I-3-3-77
4.2.73	Locator List - Activity - UPAE300C	I-3-3-78
4.2.74	Master Employee Register - SSAN - UPAE320A	I-3-3-79
4.2.75	Individual Earning Record (DLA Form 1004) - UPAE400A	I-3-3-80
4.2.76	Individual Earnings Print Errors - UPAE400C	I-3-3-81
4.2.77	Individual Earnings Record (DLA Form 1004) - UPAE480A	I-3-3-82
4.2.78	Individual Earnings Print Errors - UPAE480B	I-3-3-83
4.2.79	Bond Participation Data - UPAE500A	I-3-3-84
4.2.80	Federal Outlays by Geographic Location - UPAE650A	I-3-3-85
4.2.81	State Tax Deduction Summary - UPAE850A	I-3-3-86
4.2.82	City Tax Deduction Summary - UPAE850C	I-3-3-87
4.2.83	Charity Deduction Summary - UPAE850D	I-3-3-88
4.2.84	Other Deduction Summary - UPAE850E	I-3-3-89
4.2.85	Occupational Tax Deductions - UPAE950A	I-3-3-90
4.2.86	Special Request - YGZ - Transactions - UPAF020A	I-3-3-91
4.2.87	Leave Adjustment Errors - UPAF050A	I-3-3-92
4.2.88	Leave History Update Errors - UPAF100A	I-3-3-93
4.2.89	Pay History Update - Adjustment Error List - UPAF570A	I-3-3-94
4.2.90	Geographic Distribution of Federal Payrolls - UPAG250A	I-3-3-95
4.2.91	Annual State/City W-2 Listing - UPAG300A	I-3-3-96
4.2.92	Annual W-2 Listing - UPAG350A	I-3-3-97
4.2.93	W-2 Magnetic Tape Totals - UPAG400A	I-3-3-98
4.2.94	W-2 Forms - UPAG450A	I-3-3-99
4.2.95	Wage and Tax Statement (TD Form W-2) - UPAG700A	I-3-3-100
4.2.96	Individual Retirement Record (SF Form 2806) - UPAG700B	I-3-3-101
4.2.97	Individual Retirement Record (SF Form 2806) - UPAG700C	I-3-3-102
4.2.98	Individual Retirement Record (DLA Form 1001) - UPAG700D	I-3-3-103
4.2.99	Individual Retirement Record (DLA Form 1001) - UPAG700E	I-3-3-104
4.2.100	Individual Retirement Record (DLA Form 1001) - UPAG700F	I-3-3-105
4.2.101	Individual Retirement Record (DLA Form 1001) - UPAG700G	I-3-3-106
4.2.102	Report of Liability for Accrued annual Leave - UPAG950A	I-3-3-107

SECT	DESCRIPTION	PAGE
4.2.103	Report of Personal Services and Benefits RCS 0197-OPM-AN Exhibit A-1 Man-Year and Cost Report - UPAH350A	I-3-3-108
4.2.104	Report of Personal Services and Benefits RCS 0197-OPM-AN Exhibit B-1 Cost of Employee Benefits - UPAH400A	I-3-3-109
4.2.105	Report of Personal Services and Benefits RCS 0197-OPM-AN Exhibit C-1 Leave Earned and Used - UPAH500A	I-3-3-110
4.3	Cost/Performance Subsystem Output Restart Instructions	I-3-3-111
4.3.1	Transaction Register of Personnel Request - UPCA010A	I-3-3-111
4.3.2	I/O Control Officers Data - UPCA010B	I-3-3-112
4.3.3	APCAPS Input Process Violations - UPCA010C	I-3-3-113
4.3.4	Transaction Register Cancel/Correction of History Files - UPCA040A	I-3-3-114
4.3.5	MAR Transaction Register - UPCA180A	I-3-3-115
4.3.6	MAR Error Listing - UPCA180C	I-3-3-116
4.3.7	Workload (OCR) - UPCA180E	I-3-3-117
4.3.8	LAPER History Inquiry Listing - UPCA450A	I-3-3-118
4.3.9	Accounts Unmatched to MAR - UPCA450B	I-3-3-119
4.3.10	Weekly LAPER (PArt A) Work Center Level - UPCA470A	I-3-3-120
4.3.11	Daily LAPER (Part A Work Center Level - UPCA470A	I-3-3-121
4.3.12	Weekly LAPER (Part E) Work Center Out of Tolerance - UPCA470B	I-3-3-122
4.3.13	Weekly LAPER (Part B-1) Summary by Organization - UPCA490A	I-3-3-123
4.3.14	Weekly LAPER (Part B-2) Summary by Organization - UPCA490B	I-3-3-124
4.3.15	Weekly LAPER (Part C) Functional Summary by Organization - UPCA510A	I-3-3-125
4.3.16	Weekly LAPER (Part D) Division Summary by Function and Sub-Organization - UPCA540A	I-3-3-126
4.3.17	Job Order/Project Order Cost Listing - UPCA650A	I-3-3-127
4.3.18	Cost Transaction Register - UPCA800A	I-3-3-128
4.3.19	Missing Exception Report - UPCA800B	I-3-3-129
4.3.20	Preprinted OCR Labor Exception Documents - UPCA800D	I-3-3-130
4.3.21	Organizational Code and Title Listing - UPCA810A	I-3-3-131
4.3.22	DSSIAL Base Period Data Master File - UPCA820A	I-3-3-132
4.3.23	Non-Labor History Master - UPCA830A	I-3-3-133
4.3.24	Detail Workload History Listing - UPCA840A	I-3-3-134
4.3.25	Master Account Record Reference List - UPCA850A	I-3-3-135
4.3.26	DLA Cost Code Master - UPCA860A	I-3-3-136
4.3.27	Job Order/Project Order Number Master - UPCA870A	I-3-3-137
4.3.28	SF 113G History Listing - UPCA880A	I-3-3-138
4.3.29	Job Order Master - UPCA890A	I-3-3-139
4.3.30	Subsidiary Cost Code Listing - UPCA950A	I-3-3-140
4.3.31	Manpower Position Control - UPCB150A	I-3-3-141

SECT	DESCRIPTION	PAGE
4.3.32	Preprinted OCR Labor Exception Documents - UPCB250C	I-3-3-142
4.3.33	Nonstandard Tour Employees - UPCB350A	I-3-3-143
4.3.34	Unprocessed Employees - UPCC070A	I-3-3-144
4.3.35	Biweekly Payroll Cost Certification - UPCC300A	I-3-3-145
4.3.36	Actual Civilian Payroll Data, RCS-1388 - UPCC320A	I-3-3-146
4.3.37	EOM Payroll Cost Certification - UPCC450A	I-3-3-147
4.3.38	Advance Report of Military Personnel Expenses (RCS DD-DLA(M)48(C)) - UPCC600A	I-3-3-148
4.3.39	Inquiry Listing - UPCC700A	I-3-3-149
4.3.40	Proposed Base Profiles Listing - UPCC850A	I-3-3-150
4.3.41	Expense Cost Report RCS DLA(M)48(C)MIN (Rerun) - UPCD100A	I-3-3-151
4.3.42	Personnel Strength and Manhour Data Report DLA(M)1174(C)MIN Civilian and Military Manhours (Rerun) - UPCD150A	I-3-3-152
4.3.43	Detail Manhour/Labor Cost Report - UPCE100A	I-3-3-153
4.3.44	Monthly Payroll Cost Certification - UPCE150A	I-3-3-154
4.3.45	Monthly LAPER (Part A) Work Center Level - UPCE270A	I-3-3-155
4.3.46	Monthly LAPER (Part E) Work Center Out of Tolerance - UPCE270B	I-3-3-156
4.3.47	Expense Cost Report RCS DLA(M)48(C)MIN - UPCE300A	I-3-3-157
4.3.48	Personnel Strength and Manhour Data Report RCS DLA(M)1174(C)MIN - UPCE450A	I-3-3-158
4.3.49	Personnel Strength and Manhour Data Report RCS DLA(M)1174(C)MIN (Military Personnel - Authorized and Actual) - UPCE450B	I-3-3-159
4.3.50	Personnel Strength and Manhour Data Report RCS DLA(M)1174(C)MIN - UPCE500A	I-3-3-160
4.3.51	SF 113G Report 1 - UPCE550A	I-3-3-161
4.3.52	SF 113G Report 2 - UPCE550B	I-3-3-162
4.3.53	SF 113G Report 2, Part 2 - UPCE550C	I-3-3-163
4.3.54	SF 113G Report 2, Part 3 - UPCE550D	I-3-3-164
4.3.55	Monthly Workload Feeder Listing - UPCE650A	I-3-3-165
4.3.56	Monthly LAPER (Part B-1) Summary by Organization - UPEC710A	I-3-3-166
4.3.57	Monthly LAPER (Part B-2) Summary by Organization - UPCE710B	I-3-3-167
4.3.58	Monthly LAPER (Part C) Functional Summary by Organization - UPCE730A	I-3-3-168
4.3.59	Monthly LAPER (Part D) Division Summary by Function and Sub-Organization - UPCE760A	I-3-3-169
4.3.60	Monthly LAPER (Part G) Program Data for Local Standards Maintenance Report - UPCE830A	I-3-3-170
4.3.61	Quarterly LAPER (Part F) Program Data for DIMES - UPCE850A	I-3-3-171
4.3.62	Detail Summary Standards Interface Analysis Listing - UPCE880A	I-3-3-172
4.3.63	Earned Hours Listing - UPCE890A	I-3-3-173
4.3.64	Job Order/Project Order Cost Report - UPCE920A	I-3-3-174

SECT	DESCRIPTION	PAGE
4.3.65	Quarterly Overtime Managerial Report - UPCE950A	I-3-3-175
4.4	Personnel Subsystem Output Restart Instructions	I-3-3-176
4.4.1	PDI Transaction Register - UPEA100A	I-3-3-176
4.4.2	PDI Maintenance Report - UPEA100B	I-3-3-177
4.4.3	Position Title Listing - UPEA550A	I-3-3-178
4.4.4	PDI/Data Bank Action Report - UPEA550B	I-3-3-179
4.4.5	Position Number Listing - UPEA550C	I-3-3-180
4.4.6	Individual Minority Group Designation - UPEC250G	I-3-3-181
4.4.7	Within-Grade Increase List - UPEC250E	I-3-3-182
4.4.8	Nonpay Time in Excess of Six Months - UPEC250A	I-3-3-183
4.4.9	Retention Register - UPEC350D	I-3-3-184
4.4.10	Employee Table Selector Code Listing - UPEC250C	I-3-3-185
4.4.11	Employee Personnel Record - UPEC270A	I-3-3-186
4.4.12	Service Control File - UPEC300S	I-3-3-187
4.4.13	Federal Employees Health Benefits Coverage - UPEC300D	I-3-3-188
4.4.14	Voluntary Physical Examination - List of Eligibles - UPEC300J	I-3-3-189
4.4.15	Strength Report - UPEC300U	I-3-3-190
4.4.16	Vacancy List - UPEC300W	I-3-3-191
4.4.17	Competitive Levels - UPEC300Y	I-3-3-192
4.4.18	Average Grade Report - UPEC300A	I-3-3-193
4.4.19	Details - List of Employees - UPEC300B	I-3-3-194
4.4.20	Career Service Awards - UPEC300C	I-3-3-195
4.4.21	College Caliber Hires - UPEC300F	I-3-3-196
4.4.22	Temporary and Term Employees Report - UPEC300G	I-3-3-197
4.4.23	Supervisors, Listing of - UPEC300R	I-3-3-198
4.4.24	Increase in Premiums for Optional Employees Group Life Insurance - UPEC300H	I-3-3-199
4.4.25	Military Reserve Category Roster - UPEC300F	I-3-3-200
4.4.26	Ready Reservists - UPEC300M	I-3-3-201
4.4.27	Retirement Counseling List - UPEC300P	I-3-3-202
4.4.28	Action Item/Tickler List - UPEC350A	I-3-3-203
4.4.29	Nonpay Time - Tour of Duty Change - UPEC350C	I-3-3-204
4.4.30	Employee Probationary Period Appraisal - UPEC350B	I-3-3-205
4.4.31	Work Performance Determination - UPEC350F	I-3-3-206
4.4.32	Advance Notice of Within-Grade Increase Due Date - UPEC350D	I-3-3-207
4.4.33	Performance Rating Due List - UPEC350E	I-3-3-208
4.4.34	Position Classification Survey Option 1 - UPEC400A	I-3-3-209
4.4.35	Position Classification Survey Option 2 - UPEC400B	I-3-3-210
4.4.36	Position Classification Survey Option 3 - UPEC400C	I-3-3-211
4.4.37	Position Classification Survey Option 4 - UPEC400D	I-3-3-212
4.4.38	Permanent Transaction Data - UPEC600A	I-3-3-213
4.4.39	Nonpay YGT Adjustments/Balances During P/P - UPEC750B	I-3-3-214
4.4.40	Individual Nonpay Report - UPEC850A	I-3-3-215
4.4.41	Headquarters History - UPED550A	I-3-3-216
4.4.42	Standard Form 50 - UPEE551P	I-3-3-217

SECT	DESCRIPTION	PAGE
4.4.43	EPH, Replies Transaction Date Sequence - UPEE200A	I-3-3-218
4.4.44	Employee Personnel History - UPEF251P	I-3-3-219
4.4.45	Payroll Change Slip - UPEF500A	I-3-3-220
4.4.46	Retirement Eligibles Projections - UPEG320A	I-3-3-221
4.4.47	Output Report for ODS - UPEG450A	I-3-3-222
4.4.48	Transaction Register of Reorganization Requests - UPEM304P	I-3-3-223
4.4.49	Proposed Reorganization - Individual Position Data and Civilian Personnel Changes - UPEM304P	I-3-3-224
4.4.50	Proposed Reorganization - Manpower Changes - UPEM304P	I-3-3-225
4.4.51	Proposed Reorganization - Military Changes - UPEM304P	I-3-3-226
4.4.52	Proposed Reorganization - MAR Additions - UPEM304P	I-3-3-227
4.4.53	Proposed Reorganization - MAR Deletes and Freezes - UPEM304P	I-3-3-228

5 CARRIAGE TAPE PUNCH INSTRUCTIONS

5.1	General	I-3-3-229
5.2	System Output Punching Instructions	I-3-3-229
5.2.1	SF 2806 and DLA 1001	I-3-3-229
5.2.2	Bond Schedule 1084C	I-3-3-230
5.2.3	Biweekly and Quarterly DLA 1004	I-3-3-231
5.2.4	DLA Form 991	I-3-3-232
5.2.5	Leave and Earnings Statement - DLA Form 990, Dec 75	I-3-3-233
5.2.6	Payroll Checks	I-3-3-234
5.2.7	DLA Form 1035 (OCR)	I-3-3-235
5.2.8	SF 1126	I-3-3-236

VOLUME I APCAPS ADP SPECIFICATIONS

PART 3 SYSTEM SUPPORT and CONTROL

CHAPTER 3 SYSTEM OPERATIONS

SECTION 1 COMPUTER OPERATOR MESSAGES

1.1 GENERAL

Computer Messages are a means of documenting a problem or condition that occurs during computer processing. There are two types of messages employed in the APCAP System. These are defined as follows:

a. Manufacturers Software Messages. These messages all begin with an alpha "I" and are used to report exceptional conditions which occur during the running of a program, i.e., errors in vendor furnished coding or software. The messages produced by all parts of the operating system are explained in IBM System 360 Operating System; Messages, Completion Codes and Storage Dumps, Form C28-6631. Field activities are responsible for obtaining and maintaining the information on a current basis.

b. APCAPS Functional Program Messages. These messages begin with the identification symbols "UP" and are constructed in accordance with the provisions contained in DLAH 4740.1, Volume II, Chapter 4, Analyst and Programmer's Handbook. All APCAPS Functional Program Messages will be documented on a locally developed Computer Message (5 x 8) card and furnished field activities by DSAC on a systematic basis as required. In addition, an index will be furnished listing all messages that are used in the APCAP System. It is the responsibility of the field activity to maintain a current file of messages based on the changes furnished by DSAC.

SECTION 2 JOB CONTROL LANGUAGE (JCL)

2.1 JCL LISTING

a. DSAC will furnish DLA installations utilizing IBM 360/370 equipment for APCAPS a listing of JCL from the procedures library used in the testing system at the DSAC System Test Laboratory. It will be the responsibility of each DLA installation to utilize this listing as a guide to update their procedure library in accordance with their ADP environment and maintain in order to operate the APCAP System at their installation.

b. A JCL listing will be provided for all major or significant system revisions. JCL changes resulting from individual Requests for Modification to UADPS (DLA Form 558) that apply to a specific program will be annotated on a locally developed Program Modification Transmittal.

SECTION 3 RESTART/RECOVERY PROCEDURES

3.1 GENERAL

a. Information regarding the following restart modules and procedures apply only to DLA installations utilizing IBM 360 equipment for APCAPS.

b. Modules used for Restart/Recovery purposes in APCAPS are explained in DLAH 4740.1, Volume II, Chapter 8. Briefly they are as follows:

(1) UTC034 - CIRR SAVE - Retains system control information as of a given point in time and must be the first step of job.

(2) UTC035 - CIRR RESTORE - Returns user data sets to their original status, adjusts or "back-up" the catalogs, and scratches from DASD volumes those cataloged data sets which were added to the system between retention and restoration points.

(3) UTAU09 - MINIDUMP - Dumps/Restores all physical records of sequential data sets from/to DASD volumes.

c. While CIRR SAVE and CIRR RESTORE are used in the execution of jobs, MINIDUMP is used to take APCAP System file dumps periodically to provide a restart point of major proportions (i.e. yesterday's work, etc.). It is recommended that MINIDUMP be utilized to provide a restart point after each APCAPS Pay/Cost/Personnel cycle as outlined in volume I, part 3, chapter 1 of this manual.

SECTION 4 SYSTEM OUTPUT RESTART INSTRUCTIONS

4.1 GENERAL

a. To benefit from the restart option available with the APSCM Output Files, the following is adopted:

(1) General Purpose Tabulating Machine Paper. As a standard, page number will be the restart key for all reports prepared on this type of form. To aid operations in restarting, the numeric value must appear exactly in the same position, the number of positions also being standard. The value is expressed as a five position field ending with position 132 of the APSCM print line. In the Cost/Performance Subsystem where reports are controlled by Activity Code, the two position Activity Code is a part of the page number, thus expanding the value to seven positions.

(2) Preprinted Forms. Restart keys will be applied to each preprinted form as required. For example, the MER restarts on page number, bonds issued restarts on Social Security Number, check print restarts on check number.

b. Explanation of data elements are as follows:

(1) The paragraph header contains the report title (exact data that appears in columns 25-85 of the report header line) and the report identification (exact data as it appears in columns 12-19 of the report header line).

(2) Subsystem. Identifies the system segregation into Payroll, Cost/Performance and Personnel.

(3) Program Identification. Six digit identification number (reference DLAM 4745.4, Volume I, Part 2, Chapter 1).

(4) File Identification. Self-explanatory (SPX.UPXXXXX).

(5) File Type. Indicated as a print or punch file.

(6) Restart Location. Exact data that appears in the "RESTART-LOC" field of the APSCM "WORKING STORAGE" area.

(7) Restart Length. Exact data that appears in the "RESTART-LEN" field of the APSCM "WORKING STORAGE" area.

(8) Data Element. Name of the restart key, i.e. page number, Social Security Number, etc.

(9) Key In Format. Description to the operator on the required format, i.e., XXNNNNN indicating cost activity and page number or XXX-XX-XXXX indicating Social Security Number, etc.

(10) Remarks. This space is provided to record anything unique to the restarting of the report.

4.2 PAYROLL SUBSYSTEM OUTPUT RESTART INSTRUCTIONS

4.2.1 TRANSACTION REGISTER OF MANPOWER CHANGES - UPAA201P

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAA20
FILE IDENTIFICATION:	SPX.UPAA201
FILE TYPE:	Print
RESTART LOCATION:	12
RESTART LENGTH:	08
DATA ELEMENT:	Report Identification
KEY IN FORMAT:	UPAA200A
REMARKS:	N/A

4.2.2 TRANSACTION REGISTER OF INDIVIDUAL POSITION DATA CHANGES - UPAA202P

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAA20
FILE IDENTIFICATION:	SPX.UPAA202
FILE TYPE:	Print
RESTART LOCATION:	12
RESTART LENGTH:	08
DATA ELEMENT:	Report Identification
KEY IN FORMAT:	UPAA200B
REMARKS:	N/A

4.2.3 TRANSACTION REGISTER OF CIVILIAN PERSONNEL CHANGES - UPAA203P

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAA20
FILE IDENTIFICATION:	SPX.UPAA203
FILE TYPE:	Print
RESTART LOCATION:	12
RESTART LENGTH:	08
DATA ELEMENT:	Report Identification
KEY IN FORMAT:	UPAA200C
REMARKS:	N/A

4.2.4 TRANSACTION REGISTER OF CIVILIAN PAY CHANGES - UPAA204P

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAA20
FILE IDENTIFICATION:	SPX.UPAA204
FILE TYPE:	Print
RESTART LOCATION:	12
RESTART LENGTH:	08
DATA ELEMENT:	Report Identification
KEY IN FORMAT:	UPAA200D
REMARKS:	N/A

4.2.5 TRANSACTION REGISTER OF MILITARY PERMANENT CHANGES - UPAA205P

RESTART INSTRUCTIONS

SUBSYSTEM: Payroll

PROGRAM IDENTIFICATION: UPAA20

FILE IDENTIFICATION: SPX.UPAA205

FILE TYPE: Print

RESTART LOCATION: 12

RESTART LENGTH: 08

DATA ELEMENT: Report Identification

KEY IN FORMAT: UPAA200E

REMARKS: N/A

4.2.6 TRANSACTION REGISTER OF ADJUSTMENTS - UPAA280A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAA28
FILE IDENTIFICATION:	SPX.UPAA281
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.7 T&A INPUT SUMMARY - UPAA370A

RESTART INSTRUCTIONS

SUBSYSTEM: Payroll

PROGRAM IDENTIFICATION: UPAA37

FILE IDENTIFICATION: SPX.UPAA371

FILE TYPE: Print

RESTART LOCATION: 128

RESTART LENGTH: 05

DATA ELEMENT: Page Number

KEY IN FORMAT: NNNNN

REMARKS: N/A

4.2.8 TRANSACTION REGISTER OF TEMPORARY CHANGES - UPAA450A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAA45
FILE IDENTIFICATION:	SPX.UPAA451
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.9 MISSING T&A REPORTS - UPAA450C

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAA45
FILE IDENTIFICATION:	SPX.UPAA453
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.10 CIVILIAN EMPLOYEE'S ADDRESS AND ZIP CODE LIST - UPAA760A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAA76
FILE IDENTIFICATION:	SPX.UPAA761
FILE TYPE:	Print
RESTART LOCATION:	N/A
RESTART LENGTH:	N/A
DATA ELEMENT:	N/A
KEY IN FORMAT:	N/A
REMARKS:	Restart report from beginning.

4.2.11 TABLE TRANSACTION REGISTER - UPAA920B

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAA92
FILE IDENTIFICATION:	SPX.UPAA923
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.12 TA PAY PERIOD TABLES - UPAA980A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAA98
FILE IDENTIFICATION:	SPX.UPAA981
FILE TYPE:	Print
RESTART LOCATION:	012
RESTART LENGTH:	08
DATA ELEMENT:	Report Identification
KEY IN FORMAT:	UPAA980A
REMARKS:	N/A

4.2.13 TB CHARITY TABLE - UPAA980B

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAA98
FILE IDENTIFICATION:	SPX.UPAA981
FILE TYPE:	Print
RESTART LOCATION:	012
RESTART LENGTH:	08
DATA ELEMENT:	Report Identification
KEY IN FORMAT:	UPAA980B
REMARKS:	N/A

4.2.14 TC PERSONNEL ACTION REMARK TABLE - UPAA980C

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAA98
FILE IDENTIFICATION:	SPX.UPAA981
FILE TYPE:	Print
RESTART LOCATION:	012
RESTART LENGTH:	08
DATA ELEMENT:	Report Identification
KEY IN FORMAT:	UPAA980C
REMARKS:	N/A

4.2.15 TD GS RATE TABLE - UPAA980D

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAA98
FILE IDENTIFICATION:	SPX.UPAA981
FILE TYPE:	Print
RESTART LOCATION:	012
RESTART LENGTH:	08
DATA ELEMENT:	Report Identification
KEY IN FORMAT:	UPAA980D
REMARKS:	N/A

4.2.16 TE HEALTH RATE TABLE - UPAA980E

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAA98
FILE IDENTIFICATION:	SPX.UPAA981
FILE TYPE:	Print
RESTART LOCATION:	012
RESTART LENGTH:	08
DATA ELEMENT:	Report Identification
KEY IN FORMAT:	UPAA980E
REMARKS:	N/A

4.2.17 TF PERSONNEL ACTION CODE TABLE - UPAA980F

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAA98
FILE IDENTIFICATION:	SPX.UPAA981
FILE TYPE:	Print
RESTART LOCATION:	012
RESTART LENGTH:	08
DATA ELEMENT:	Report Identification
KEY IN FORMAT:	UPAA980F
REMARKS:	N/A

4.2.18 TG OCR ACTIVE ORG TABLE - UPAA980G

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAA98
FILE IDENTIFICATION:	SPX.UPAA981
FILE TYPE:	Print
RESTART LOCATION:	012
RESTART LENGTH:	08
DATA ELEMENT:	Report Identification
KEY IN FORMAT:	UPAA980G
REMARKS:	N/A

4.2.19 TH ACCOUNT CLASSES TABLE - UPAA980H

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAA98
FILE IDENTIFICATION:	SPX.UPAA981
FILE TYPE:	Print
RESTART LOCATION:	012
RESTART LENGTH:	08
DATA ELEMENT:	Report Identification
KEY IN FORMAT:	UPAA980H
REMARKS:	N/A

4.2.20 TI BOND DEDUCTION TABLE - UPAA980I

RESTART INSTRUCTIONS

SUBSYSTEM: Payroll

PROGRAM IDENTIFICATION: UPAA98

FILE IDENTIFICATION: SPX.UPAA981

FILE TYPE: Print

RESTART LOCATION: 012

RESTART LENGTH: 08

DATA ELEMENT: Report Identification

KEY IN FORMAT: UPAA980I

REMARKS: N/A

4.2.21 TJ UNION/LODGE TABLE - UPAA980J

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAA98
FILE IDENTIFICATION:	SPX.UPAA981
FILE TYPE:	Print
RESTART LOCATION:	012
RESTART LENGTH:	08
DATA ELEMENT:	Report Identification
KEY IN FORMAT:	UPAA980J
REMARKS:	N/A

4.2.22 TL BOND PURCHASE PRICE TABLE - UPAA980L

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAA98
FILE IDENTIFICATION:	SPX.UPAA981
FILE TYPE:	Print
RESTART LOCATION:	012
RESTART LENGTH:	08
DATA ELEMENT:	Report Identification
KEY IN FORMAT:	UPAA980L
REMARKS:	N/A

4.2.23 TSA FEGLI/FEOLI RATE TABLE - UPAA980S

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAA98
FILE IDENTIFICATION:	SPX.UPAA981
FILE TYPE:	Print
RESTART LOCATION:	012
RESTART LENGTH:	08
DATA ELEMENT:	Report Identification
KEY IN FORMAT:	UPAA980S
REMARKS:	N/A

4.2.24 TSB PAY CONSTANTS TABLE - UPAA980S

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAA98
FILE IDENTIFICATION:	SPX.UPAA981
FILE TYPE:	Print
RESTART LOCATION:	012
RESTART LENGTH:	08
DATA ELEMENT:	Report Identification
KEY IN FORMAT:	UPAA980S
REMARKS:	N/A

4.2.25 TSC FEDERAL TAX TABLE - UPAA980S

RESTART INSTRUCTIONS

SUBSYSTEM: Payroll

PROGRAM IDENTIFICATION: UPAA98

FILE IDENTIFICATION: SPX.UPAA981

FILE TYPE: Print

RESTART LOCATION: 012

RESTART LENGTH: 08

DATA ELEMENT: Report Identification

KEY IN FORMAT: UPAA980S

REMARKS: N/A

4.2.26 TSD ENVIRONMENTAL PAY CONSTANTS - UPAA980S

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAA98
FILE IDENTIFICATION:	SPX.UPAA981
FILE TYPE:	Print
RESTART LOCATION:	012
RESTART LENGTH:	08
DATA ELEMENT:	Report Identification
KEY IN FORMAT:	UPAA980S
REMARKS:	N/A

4.2.27 TT WP RATE TABLE - UPAA980T

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAA98
FILE IDENTIFICATION:	SPX.UPAA981
FILE TYPE:	Print
RESTART LOCATION:	012
RESTART LENGTH:	08
DATA ELEMENT:	Report Identification
KEY IN FORMAT:	UPAA980T
REMARKS:	N/A

4.2.28 TU STATE TAX NAME TABLE - UPAA980U

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAA98
FILE IDENTIFICATION:	SPX.UPAA981
FILE TYPE:	Print
RESTART LOCATION:	012
RESTART LENGTH:	08
DATA ELEMENT:	Report Identification
KEY IN FORMAT:	UPAA980U
REMARKS:	N/A

4.2.29 TW CITY TAX NAME TABLE - UPAA980W

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAA98
FILE IDENTIFICATION:	SPX.UPAA981
FILE TYPE:	Print
RESTART LOCATION:	012
RESTART LENGTH:	08
DATA ELEMENT:	Report Identification
KEY IN FORMAT:	UPAA980W
REMARKS:	N/A

4.2.30 TX GEOGRAPHIC LOCATION TABLE - UPAA980X

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAA98
FILE IDENTIFICATION:	SPX.UPAA981
FILE TYPE:	Print
RESTART LOCATION:	012
RESTART LENGTH:	08
DATA ELEMENT:	Report Identification
KEY IN FORMAT:	UPAA980X
REMARKS:	N/A

4.2.31 TY FEDERAL WAGE TABLE - UPAA980Y

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAA98
FILE IDENTIFICATION:	SPX.UPAA981
FILE TYPE:	Print
RESTART LOCATION:	012
RESTART LENGTH:	08
DATA ELEMENT:	Report Identification
KEY IN FORMAT:	UPAA980Y
REMARKS:	N/A

4.2.32 GENERATED YGZ RECORDS - UPAA990A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAA99
FILE IDENTIFICATION:	SPX.UPAA991
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.33 T&A DETAIL EDIT - UPAB150A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAB15
FILE IDENTIFICATION:	SPX.UPAB151
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.34 NORMAL PAY CHANGE DETAIL SUMMARY - UPAB230A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAB23
FILE IDENTIFICATION:	SPX.UPAB231
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.35 T&A CARDS - UPAB260A

RESTART INSTRUCTIONS

SUBSYSTEM: Payroll

PROGRAM IDENTIFICATION: UPAB26

FILE IDENTIFICATION: SPU.UPAB261

FILE TYPE: Punch

RESTART LOCATION: 007

RESTART LENGTH: 09

DATA ELEMENT: Social Security Number

KEY IN FORMAT: XXXXXXXXX

REMARKS: Use DLA Form 1035.

4.2.36 T&A REPORT (OCR) - UPAB260B

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAB26
FILE IDENTIFICATION:	SPX.UPAB261
FILE TYPE:	Print
RESTART LOCATION:	033
RESTART LENGTH:	09
DATA ELEMENT:	Social Security Number
KEY IN FORMAT:	XXXXXXXXX
REMARKS:	Use DLA Form 1035 (OCR).

4.2.37 PAYROLL CERTIFICATION - UPAB360A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAB36
FILE IDENTIFICATION:	SPX.UPAB361
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.38 YEAR-TO-DATE DETAIL AND SUMMARY - UPAB370A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAB37
FILE IDENTIFICATION:	SPX.UPAB371
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.39 MASTER EMPLOYEE RECORD (DLA FM 1010) - UPAB380A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAB38
FILE IDENTIFICATION:	SPX.UPAB381
FILE TYPE:	Print
RESTART LOCATION:	071
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.40 PAYROLL CHECKS - UPAB550A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAB55
FILE IDENTIFICATION:	SPX.UPAB553
FILE TYPE:	Print
RESTART LOCATION:	006
RESTART LENGTH:	08
DATA ELEMENT:	Check Number
KEY IN FORMAT:	XXXXXXXX
REMARKS:	N/A

4.2.41 PERSONNEL ACTIONS REPORT FOR THE SUPPORT OF CAPSTONE (PAR) - UPAB690A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAB69
FILE IDENTIFICATION:	SPX.UPAB691
FILE TYPE:	Print
RESTART LOCATION:	110
RESTART LENGTH:	20
DATA ELEMENT:	Activity and Page Number
KEY IN FORMAT:	ACT-XXXX--PAGE---XXXXX
REMARKS:	N/A

4.2.42 $50 BOND - UPAC100B

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAC10
FILE IDENTIFICATION:	SPX.UPAC102
FILE TYPE:	Print
RESTART LOCATION:	013
RESTART LENGTH:	11
DATA ELEMENT:	Social Security Number
KEY IN FORMAT:	XXX-XX-XXXX
REMARKS:	N/A

4.2.43 $75 BOND - UPAC100C

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAC10
FILE IDENTIFICATION:	SPX.UPAC103
FILE TYPE:	Print
RESTART LOCATION:	013
RESTART LENGTH:	11
DATA ELEMENT:	Social Security Number
KEY IN FORMAT:	XXX-XX-XXXX
REMARKS:	N/A

4.2.44 $100 BOND - UPAC100D

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAC10
FILE IDENTIFICATION:	SPX.UPAC104
FILE TYPE:	Print
RESTART LOCATION:	013
RESTART LENGTH:	11
DATA ELEMENT:	Social Security Number
KEY IN FORMAT:	XXX-XX-XXXX
REMARKS:	N/A

4.2.45 $200 BOND - UPAC100E

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAC10
FILE IDENTIFICATION:	SPX.UPAC105
FILE TYPE:	Print
RESTART LOCATION:	013
RESTART LENGTH:	11
DATA ELEMENT:	Social Security Number
KEY IN FORMAT:	XXX-XX-XXXX
REMARKS:	N/A

4.2.46 TOTAL BOND ISSUED - UPAC100F

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAC10
FILE IDENTIFICATION:	SPX.UPAC106
FILE TYPE:	Print
RESTART LOCATION:	N/A
RESTART LENGTH:	N/A
DATA ELEMENT:	N/A
KEY IN FORMAT:	N/A
REMARKS:	Restart report from beginning.

4.2.47 $500 BOND - UPAC100G

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAC10
FILE IDENTIFICATION:	SPX.UPAC107
FILE TYPE:	Print
RESTART LOCATION:	013
RESTART LENGTH:	11
DATA ELEMENT:	Social Security Number
KEY IN FORMAT:	XXX-XX-XXXX
REMARKS:	N/A

4.2.48 $1000 BOND - UPAC100H

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAC10
FILE IDENTIFICATION:	SPX.UPAC108
FILE TYPE:	Print
RESTART LOCATION:	013
RESTART LENGTH:	11
DATA ELEMENT:	Social Security Number
KEY IN FORMAT:	XXX-XX-XXXX
REMARKS:	N/A

4.2.49 BOND ISSUANCE SCHEDULE (DD FORM 1084C) - UPAC150A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAC15
FILE IDENTIFICATION:	SPX.UPAC151
FILE TYPE:	Print
RESTART LOCATION:	059
RESTART LENGTH:	12
DATA ELEMENT:	Bond Serial Number
KEY IN FORMAT:	XXXXXXXXXXXX
REMARKS:	Key in Serial Number immediately preceding first bad Serial Number. Align exactly the same print position and line of print.

4.2.50 LEAVE AND EARNINGS STATEMENT - UPAD010A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAD01
FILE IDENTIFICATION:	SPX.UPAD012
FILE TYPE:	Print
RESTART LOCATION:	008
RESTART LENGTH:	11
DATA ELEMENT:	Social Security Number
KEY IN FORMAT:	XXX-XX-XXXX
REMARKS:	Use DLA Form 990.

4.2.51 UNION DUES - UPAD100A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAD10
FILE IDENTIFICATION:	SPX.UPAD101
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.52 COMPENSATORY TIME MANAGERIAL DATA - UPAD200A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAD20
FILE IDENTIFICATION:	SPX.UPAD201
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.53 HEALTH BENEFIT CONTROL REGISTER - UPAD300A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAD30
FILE IDENTIFICATION:	SPX.UPAD301
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.54 HEALTH BENEFIT CONTROL REGISTER (PART-TIME) - UPAD310A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAD31
FILE IDENTIFICATION:	SPX.UPAD311
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.55 HEALTH BENEFITS LISTING - UPAD320A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAD32
FILE IDENTIFICATION:	SPX.UPAD321
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.56 PAYROLL FOR PERSONAL SERVICES - UPAD350A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAD35
FILE IDENTIFICATION:	SPX.UPAD352
FILE TYPE:	Print
RESTART LOCATION:	007
RESTART LENGTH:	11
DATA ELEMENT:	Social Security Number
KEY IN FORMAT:	XXX-XX-XXXX
REMARKS:	Use DLA Form 997. Restart one or two pages in front of desired page. Restart with first Social Security Number on page.

4.2.57 COMPOSITE CHECK LISTING - UPAD450A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAD45
FILE IDENTIFICATION:	SPX.UPAD451
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.58 ALLOTMENTS FOR SAVINGS ACCOUNTS - UPAD450B

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAD45
FILE IDENTIFICATION:	SPX.UPAD452
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.59 CHECK DATA TRANSACTION REGISTER (YGW) - UPAD600A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAD60
FILE IDENTIFICATION:	SPX.UPAD602
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.60 CHECK ISSUE UPDATE ERROR LISTING - UPAD650A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAD65
FILE IDENTIFICATION:	SPX.UPAD653
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.61 LISTING OF VOID-REISSUE/VOID-NO ISSUE/SPOILED/CANCELED CHECKS - UPAD670A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAD67
FILE IDENTIFICATION:	SPX.UPAD671
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.62 REGISTER OF CHECKS ISSUED - UPAD690A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAD69
FILE IDENTIFICATION:	SPX.UPAD691
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.63 CHECK ISSUE REGISTER ERROR LISTING - UPAD690B

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAD69
FILE IDENTIFICATION:	SPX.UPAD692
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.64 DIRECTORATE/OFFICE LEAVE SUMMARIZATION - UPAD730A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAD73
FILE IDENTIFICATION:	SPX.UPAD731
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.65 FEOLI CONTROL REGISTER - UPAD850A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAD85
FILE IDENTIFICATION:	SPX.UPAD851
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.66 SES AWARDS SUMMARY - UPAD900A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAD90
FILE IDENTIFICATION:	SPX.UPAD901
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.67 INDIVIDUAL LEAVE RECORD (DLA FORM 991) - UPAE150A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAE15
FILE IDENTIFICATION:	SPX.UPAE151
FILE TYPE:	Print
RESTART LOCATION:	002
RESTART LENGTH:	02
DATA ELEMENT:	Payroll Block Number
KEY IN FORMAT:	NN
REMARKS:	Key appears on second line of print of preprinted form.

4.2.68 RECORD OF LEAVE DATA (SF 1150) - UPAE150B

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAE15
FILE IDENTIFICATION:	SPX.UPAE152
FILE TYPE:	Print
RESTART LOCATION:	010
RESTART LENGTH:	02
DATA ELEMENT:	Payroll Block Number
KEY IN FORMAT:	NN
REMARKS:	Key appears on first line of print (outside of outline) of preprinted form.

4.2.69 INDIVIDUAL LEAVE RECORD (DLA FORM 991) - UPAE150C

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAE15
FILE IDENTIFICATION:	SPX.UPAE153
FILE TYPE:	Print
RESTART LOCATION:	002
RESTART LENGTH:	02
DATA ELEMENT:	Payroll Block Number
KEY IN FORMAT:	NN
REMARKS:	Key appears on second line of print of preprinted form.

4.2.70 INDIVIDUAL LEAVE RECORD PRINT ERRORS - UPAE150D

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAE15
FILE IDENTIFICATION:	SPX.UPAE154
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.71 RECAPITULATION OF CIVIL SERVICE RETIREMENT - UPAE200A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAE20
FILE IDENTIFICATION:	SPX.UPAE201
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.72 MASTER EMPLOYEE REGISTER - NAME - UPAE300A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAE30
FILE IDENTIFICATION:	SPX.UPAE301
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	Page number appears on second line of print.

4.2.73 LOCATOR LIST - ACTIVITY - UPAE300C

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAE30
FILE IDENTIFICATION:	SPX.UPAE303
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	Page number appears on second line of print.

4.2.74 MASTER EMPLOYEE REGISTER - SSAN - UPAE320A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAE32
FILE IDENTIFICATION:	SPX.UPAE321
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	Page number appears on second line of print.

4.2.75 INDIVIDUAL EARNING RECORD (DLA FORM 1004) - UPAE400A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAE40
FILE IDENTIFICATION:	SPX.UPAE401
FILE TYPE:	Print
RESTART LOCATION:	001
RESTART LENGTH:	02
DATA ELEMENT:	Block Number
KEY IN FORMAT:	XX
REMARKS:	Key appears on second line of print of preprinted form.

4.2.76 INDIVIDUAL EARNINGS PRINT ERRORS - UPAE400C

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAE40
FILE IDENTIFICATION:	SPX.UPAE403
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.77 INDIVIDUAL EARNINGS RECORD (DLA FORM 1004) - UPAE480A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAE48
FILE IDENTIFICATION:	SPX.UPAE482
FILE TYPE:	Print
RESTART LOCATION:	001
RESTART LENGTH:	02
DATA ELEMENT:	Block Number
KEY IN FORMAT:	XX
REMARKS:	Key appears on second line of print of preprinted form.

4.2.78 INDIVIDUAL EARNINGS PRINT ERRORS - UPAE480B

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAE48
FILE IDENTIFICATION:	SPX.UPAE483
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.79 BOND PARTICIPATION DATA - UPAE500A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAE50
FILE IDENTIFICATION:	SPX.UPAE501
FILE TYPE:	Print
RESTART LOCATION:	125
RESTART LENGTH:	05
DATA ELEMENT:	Page Count
KEY IN FORMAT:	NNNNN
REMARKS:	Page number appears in second line of print.

4.2.80 FEDERAL OUTLAYS BY GEOGRAPHIC LOCATION - UPAE650A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAE65
FILE IDENTIFICATION:	SPX.UPAE652
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.81 STATE TAX DEDUCTION SUMMARY - UPAE850A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAE85
FILE IDENTIFICATION:	SPX.UPAE851
FILE TYPE:	Print
RESTART LOCATION:	012
RESTART LENGTH:	08
DATA ELEMENT:	Report Identification
KEY IN FORMAT:	XXXXXXXX
REMARKS:	This is a summary report for deductions.

4.2.82 CITY TAX DEDUCTION SUMMARY - UPAE850C

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAE85
FILE IDENTIFICATION:	SPX.UPAE851
FILE TYPE:	Print
RESTART LOCATION:	012
RESTART LENGTH:	08
DATA ELEMENT:	Report Identification
KEY IN FORMAT:	XXXXXXXX
REMARKS:	This is a summary report for deductions.

4.2.83 CHARITY DEDUCTION SUMMARY - UPAE850D

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAE85
FILE IDENTIFICATION:	SPX.UPAE851
FILE TYPE:	Print
RESTART LOCATION:	012
RESTART LENGTH:	08
DATA ELEMENT:	Report Identification
KEY IN FORMAT:	XXXXXXXX
REMARKS:	This is a summary report for deductions.

4.2.84 OTHER DEDUCTION SUMMARY - UPAE850E

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAE85
FILE IDENTIFICATION:	SPX.UPAE851
FILE TYPE:	Print
RESTART LOCATION:	012
RESTART LENGTH:	08
DATA ELEMENT:	Report Identification
KEY IN FORMAT:	XXXXXXXX
REMARKS:	This is a summary report for deductions.

4.2.85 OCCUPATIONAL TAX DEDUCTIONS - UPAE950A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAE95
FILE IDENTIFICATION:	SPX.UPAE951
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	XXXXXXXX
REMARKS:	This is a summary report for occupational tax deductions.

4.2.86 SPECIAL REQUEST - YGZ - TRANSACTIONS - UPAF020A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAF02
FILE IDENTIFICATION:	SPX.UPAF021
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.87 LEAVE ADJUSTMENT ERRORS - UPAF050A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAF05
FILE IDENTIFICATION:	SPX.UPAF051
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.88 LEAVE HISTORY UPDATE ERRORS - UPAF100A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAF10
FILE IDENTIFICATION:	SPX.UPAF103
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.89 PAY HISTORY UPDATE - ADJUSTMENT ERROR LIST - UPAF570A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAF57
FILE IDENTIFICATION:	SPX.UPAF573
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.90 GEOGRAPHIC DISTRIBUTION OF FEDERAL PAYROLLS - UPAG250A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAG25
FILE IDENTIFICATION:	SPX.UPAG251
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.91 ANNUAL STATE/CITY W-2 LISTING - UPAG300A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAG30
FILE IDENTIFICATION:	SPX.UPAG301
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.92 ANNUAL W-2 LISTING - UPAG350A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAG35
FILE IDENTIFICATION:	SPX.UPAG351
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.93 W-2 MAGNETIC TAPE TOTALS - UPAG400A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAG40
FILE IDENTIFICATION:	SPX.UPAG402
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.94 W-2 FORMS - UPAG450A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAG45
FILE IDENTIFICATION:	SPX.UPAG451
FILE TYPE:	Print
RESTART LOCATION:	020
RESTART LENGTH:	11
DATA ELEMENT:	Social Security Number
KEY IN FORMAT:	XXX-XX-XXXX
REMARKS:	N/A

4.2.95 WAGE AND TAX STATEMENT (TD FORM W-2) - UPAG700A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAG70
FILE IDENTIFICATION:	SPX.UPAG701
FILE TYPE:	Print
RESTART LOCATION:	020
RESTART LENGTH:	11
DATA ELEMENT:	Social Security Number
KEY IN FORMAT:	XXX-XX-XXXX
REMARKS:	N/A

4.2.96 INDIVIDUAL RETIREMENT RECORD (SF 2806) - UPAG700B

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAG70
FILE IDENTIFICATION:	SPX.UPAG702
FILE TYPE:	Print
RESTART LOCATION:	040
RESTART LENGTH:	11
DATA ELEMENT:	Social Security Number
KEY IN FORMAT:	XXX XX XXXX
REMARKS:	N/A

4.2.97 INDIVIDUAL RETIREMENT RECORD (SF 2806) - UPAG700C

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAG70
FILE IDENTIFICATION:	SPX.UPAG703
FILE TYPE:	Print
RESTART LOCATION:	040
RESTART LENGTH:	11
DATA ELEMENT:	Social Security Number
KEY IN FORMAT:	XXX XX XXXX
REMARKS:	N/A

4.2.98 INDIVIDUAL RETIREMENT RECORD (DLA FORM 1001) - UPAG700D

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAG70
FILE IDENTIFICATION:	SPX.UPAG704
FILE TYPE:	Print
RESTART LOCATION:	040
RESTART LENGTH:	11
DATA ELEMENT:	Social Security Number
KEY IN FORMAT:	XXX XX XXXX
REMARKS:	N/A

4.2.99 INDIVIDUAL RETIREMENT RECORD (DLA FORM 1001) - UPAG700E

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAG70
FILE IDENTIFICATION:	SPX.UPAG705
FILE TYPE:	Print
RESTART LOCATION:	040
RESTART LENGTH:	11
DATA ELEMENT:	Social Security Number
KEY IN FORMAT:	XXX XX XXXX
REMARKS:	N/A

4.2.100 INDIVIDUAL RETIREMENT RECORD (DLA FORM 1001) - UPAG700F

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAG70
FILE IDENTIFICATION:	SPX.UPAG706
FILE TYPE:	Print
RESTART LOCATION:	040
RESTART LENGTH:	11
DATA ELEMENT:	Social Security Number
KEY IN FORMAT:	XXX XX XXXX
REMARKS:	N/A

4.2.101 INDIVIDUAL RETIREMENT RECORD (DLA FORM 1001) - UPAG700G

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAG70
FILE IDENTIFICATION:	SPX.UPAG707
FILE TYPE:	Print
RESTART LOCATION:	040
RESTART LENGTH:	11
DATA ELEMENT:	Social Security Number
KEY IN FORMAT:	XXX XX XXXX
REMARKS:	N/A

4.2.102 REPORT OF LIABILITY FOR ACCRUED ANNUAL LEAVE - UPAG950A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAG95
FILE IDENTIFICATION:	SPX.UPAG951
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.2.103 REPORT OF PERSONAL SERVICES AND BENEFITS RCS 0197-OPM-AN EXHIBIT A-1 MAN-YEAR AND COST REPORT - UPAH350A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAH35
FILE IDENTIFICATION:	SPX.UPAH351
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	XXXXX
REMARKS:	N/A

4.2.104 REPORT OF PERSONAL SERVICES AND BENEFITS RCS 0197-OPM-AN EXHIBIT B-1 COST OF EMPLOYEE BENEFITS - UPAH400A

RESTART INSTRUCTIONS

SUBSYSTEM: Payroll

PROGRAM IDENTIFICATION: UPAH40

FILE IDENTIFICATION: SPX.UPAH401

FILE TYPE: Print

RESTART LOCATION: 128

RESTART LENGTH: 05

DATA ELEMENT: Page Number

KEY IN FORMAT: XXXXX

REMARKS: N/A

4.2.105 REPORT OF PERSONAL SERVICES AND BENEFITS RCS 0197-OPM-AN EXHIBIT C-1 LEAVE EARNED AND USED - UPAH500A

RESTART INSTRUCTIONS

SUBSYSTEM:	Payroll
PROGRAM IDENTIFICATION:	UPAH50
FILE IDENTIFICATION:	SPX.UPAH501
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	XXXXX
REMARKS:	N/A

4.3 COST/PERFORMANCE SUBSYSTEM OUTPUT RESTART INSTRUCTIONS

4.3.1 TRANSACTION REGISTER OF PERSONNEL REQUEST - UPCA010A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCA01
FILE IDENTIFICATION:	SPX.UPCA011
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.3.2 I/O CONTROL OFFICERS DATA - UPCA010B

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCA01
FILE IDENTIFICATION:	SPX.UPCA012
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.3.3 APCAPS INPUT PROCESS VIOLATIONS - UPCA010C

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCA01
FILE IDENTIFICATION:	SPX.UPCA013
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.3.4 TRANSACTION REGISTER CANCEL/CORRECTIONS OF HISTORY FILES - UPCA040A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCA04
FILE IDENTIFICATION:	SPX.UPCA042
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.3.5 MAR TRANSACATION REGISTER - UPCA180A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCA18
FILE IDENTIFICATION:	SPX.UPCA181
FILE TYPE:	Print
RESTART LOCATION:	012
RESTART LENGTH:	08
DATA ELEMENT:	Report Identification
KEY IN FORMAT:	UPCA180A
REMARKS:	N/A

4.3.6 MAR ERROR LISTING - UPCA180C

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCA18
FILE IDENTIFICATION:	SPX.UPCA181
FILE TYPE:	Print
RESTART LOCATION:	012
RESTART LENGTH:	08
DATA ELEMENT:	Report Identification
KEY IN FORMAT:	UPCA180C
REMARKS:	N/A

4.3.7 WORKLOAD (OCR) - UPCA180E

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCA18
FILE IDENTIFICATION:	SPX.UPCA183
FILE TYPE:	Print
RESTART LOCATION:	017
RESTART LENGTH:	10
DATA ELEMENT:	Activity - Organization
KEY IN FORMAT:	AAXXXBBBBB
REMARKS:	AA = Activity Code XXX = Blanks BBBBB = Organization Code

4.3.8 LAPER HISTORY INQUIRY LISTING - UPCA450A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCA45
FILE IDENTIFICATION:	SPX.UPCA451
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.9 ACCOUNTS UNMATCHED TO MAR - UPCA450B

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCA45
FILE IDENTIFICATION:	SPX.UPCA454
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.10 WEEKLY LAPER (PART A) WORK CENTER LEVEL - UPCA470A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCA47
FILE IDENTIFICATION:	SPX.UPCA471
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.11 DAILY LAPER (PART A) WORK CENTER LEVEL - UPCA470A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCA47
FILE IDENTIFICATION:	SPX.UPCA471
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.12 WEEKLY LAPER (PART E) WORK CENTER OUT OF TOLERANCE - UPCA470B

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCA47
FILE IDENTIFICATION:	SPX.UPCA472
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.13 WEEKLY LAPER (PART B-1) SUMMARY BY ORGANIZATION - UPCA490A

RESTART INSTRUCTIONS

SUBSYSTEM: Cost/Performance

PROGRAM IDENTIFICATION: UPCA49

FILE IDENTIFICATION: SPX.UPCA491

FILE TYPE: Print

RESTART LOCATION: 126

RESTART LENGTH: 07

DATA ELEMENT: Activity Code - Page Number

KEY IN FORMAT: XXNNNNN

REMARKS: Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.14 WEEKLY LAPER (PART B-2) SUMMARY BY ORGANIZATION - UPCA490B

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCA49
FILE IDENTIFICATION:	SPX.UPCA494
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.15 WEEKLY LAPER (PART C) FUNCTIONAL SUMMARY BY ORGANIZATION - UPCA510A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCA51
FILE IDENTIFICATION:	SPX.UPCA511
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.16 WEEKLY LAPER (PART D) DIVISION SUMMARY BY FUNCTION AND SUB-ORGANIZATION - UPCA540A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCA54
FILE IDENTIFICATION:	SPX.UPCA541
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.17 JOB ORDER/PROJECT ORDER COST LISTING - UPCA650A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCA65
FILE IDENTIFICATION:	SPX.UPCA651
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.18 COST TRANSACTION REGISTER - UPCA800A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCA80
FILE IDENTIFICATION:	SPX.UPCA801
FILE TYPE:	Print
RESTART LOCATION:	012
RESTART LENGTH:	08
DATA ELEMENT:	Report Identification
KEY IN FORMAT:	UPCA800A
REMARKS:	N/A

4.3.19 MISSING EXCEPTION REPORT - UPCA800B

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCA80
FILE IDENTIFICATION:	SPX.UPCA801
FILE TYPE:	Print
RESTART LOCATION:	012
RESTART LENGTH:	08
DATA ELEMENT:	Report Identification
KEY IN FORMAT:	UPCA800B
REMARKS:	Specify UPCA800A if not from UPAU51.

4.3.20 PREPRINTED OCR LABOR EXCEPTION DOCUMENTS - UPCA800D

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCA80
FILE IDENTIFICATION:	SPX.UPCA803
FILE TYPE:	Print
RESTART LOCATION:	068
RESTART LENGTH:	09
DATA ELEMENT:	Social Security Number
KEY IN FORMAT:	NNNNNNNNN
REMARKS:	Where NNNNNNNNN is 9-digit Social Security Number.

4.3.21 ORGANIZATIONAL CODE AND TITLE LISTING - UPCA810A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCA81
FILE IDENTIFICATION:	SPX.UPCA811
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.22 DSSIAL BASE PERIOD DATA MASTER FILE - UPCA820A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCA82
FILE IDENTIFICATION:	SPX.UPCA821
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.23 NON-LABOR HISTORY MASTER - UPCA830A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCA83
FILE IDENTIFICATION:	SPX.UPCA831
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.24 DETAIL WORKLOAD HISTORY LISTING - UPCA840A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCA84
FILE IDENTIFICATION:	SPX.UPCA841
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.25 MASTER ACCOUNT RECORD REFERENCE LIST - UPCA850A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCA85
FILE IDENTIFICATION:	SPX.UPCA851
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.26 DLA COST CODE MASTER - UPCA860A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCA86
FILE IDENTIFICATION:	SPX.UPCA861
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.27 JOB ORDER/PROJECT ORDER NUMBER MASTER - UPCA870A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCA87
FILE IDENTIFICATION:	SPX.UPCA871
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.28 SF 113G HISTORY LISTING - UPCA880A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCA88
FILE IDENTIFICATION:	SPX.UPCA881
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	SSNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.29 JOB ORDER MASTER - UPCA890A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCA89
FILE IDENTIFICATION:	SPX.UPCA891
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.30 SUBSIDIARY COST CODE LISTING - UPCA950A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCA95
FILE IDENTIFICATION:	SPX.UPCA951
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.31 MANPOWER POSITION CONTROL - UPCB150A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCB15
FILE IDENTIFICATION:	SPX.UPCB151
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.32 PREPRINTED OCR LABOR EXCEPTION DOCUMENTS - UPCB250C

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCB25
FILE IDENTIFICATION:	SPX.UPCB253
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.33 NONSTANDARD TOUR EMPLOYEES - UPCB350A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCB35
FILE IDENTIFICATION:	SPX.UPCB351
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.34 UNPROCESSED EMPLOYEES - UPCC070A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCC07
FILE IDENTIFICATION:	SPX.UPCC071
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.35 BIWEEKLY PAYROLL COST CERTIFICATION - UPCC300A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCC30
FILE IDENTIFICATION:	SPX.UPCC301
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.36 ACTUAL CIVILIAN PAYROLL DATA, RCS-1388 - UPCC320A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCC32
FILE IDENTIFICATION:	SPX.UPCC321
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	XX is 2-digit Activity Code and NNNNN is always 00001.

4.3.37 EOM PAYROLL COST CERTIFICATION - UPCC450A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCC45
FILE IDENTIFICATION:	SPX.UPCC451
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.38 ADVANCE REPORT OF MILITARY PERSONNEL EXPENSES (RCS DD-DLA(M)48(C)) - UPCC600A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCC60
FILE IDENTIFICATION:	SPX.UPCC603
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.39 INQUIRY LISTING - UPCC700A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCC70
FILE IDENTIFICATION:	SPX.UPCC701
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.40 PROPOSED BASE PROFILES LISTING - UPCC850A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCC85
FILE IDENTIFICATION:	SPX.UPCC851
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.41 EXPENSE COST REPORT RCS DLA(M)48(C)MIN (RERUN) - UPCD100A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCD10
FILE IDENTIFICATION:	SPX.UPCD101
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.42 PERSONNEL STRENGTH AND MANHOUR DATA REPORT DLA(M)1174(C)MIN CIVILIAN AND MILITARY MANHOURS (RERUN) - UPCD150A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCD15
FILE IDENTIFICATION:	SPX.UPCD151
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.43 DETAIL MANHOUR/LABOR COST REPORT - UPCE100A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCE10
FILE IDENTIFICATION:	SPX.UPCE101
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.44 MONTHLY PAYROLL COST CERTIFICATION - UPCE150A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCE15
FILE IDENTIFICATION:	SPX.UPCE151
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.45 MONTHLY LAPER (PART A) WORK CENTER LEVEL - UPCE270A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCE27
FILE IDENTIFICATION:	SPX.UPCE271
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.46 MONTHLY LAPER (PART E) WORK CENTER OUT OF TOLERANCE - UPCE270B

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCE27
FILE IDENTIFICATION:	SPX.UPCE272
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.47 EXPENSE COST REPORT RCS DLA(M)48(C)MIN - UPCE300A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCE30
FILE IDENTIFICATION:	SPX.UPCE301
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.48 PERSONNEL STRENGTH AND MANHOUR DATA REPORT RCS DLA(M)1174(C)MIN - UPCE450A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCE45
FILE IDENTIFICATION:	SPX.UPCE451
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.49 PERSONNEL STRENGTH AND MANHOUR DATA REPORT RCS DLA(M)1174(C)MIN (MILITARY PERSONNEL - AUTHORIZED AND ACTUAL) - UPCE450B

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCE45
FILE IDENTIFICATION:	SPX.UPCE452
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.50 PERSONNEL STRENGTH AND MANHOUR DATA REPORT RCS DLA(M)1174(C)MIN - UPCE500A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCE50
FILE IDENTIFICATION:	SPX.UPCE501
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.51 SF 113G REPORT 1 - UPCE550A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCE55
FILE IDENTIFICATION:	SPX.UPCE551
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.52 SF 113G REPORT 2, PART 1 - UPCE550B

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCE55
FILE IDENTIFICATION:	SPX.UPCE552
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.53 SF 113G REPORT 2, PART 2 - UPCE550C

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCE55
FILE IDENTIFICATION:	SPX.UPCE553
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.54 SF 113G REPORT 2, PART 3 - UPCE550D

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCE55
FILE IDENTIFICATION:	SPX.UPCE554
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.55 MONTHLY WORKLOAD FEEDER LISTING - UPCE650A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCE65
FILE IDENTIFICATION:	SPX.UPCE651
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

READEX FICHE

4.3.56 MONTHLY LAPER (PART B-1) SUMMARY BY ORGANIZATION - UPCE710A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCE71
FILE IDENTIFICATION:	SPX.UPCE711
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.57 MONTHLY LAPER (PART B-2) SUMMARY BY ORGANIZATION - UPCE710B

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCE71
FILE IDENTIFICATION:	SPX.UPCE714
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.58 MONTHLY LAPER (PART C) FUNCTIONAL SUMMARY BY ORGANIZATION - UPCE730A

RESTART INSTRUCTIONS

SUBSYSTEM: Cost/Performance

PROGRAM IDENTIFICATION: UPCE73

FILE IDENTIFICATION: SPX.UPCE731

FILE TYPE: Print

RESTART LOCATION: 126

RESTART LENGTH: 07

DATA ELEMENT: Activity Code - Page Number

KEY IN FORMAT: XXNNNNN

REMARKS: Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.59 MONTHLY LAPER (PART D) DIVISION SUMMARY BY FUNCTION AND SUB-ORGANIZATION - UPCE760A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCE76
FILE IDENTIFICATION:	SPX.UPCE761
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.60 MONTHLY LAPER (PART G) PROGRAM DATA FOR LOCAL STANDARDS MAINTENANCE REPORT - UPCE830A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCE83
FILE IDENTIFICATION:	SPX.UPCE831
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.61 QUARTERLY LAPER (PART F) PROGRAM DATA FOR DIMES - UPCE850A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCE85
FILE IDENTIFICATION:	SPX.UPCE851
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.62 DETAIL SUMMARY STANDARDS INTERFACE ANALYSIS LISTING - UPCE880A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCE88
FILE IDENTIFICATION:	SPX.UPCE881
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.63 EARNED HOURS LISTING - UPCE890A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCE89
FILE IDENTIFICATION:	SPX.UPCE891
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.64 JOB ORDER/PROJECT ORDER COST REPORT - UPCE920A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCE92
FILE IDENTIFICATION:	SPX.UPCE921
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.3.65 QUARTERLY OVERTIME MANAGERIAL REPORT - UPCE950A

RESTART INSTRUCTIONS

SUBSYSTEM:	Cost/Performance
PROGRAM IDENTIFICATION:	UPCE95
FILE IDENTIFICATION:	SPX.UPCE951
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.4 PERSONNEL SUBSYSTEM OUTPUT RESTART INSTRUCTIONS

4.4.1 PDI TRANSACTION REGISTER - UPEA100A

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEA10
FILE IDENTIFICATION:	SPX.UPEA101
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.4.2 PDI MAINTENANCE REPORT - UPEA100B

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEA10
FILE IDENTIFICATION:	SPX.UPEA102
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.4.3 POSITION TITLE LISTING - UPEA550A

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEA55
FILE IDENTIFICATION:	SPX.UPEA551
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.4.4 PDI/DATA BANK ACTION REPORT - UPEA550B

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEA55
FILE IDENTIFICATION:	SPX.UPEA552
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.4.5 POSITION NUMBER LISTING - UPEA550C

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEA55
FILE IDENTIFICATION:	SPX.UPEA553
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.4.6 INDIVIDUAL MINORITY GROUP DESIGNATION - UPEC250G

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEC25
FILE IDENTIFICATION:	SPX.UPCE252
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.4.7 WITHIN-GRADE INCREASE LIST - UPEC250E

RESTART INSTRUCTIONS

SUBSYSTEM: Personnel

PROGRAM IDENTIFICATION: UPEC25

FILE IDENTIFICATION: SPX.UPEC252

FILE TYPE: Print

RESTART LOCATION: 126

RESTART LENGTH: 07

DATA ELEMENT: Activity Code - Page Number

KEY IN FORMAT: XXNNNNN

REMARKS: Where XX is 2-digit Activity Code and NNNNN is 5-digit is Page Number.

4.4.8 NONPAY TIME IN EXCESS OF SIX MONTHS - UPEC250A

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEC25
FILE IDENTIFICATION:	SPX.UPEC254
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.4.9 RETENTION REGISTER - UPEC250D

RESTART INSTRUCTIONS

SUBSYSTEM: Personnel

PROGRAM IDENTIFICATION: UPEC25

FILE IDENTIFICATION: SPX.UPEC255

FILE TYPE: Print

RESTART LOCATION: 128

RESTART LENGTH: 05

DATA ELEMENT: Page Number

KEY IN FORMAT: NNNNN

REMARKS: N/A

4.4.10 EMPLOYEE TABLE SELECTOR CODE LISTING - UPEC250C

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEC25
FILE IDENTIFICATION:	SPX.UPEC258
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.4.11 EMPLOYEE PERSONNEL RECORD - UPEC270A

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEC27
FILE IDENTIFICATION:	SPX.UPEC271
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.4.12 SERVICE CONTROL FILE - UPEC300S

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEC30
FILE IDENTIFICATION:	SPX.UPEC301
FILE TYPE:	Print
RESTART LOCATION:	125
RESTART LENGTH:	08
DATA ELEMENT:	Activity Code - Page Number - Report Identification
KEY IN FORMAT:	XXNNNNNX
REMARKS:	Where XX is 2-digit Activity Code NNNNN is 5-digit Page Number X is 1-digit Report Identification.

4.4.13 FEDERAL EMPLOYEES HEALTH BENEFITS COVERAGE - UPEC300D

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEC30
FILE IDENTIFICATION:	SPX.UPEC302
FILE TYPE:	Print
RESTART LOCATION:	125
RESTART LENGTH:	08
DATA ELEMENT:	Activity Code - Page Number - Report Identification
KEY IN FORMAT:	XXNNNNNX
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number X is 1-digit Report Identification.

4.4.14 VOLUNTARY PHYSICAL EXAMINATION - LIST OF ELIGIBLES - UPEC300J

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEC30
FILE IDENTIFICATION:	SPX.UPEC303
FILE TYPE:	Print
RESTART LOCATION:	125
RESTART LENGTH:	08
DATA ELEMENT:	Activity Code - Page Number - Report Identification
KEY IN FORMAT:	XXNNNNNX
REMARKS:	Where XX is 2-digit Activity Code NNNNN is 5-digit Page Number X is 1-digit Report Identification.

4.4.15 STRENGTH REPORT - UPEC300U

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEC30
FILE IDENTIFICATION:	SPX.UPEC303
FILE TYPE:	Print
RESTART LOCATION:	125
RESTART LENGTH:	08
DATA ELEMENT:	Activity Code - Page Number - Report Identification
KEY IN FORMAT:	XXNNNNNX
REMARKS:	Where XX is 2-digit Activity Code NNNNN is 5-digit Page Number X is 1-digit Report Identification. Specify UPEC300J if not from UPAU51.

4.4.16 VACANCY LIST - UPEC300W

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEC30
FILE IDENTIFICATION:	SPX.UPEC303
FILE TYPE:	Print
RESTART LOCATION:	125
RESTART LENGTH:	08
DATA ELEMENT:	Activity Code - Page Number - Report Identification
KEY IN FORMAT:	XXNNNNNX
REMARKS:	Where XX is 2-digit Activity Code NNNNN is 5-digit Page Number X is 1-digit Report Identification. Specify UPEC300J if not from UPAU51.

4.4.17 COMPETITIVE LEVELS - UPEC300Y

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEC30
FILE IDENTIFICATION:	SPX.UPEC303
FILE TYPE:	Print
RESTART LOCATION:	125
RESTART LENGTH:	08
DATA ELEMENT:	Activity Code - Page Number - Report Identification
KEY IN FORMAT:	XXNNNNNX
REMARKS:	Where XX is 2-digit Activity Code NNNNN is 5-digit Page Number X is 1-digit Report Identification. Specify UPEC300J if not from UPAU51.

4.4.18 AVERAGE GRADE REPORT - UPEC300A

RESTART INSTRUCTIONS

SUBSYSTEM: Personnel

PROGRAM IDENTIFICATION: UPEC30

FILE IDENTIFICATION: SPX.UPEC305

FILE TYPE: Print

RESTART LOCATION: 125

RESTART LENGTH: 08

DATA ELEMENT: Activity Code - Page Number - Report Identification

KEY IN FORMAT: XXNNNNNX

REMARKS: Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number X is 1-digit Report Identification.

4.4.19 DETAILS - LIST OF EMPLOYEES - UPEC300B

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEC30
FILE IDENTIFICATION:	SPX.UPEC305
FILE TYPE:	Print
RESTART LOCATION:	125
RESTART LENGTH:	08
DATA ELEMENT:	Activity Code - Page Number - Report Identification
KEY IN FORMAT:	XXNNNNNX
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number X is 1-digit Report Identification. Specify UPEC300A if not from UPAU51.

4.4.20 CAREER SERVICE AWARDS - UPEC300C

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEC30
FILE IDENTIFICATION:	SPX.UPEC305
FILE TYPE:	Print
RESTART LOCATION:	125
RESTART LENGTH:	08
DATA ELEMENT:	Activity Code - Page Number - Report Identification
KEY IN FORMAT:	XXNNNNNX
REMARKS:	Where XX is 2-digit Activity Code annd NNNNN is 5-digit Page Number X is 1-digit Report Identification. Specify UPEC300A if not from UPAU51.

4.4.21 COLLEGE CALIBER HIRES - UPEC300F

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEC30
FILE IDENTIFICATION:	SPX.UPEC305
FILE TYPE:	Print
RESTART LOCATION:	125
RESTART LENGTH:	08
DATA ELEMENT:	Activity Code - Page Number - Report Identification
KEY IN FORMAT:	XXNNNNNX
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number X is 1-digit Report Identification. Specify UPEC300A if not from UPAU51.

4.4.22 TEMPORARY AND TERM EMPLOYEES REPORT - UPEC300G

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEC30
FILE IDENTIFICATION:	SPX.UPEC305
FILE TYPE:	Print
RESTART LOCATION:	125
RESTART LENGTH:	08
DATA ELEMENT:	Activity Code - Page Number - Report Identification
KEY IN FORMAT:	XXNNNNNX
REMARKS:	Where XX is 2-digit Activity Code and NNNNN s 5-digit Page Number X is 1-digit Report Identification. Specify UPEC300A if not from UPAU51.

4.4.23 SUPERVISORS, LISTING OF - UPEC300R

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEC30
FILE IDENTIFICATION:	SPX.UPEC305
FILE TYPE:	Print
RESTART LOCATION:	125
RESTART LENGTH:	08
DATA ELEMENT:	Activity Code - Page Number - Report Identification
KEY IN FORMAT:	XXNNNNNX
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number X is 1-digit Report Identification. Specify UPEC300A if not from UPAU51.

4.4.24 INCREASE IN PREMIUMS FOR OPTIONAL EMPLOYEES GROUP LIFE INSURANCE - UPEC300H

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEC30
FILE IDENTIFICATION:	SPX.UPEC306
FILE TYPE:	Print
RESTART LOCATION:	053
RESTART LENGTH:	11
DATA ELEMENT:	Social Security Number
KEY IN FORMAT:	NNN-NN-NNNN
REMARKS:	N/A

4.4.25 MILITARY RESERVE CATEGORY ROSTER - UPEC300E

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEC30
FILE IDENTIFICATION:	SPX.UPEC307
FILE TYPE:	Print
RESTART LOCATION:	125
RESTART LENGTH:	08
DATA ELEMENT:	Activity Code - Page Number - Report Identification
KEY IN FORMAT:	XXNNNNNX
REMARKS:	Where XX is 2-digit Activity Code NNNNN is 5-digit Page Number X is 1-digit Report Identification.

4.4.26 READY RESERVISTS - UPEC300M

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEC30
FILE IDENTIFICATION:	SPX.UPEC307
FILE TYPE:	Print
RESTART LOCATION:	125
RESTART LENGTH:	08
DATA ELEMENT:	Activity Code - Page Number - Report Identification
KEY IN FORMAT:	XXNNNNNX
REMARKS:	Where XX is 2-digit Activity Code NNNNN is 5-digit Page Number is 1-digit Report Identification Specify UPEC300E if not from UPAU51.

4.4.27 RETIREMENT COUNSELING LIST - UPEC300P

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEC30
FILE IDENTIFICATION:	SPX.UPEC308
FILE TYPE:	Print
RESTART LOCATION:	125
RESTART LENGTH:	08
DATA ELEMENT:	Activity Code - Page Number - Report Identification
KEY IN FORMAT:	XXNNNNNX
REMARKS:	Where XX is 2-digit Activity Code NNNNN is 5-digit Page Number X is 1-digit Report Identification.

4.4.28 ACTION ITEM/TICKLER LIST - UPEC350A

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEC35
FILE IDENTIFICATION:	SPX.UPEC351
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code NNNNN is 5-digit Page Number.

4.4.29 NONPAY TIME - TOUR OF DUTY CHANGE - UPEC350C

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEC35
FILE IDENTIFICATION:	SPX.UPEC51
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code NNNNN is 5-digit Page Number. Specify UPEC350A if not from UPAU51.

4.4.30 EMPLOYEE PROBATIONARY PERIOD APPRAISAL - UPEC350B

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEC35
FILE IDENTIFICATION:	SPX.UPEC352
FILE TYPE:	Print
RESTART LOCATION:	038
RESTART LENGTH:	11
DATA ELEMENT:	Social Security Number
KEY IN FORMAT:	NNN-NN-NNNN
REMARKS:	Use 8 1/2 X 11 inch 3-part paper.

4.4.31 WORK PERFORMANCE DETERMINATION - UPEC350F

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEC35
FILE IDENTIFICATION:	SPX.UPEC353
FILE TYPE:	Print
RESTART LOCATION:	054
RESTART LENGTH:	11
DATA ELEMENT:	Social Security Number
KEY IN FORMAT:	NNN-NN-NNNN
REMARKS:	Use DLA Form 1021.

4.4.32 ADVANCE NOTICE OF WITHIN-GRADE INCREASE DUE DATE - UPEC350D

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEC35
FILE IDENTIFICATION:	SPX.UPEC354
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code NNNNN is 5-digit Page Number.

4.4.33 PERFORMANCE RATING DUE LIST - UPEC350E

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEC35
FILE IDENTIFICATION:	SPX.UPEC355
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code NNNNN is 5-digit Page Number.

4.4.34 POSITION CLASSIFICATION SURVEY OPTION 1 - UPEC400A

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEC40
FILE IDENTIFICATION:	SPX.UPEC401
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	03
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNN
REMARKS:	N/A

4.4.35 POSITION CLASSIFICATION SURVEY OPTION 2 - UPEC400B

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEC40
FILE IDENTIFICATION:	SPX.UPEC402
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	03
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNN
REMARKS:	N/A

4.4.36 POSITION CLASSIFICATION SURVEY OPTION 3 - UPEC400C

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEC40
FILE IDENTIFICATION:	SPX.UPEC403
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	03
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNN
REMARKS:	N/A

4.4.37 POSITION CLASSIFICATION SURVEY OPTION 4 - UPEC400D

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEC40
FILE IDENTIFICATION:	SPX.UPEC404
FILE TYPE:	Print
RESTART LOCATION:	126
RESTART LENGTH:	03
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNN
REMARKS:	N/A

4.4.38 PERMANENT TRANSACTION DATA - UPEC600A

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEC60
FILE IDENTIFICATION:	SPX.UPEC601
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.4.39 NONPAY YGT ADJUSTMENTS/BALANCES DURING P/P - UPEC750B

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEC75
FILE IDENTIFICATION:	SPX.UPEC751
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.4.40 INDIVIDUAL NONPAY REPORT - UPEC850A

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEC85
FILE IDENTIFICATION:	SPX.UPEC851
FILE TYPE:	Print
RESTART LOCATION:	125
RESTART LENGTH:	04
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNN
REMARKS:	N/A

4.4.41 HEADQUARTERS HISTORY - UPED550A

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPED55
FILE IDENTIFICATION:	SPX.UPED551
FILE TYPE:	Print
RESTART LOCATION:	125
RESTART LENGTH:	04
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNN
REMARKS:	N/A

4.4.42 STANDARD FORM 50 - UPEE551P

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEE55
FILE IDENTIFICATION:	SPX.UPEE551
FILE TYPE:	Print
RESTART LOCATION:	68
RESTART LENGTH:	09
DATA ELEMENT:	SSN
KEY IN FORMAT:	NNNNNNNNN
REMARKS:	N/A

4.4.43 EPH, REPLIES TRANSACTION DATE SEQUENCE - UPEF200A

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEF20
FILE IDENTIFICATION:	SPX.UPEF201
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.4.44 EMPLOYEE PERSONNEL HISTORY - UPEF251P

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEF25
FILE IDENTIFICATION:	SPX.UPEF251
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	04
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNN
REMARKS:	N/A

4.4.45 PAYROLL CHANGE SLIP - UPEF500A

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEF50
FILE IDENTIFICATION:	SPX.UPEF501
FILE TYPE:	Print
RESTART LOCATION:	N/A
RESTART LENGTH:	N/A
DATA ELEMENT:	Social Security Number
KEY IN FORMAT:	NNNN
REMARKS:	N/A

4.4.46 RETIREMENT ELIGIBLES PROJECTIONS - UPEG320A

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEG32
FILE IDENTIFICATION:	SPX.UPEG321
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	NNNNN
REMARKS:	N/A

4.4.47 OUTPUT REPORT FOR ODS - UPEG450A

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEG45
FILE IDENTIFICATION:	SPX.UPEG451P
FILE TYPE:	Print
RESTART LOCATION:	124
RESTART LENGTH:	07
DATA ELEMENT:	Activity Code - Page Number
KEY IN FORMAT:	XXNNNNN
REMARKS:	Where XX is 2-digit Activity Code and NNNNN is 5-digit Page Number.

4.4.48 TRANSACTION REGISTER OF REORGANIZATION REQUESTS - UPEM304P

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEM30
FILE IDENTIFICATION:	SPX.UPEM304
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	UPEM300A
REMARKS:	N/A

4.4.49 PROPOSED REORGANIZATION - IND POS DATA & CIVILIAN PERS CHANGES - UPEM304P

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEM30
FILE IDENTIFICATION:	SPX.UPEM304
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	UPEM300B
REMARKS:	N/A

4.4.50 PROPOSED REORGANIZATION - MANPOWER CHANGES - UPEM304P

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEM30
FILE IDENTIFICATION:	SPX.UPEM304
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	UPEM300C
REMARKS:	N/A

4.4.51 PROPOSED REORGANIZATION - MILITARY CHANGES - UPEM304P

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEM30
FILE IDENTIFICATION:	SPX.UPEM304
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	UPEM300D
REMARKS:	N/A

4.4.52 PROPOSED REORGANIZATION - MAR ADDITIONS - UPEM304P

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEM30
FILE IDENTIFICATION:	SPX.UPEM304
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	UPEM300E
REMARKS:	N/A

4.4.53 PROPOSED REORGANIZATION - MAR DELETES & FREEZES - UPEM304P

RESTART INSTRUCTIONS

SUBSYSTEM:	Personnel
PROGRAM IDENTIFICATION:	UPEM30
FILE IDENTIFICATION:	SPX.UPEM304
FILE TYPE:	Print
RESTART LOCATION:	128
RESTART LENGTH:	05
DATA ELEMENT:	Page Number
KEY IN FORMAT:	UPEM300F
REMARKS:	N/A

SECTION 5 CARRIAGE TAPE PUNCH INSTRUCTIONS

5.1 GENERAL

This section contains the punching instructions for preparing carriage tapes used in printing system output.

5.2 SYSTEM OUTPUT PUNCHING INSTRUCTIONS

5.2.1 SF 2806 AND DLA FORM 1001

CARRIAGE TAPE PUNCH INSTRUCTIONS

FORM: SF 2806 and DLA Form 1001

TAPE CUT OFF: 97

COLUMN NO.	PUNCH CHANNEL NO.
2	1
18	4
50	1
66	4

5.2.2 BOND SCHEDULE 1084C

CARRIAGE TAPE PUNCH INSTRUCTIONS

FORM: Bond Schedule 1084C

TAPE CUT OFF: 84

COLUMN NO.	PUNCH CHANNEL NO.
8	1
14	3

5.2.3 BIWEEKLY AND QUARTERLY DLA 1004

CARRIAGE TAPE PUNCH INSTRUCTIONS

FORM: Biweekly and Quarterly DLA 1004

TAPE CUT OFF: 120

COLUMN NO.	PUNCH CHANNEL NO.
2	11
4	1
18	5
24	6
57	7
64	1
78	5
84	6
117	7

5.2.4 DLA FORM 991

CARRIAGE TAPE PUNCH INSTRUCTIONS

FORM: DLA Form 991

TAPE CUT OFF: 132

COLUMN NO.	PUNCH CHANNEL NO.
7	1
12	3
17	4
57	8
67	1
72	3
83	4
117	8

5.2.5 LEAVE AND EARNINGS STATEMENT DLA FORM 990, DEC 75

CARRIAGE TAPE PUNCH INSTRUCTIONS

FORM: Leave and Earnings Statement DLA Form 990, Dec 75

TAPE CUT OFF: 102

COLUMN NO.	PUNCH CHANNEL NO.
1	1
20	12
27	1
46	12
52	1
71	12
78	1
97	12

NOTE: Carriage tape must be homed to Line 1, Punch 1.

5.2.6 PAYROLL CHECKS

CARRIAGE TAPE PUNCH INSTRUCTIONS

FORM: Payroll Checks

TAPE CUT OFF: 126

COLUMN NO.	PUNCH CHANNEL NO.
7	1
28	1
49	1
70	1
91	1
112	1

5.2.7 DLA FORM 1035 (OCR)

CARRIAGE TAPE PUNCH INSTRUCTIONS

FORM:	DLA Form 1035 (OCR)
TAPE CUT OFF:	126

COLUMN NO.	PUNCH CHANNEL NO.
4	1
44	3
67	1
107	3

5.2.8 SF 1126

CARRIAGE TAPE PUNCH INSTRUCTIONS

FORM: SF 1126

TAPE CUT OFF: 96

COLUMN NO.	PUNCH CHANNEL NO.
4	1
52	1

VOLUME I APCAPS ADP SPECIFICATIONS

PART 3 SYSTEM SUPPORT AND CONTROL

CHAPTER 4 ADMINISTRATIVE PROCEDURE

CHAPTER TABLE OF CONTENTS

SECT	DESCRIPTION	PAGE
1	ODS RESPONSIBILITIES FOR SAIS	
1.1	General	I-3-4-1
1.2	Functional Responsibilities	I-3-4-1
1.3	Explanation of Functional Areas	I-3-4-1
2	SYSTEM MODIFICATIONS OF SAIS	
2.1	Functional Modifications	I-3-4-5
2.2	ADPE Modifications	I-3-4-5
2.3	Emergency Alternations	I-3-4-5

VOLUME I APCAPS ADP SPECIFICATIONS

PART 3 SYSTEM SUPPORT AND CONTROL

CHAPTER 4 ADMINISTRATIVE PROCEDURE

SECTION 1 ODS RESPONSIBILITIES FOR SAIS

1.1 GENERAL

The objective of this section is to define and present a concise version of the functional responsibilities within the Office of Data Systems identified as being essential to the operations of a major Standard Automated Information System (SAIS).

1.2 FUNCTIONAL RESPONSIBILITIES

a. DLAM 5810.1, December 1966, subject: Organization of Field Activities establishes a standard organization for the Office of Data Systems and identifies functions by organization down to branch level.

b. It has been determined that there exists within the Office of Data Systems four distinct areas of responsibility that must be delineated and staffed if a SAIS is to operate successfully. This does not imply that there are four persons or types of persons involved, but only implies that four separate and identifiable functional responsibilities are nearly always present. One person, of necessity, may be required to perform all of the functions as may be the case during the night shift at a small installation, or several persons may be needed in each of the functional areas, as would be the case during the prime shift at the larger installations. The four areas of responsibility are as follows: Computer System Management, Computer Input-Output Control, Computer Technical Support and Computer Operation.

1.3 EXPLANATION OF FUNCTIONAL AREAS

a. Computer System Management - This function has the overall responsibility for the successful ODS implementation and continuing operation of UADPS within the framework of the DLA SAIS Program. This requires detailed knowledge of all aspects of the SAIS technical and functional programs to enable analysis and resolution of any operational problem regarding the SIAS. These responsibilities include:

(1) Establishing system schedules.

(2) Maintaining the Program Library.

(3) File Management including:

(a) Reorganization of files.

(b) Space allocation.

(c) Direct Access Storage Device (DASD) allocation.

(d) Establishment and maintenance of file control tables.

(4) Maintaining ADPS documentation.

(5) Reviewing and analyzing the following:

(a) Timing trends.

(b) Machine error trends.

(c) Relationship of system and file capacities to current file and transaction volumes.

(6) Resolving system problems by:

(a) Determining cause and impact.

(b) Deciding action to be taken.

(c) Executing decisions.

(7) Directing the implementing programs and maintaining control of programs and program modifications.

(8) Effecting a continuous review and analysis of logs, messages, and other operational mechanics for the purpose of finding potential system problems before they occur.

(9) Maintaining and controlling a master and working set of all utility programs or master cards not stored on the computer for ready availability.

(10) Reviewing all operator decision points for clarity of criteria and deciding which options will be standard for the local operation.

(11) Maintain, modify, review, and coordinate the makeup and purpose of Job Control Language (JCL).

b. Computer Technical Support - This function carries the responsibility for acquiring the detailed skills and knowledge regarding the computer and its software necessary for effective support of the SAIS and Non-SAIS operations at an installation. Computer Technicians are programers and are responsible for:

(1) Developing a detailed knowledge of the computer hardware and its operation.

(2) Developing a general understanding of the functions of the data system, especially with regard to the flow of data through the system.

(3) Developing a detailed understanding of the functions and uses of vendor supplied software.

(4) Developing a detailed knowledge of the functions, uses and internal logic of DSAO supplied software and utility programs.

(5) Providing technical advice and assistance to computer operators and the system manager for both SAIS and Non-SAIS applications.

(6) Providing technical advice and assistance on the development and use of JCL.

c. Input-Output Control - This function is responsible for assuring that computer functions properly tie into noncomputer functions. The responsibilities in controlling and accounting for all input reviewing accuracy and timely distribution of computer output are included. Personnel assigned input-output control are charged with:

(1) Implementing the machine schedule established by the system manager.

(2) Assuring quality output control.

(3) Implementing I/O error recovery routines for recovery of bypassed records.

(4) Checking all input transactions to assure proper disposition.

(5) Gathering the input to computer runs including:

(a) Cards.

(b) I/O volumes not kept on line, e.g., tapes from library, disk packs, data cells.

(c) External labels for card decks, tapes, etc.

(d) Special operating instructions.

(6) Assuring that output card decks are processed through the proper PCM procedures and distributed to proper organizations.

(7) Assuring that printed reports are decollated, booked, bound and distributed to proper organizations.

(8) Effecting all necessary manual audit trail procedures.

d. The Computer Operations - The computer operation function consists of operating the ADP equipment in processing the SAIS system. Essentially, the responsibilities of the computer operations personnel are those concerned with setting up and operating the computer.

SECTION 2 SYSTEM MODIFICATIONS TO SAIS

2.1 FUNCTIONAL MODIFICATIONS

Requests for additions, deletions, or revisions to system requirements. Procedures for processing these requests are contained in DLAR 4730.1, Development and Maintenance of SAIS.

2.2 ADPE MODIFICATIONS

Requests for additions, deletions, or revisions to computer programs, equipment systems componentry, utility or software programs, documentation and operating techniques, and other technical actions as may be feasible and desirable in the interest of efficiency and economy. Procedures for processing these requests are outlined in DLAR 4730.3, ADPE Modification to SAIS.

2.3 EMERGENCY ALTERNATIONS

Immediate action required to resolve a system deficiency that is causing the system to be inoperative. Procedures relating to this area are contained in DLAR 4730.4, Emergency Alterations to SAIS Programs.

VOLUME I APCAPS ADP SPECIFICATIONS

PART 3 SYSTEM SUPPORT AND CONTROL

CHAPTER 5 TECHNICAL PROGRAM SUPPORT

CHAPTER TABLE OF CONTENTS

SECT	DESCRIPTION	PAGE
1	UPAU51 - APCAPS ROLLUP OF LOCAL/REMOTE DATA SETS	
1.1	Purpose	I-3-5-1
1.2	Features	I-3-5-1
1.3	Optional Features	I-3-5-1
1.4	Restrictions and Remarks	I-3-5-2
1.5	JCL Requirements	I-3-5-2
1.6	User Abends/Console Messages	I-3-5-4
1.7	Special Messages for "APCAPS CPO Output RECAP"	I-3-5-4
1.8	Sample JCL	I-3-5-5

VOLUME I APCAPS ADP SPECIFICATIONS

PART 3 SYSTEM SUPPORT AND CONTROL

CHAPTER 5 TECHNICAL PROGRAM SUPPORT

SECTION 1 UPAU51 - APCAPS ROLLUP OF LOCAL/REMOTE DATA SETS

1.1 PURPOSE

UPAU51 is a utility program designed to gather APCAPS functional reports created by APSCM, determine their respective destination codes (local or remote) and configure them onto tapes in a multi-report data set format suitable for processing by CPO.

1.2 FEATURES

a. A UPAU51 step may be inserted into the job stream in several locations to prevent excessive delay in "gathering" reports.

b. The identified reports to be gathered may reside on TAPE or DASD.

c. The DD statements identifying the reports to be gathered may contain the "DUMMY" parameter.

d. UPAU51 is capable of creating up to four multi-report output data sets (usually on tape for CPO processing). See the JCL section for a description of these data sets.

e. In the case of printed reports, the carriage control character is tested for validity. An invalid character defaults to "Print and Single Space".

f. A report titled "APCAPS CPO OUTPUT RECAP" is generated on SYSOUT, reflecting the status of all reports written to the output data sets.

g. RFF (Report Format File).

(1) Reference handbook entry describing this facility for a detailed description.

(2) The user must include a DD statement describing an RFF in the job stream.

(3) See the JCL section for the method to include the RFF in the job stream.

1.3 OPTIONAL FEATURES

a. SCMACCT - Reference handbook entry describing this facility for a detailed description.

b. SCMQUE - Reference handbook entry describing this facility for a detailed description.

c. Either one or both or neither of these options may be used. They are not mutually dependent.

1.4 RESTRICTIONS AND REMARKS

a. A maximum of 50 input data sets may be used per execution of UPAU51.

b. An RFF DD statement must be present in the job stream (cannot use the "DUMMY" parameter).

c. Within the RFF entry for a functional Report ID, a special Routing Record (#7) must be present if remote testing is to take place.

d. The #7 Routing Record should contain only remote destination codes. All codes found in this record are considered remote, and if they match the code found in the $$ Record from the input data set, the report in question will go to a remote tape.

e. Default situations:

(1) If no entry is found in the RFF for a particular Report ID, that report will default to the local tape.

(2) If no #7 Routing Record is found for a particular Report ID, that report will default to the local tape.

(3) If no remote codes are found in the #7 Routing Record for a Report ID, or if a match does not occur between the RFF remote codes and the $$ destination codes, the report will default to the local tape.

f. No input data set may contain both print and punch reports.

1.5 JCL REQUIREMENTS

a. The JCL for UPAU51 includes one DD statement for each report data set to be transferred to the CPO tape. The first six characters of the DD name must be:

UPAU51

The last two characters must be unique for each DD statement (duplicates result in no processing for the second DD statement of the same name).

EXAMPLE:

(1) For a cataloged report data set:

```
//UPAU51nn DD DSN=nnnnnnnn, DISP=(OLD, DELETE, KEEP)
```

nn = unique characters for each DD statement.
nnnnnnnn = fully qualified data set name.

(2) For a noncataloged report data set:

Same as cataloged with the addition of UNIT=XXXX,VOL=SER=XXXXXX

XXXX = unit or generic name.
XXXXXX = volume serial number of the DASD.

b. Each output tape desired must have as the DD name one of the following:

CPOPRTLO: will contain local print reports.
CPOPRTRE: will contain remote print reports.
CPOPCHLO: will contain local punch reports.
CPOPCHRE: will contain remote punch reports.

c. The DD statement for the required RFF should be coded as follows:

```
//RFF DD DSN=nnnnnnnn,DISP=SHR
```

where nnnnnnnn is the fully qualified data set name of the RFF.

d. To include the SCMACCT option, the following DD statement should be coded:

```
//SCMACCT DD SYSOUT=n
```

where n is a specific output class.

e. To include the SCMQUE option, the following DD statement should be coded:

```
//SCMQUE DD DSN=nnnnnnnn,DISP=SHR
```

where nnnnnnnn is the fully qualified data set name of an existing sequential disk file with the attributes RECFM=FM,LRECL=133, BLKSIZE=133.

1.6 USER ABENDS/CONSOLE MESSAGES

USER ABENDS	EXPLANATIONS/MESSAGES
2400	Permanent I/O error detected when attempting to search the RFF directory. Program cannot continue. The RFF data set must be scratched and recreated. Console Message Text: UPAU51-01 I/O ERR BLDL SVC
2401	The first record of the input report data set described by a UPAU51xx DD statement was not a ?? control record. Console Message Text: UPAU51-03 ?? RCD ABSENT
2402	Invalid record sequence in input data set. The $$ destination record did not immediately precede the first data record. A minimum of one $$ Record must precede the data, otherwise the program cannot run. Console Message Text: UPAU51-04 INVALID REC SEQ
2403	The program failed to find a DD statement describing an RFF data set. Rerun the job including the RFF DD statement. (No input data sets have been altered.) Console Message Text: UPAU51-02 NO RFF DD CARD

1.7 SPECIAL MESSAGES FOR "APCAPS CPO OUTPUT RECAP"

MESSAGES	EXPLANATIONS
REPORTID NOT FOUND IN RFF; DEFAULTED TO LOCAL XXXXX TAPE	Where REPORTID is the name of the report in question and XXXXX is either "PRINT" or "PUNCH" depending on the format.
REPORTID HAS NO REMOTE ROUTING RECORDS; DEFAULT TO LOCAL	Where REPORTID is the name of the report in question. (Note: This refers to the #7 Routing Record.)
REPORT DATA SET HAS NOT BEEN OPENED	The data set in question has been created, but never been opened (no data has ever been written to it).

MESSAGES	EXPLANATIONS
NEGATIVE REPORT, NO RECORDS PROCESSES	No data records are present in the data set.
UPAU51XX IS A DUPLICATE DDCARD, REPORT NOT PROCESSED	Where XX is the number of the DD card in question.
CATALOG POINTS TO SCRATCHED DATA SET	No DSCB exists for the data set in question.
DSNAME NOT CREATED BY APSCM	Where DSNAME is the fully qualified name of the data set.

1.8 SAMPLE JCL

```
//UPAU51      JOB
//            EXEC PGM=UPAU51
//PRINT(1)    DD   SYSOUT=Ouput writer class
//CPOPRTLO(2) DD   DSN=Fully qualified name of output tape,
//                 DISP=(NEW,KEEP),UNIT=(TAPE,,DEFER),
//                 DCB=(TRTCH=C)(3)
//CPOPRTRE    DD   Same format for all output tapes
//CPOPCHLO    DD
//CPOPCHRE    DD
//RFF(4)      DD   DSN=Fully qualified name of RFF data set
//SCMACCT(5)  DD   SYSOUT=Ouput writer class
//SCMQUE(6)   DD   DSN=Fully qualified name of SCMQUE data set
//UPAU5101    DD   Description of input data sets
//UPAU5102    DD   Created by APSCM
//SYSUDUMP    DD   SYSOUT=Ouput writer class
```

GENERAL NOTE: Underlined fields are variable, and should be changed to conform to local configurations and designs. All other fields should be coded as shown.

NOTE 1: Required card; used for RECAP data set.

NOTE 2: At least one of the output tape DD cards must be present, depending on the destination codes of the input reports. If uncertain as to the input, include all four statements.

NOTE 3: For 7-track tape, TRTCH must be coded as shown; for 9-track tape, the DCB parameter should be omitted.

NOTE 4: Required.

NOTE 5: Optional.

NOTE 6: Optional.

VOLUME I APCAPS ADP SPECIFICATIONS

PART 4 PAYROLL SUBSYSTEM

CHAPTER 1 PAYROLL SUBSYSTEM SUMMARY

CHAPTER TABLE OF CONTENTS

SECT	DESCRIPTION	PAGE
1	GENERAL	
1.1	Purpose	I-4-1-1
2	PAYROLL SUBSYSTEM CHART/NARRATIVE	
2.1	Payroll - UPA00000	I-4-1-2

VOLUME I APCAPS ADP SPECIFICATIONS

PART 4 PAYROLL SUBSYSTEM

CHAPTER 1 PAYROLL SUBSYSTEM SUMMARY

SECTION 1 GENERAL

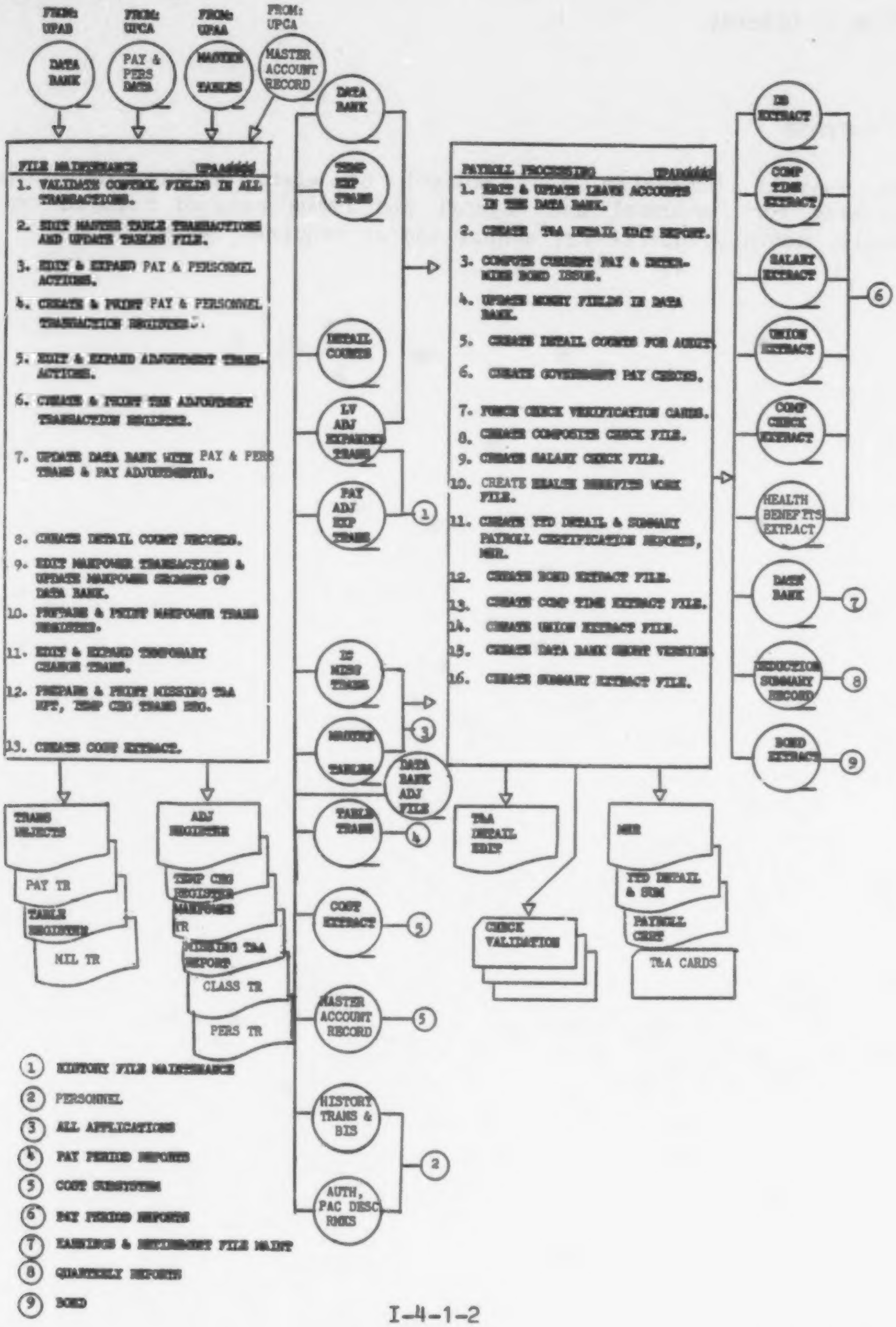
1.1 PURPOSE

The Payroll Subsystem is composed of eight applications that provide processing for Personnel and Payroll and issue related reports on a weekly, biweekly, monthly, quarterly, annual and as required basis.

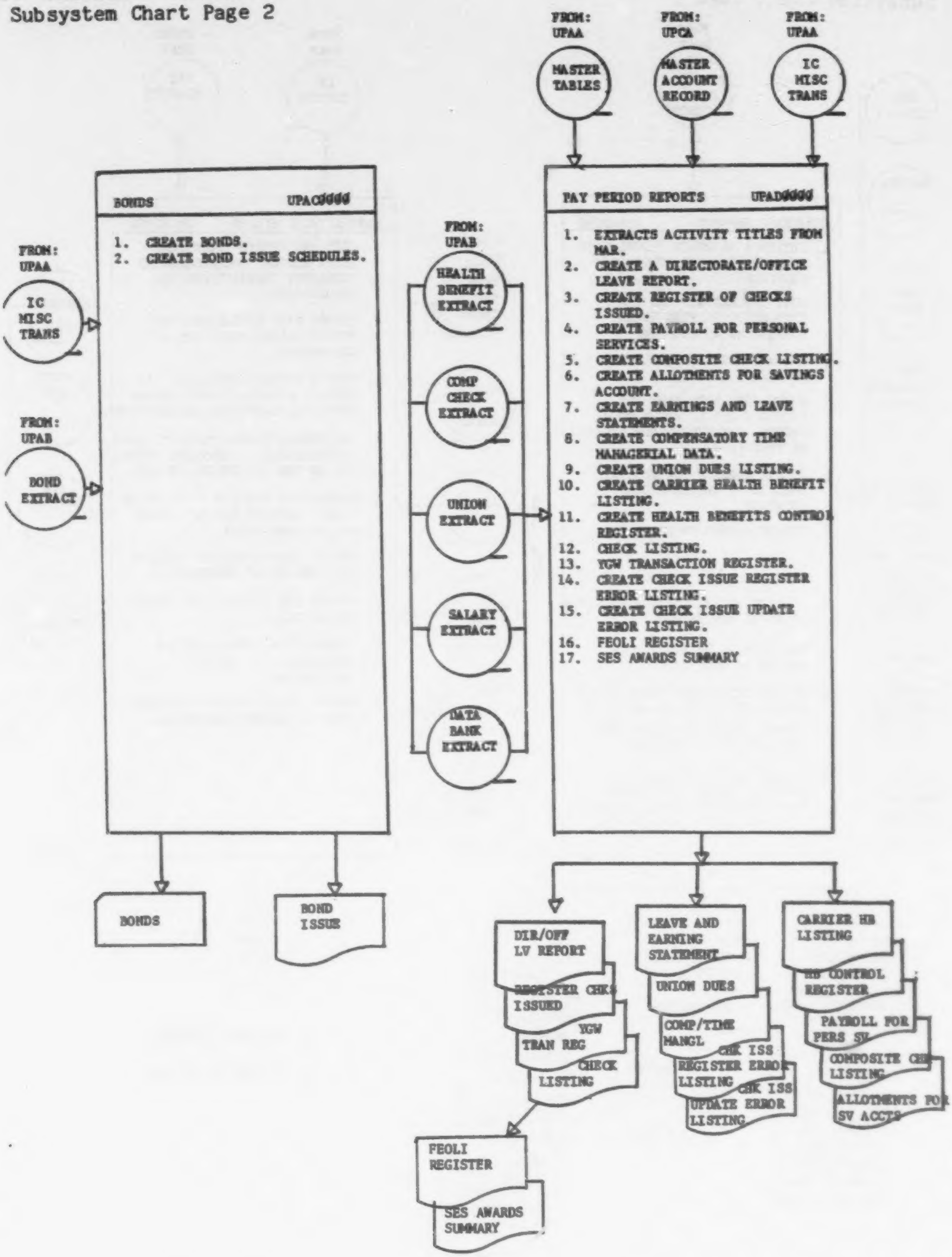
SECTION 2 PAYROLL SUBSYSTEM CHART/NARRATIVE

2.1 PAYROLL - UPA00000

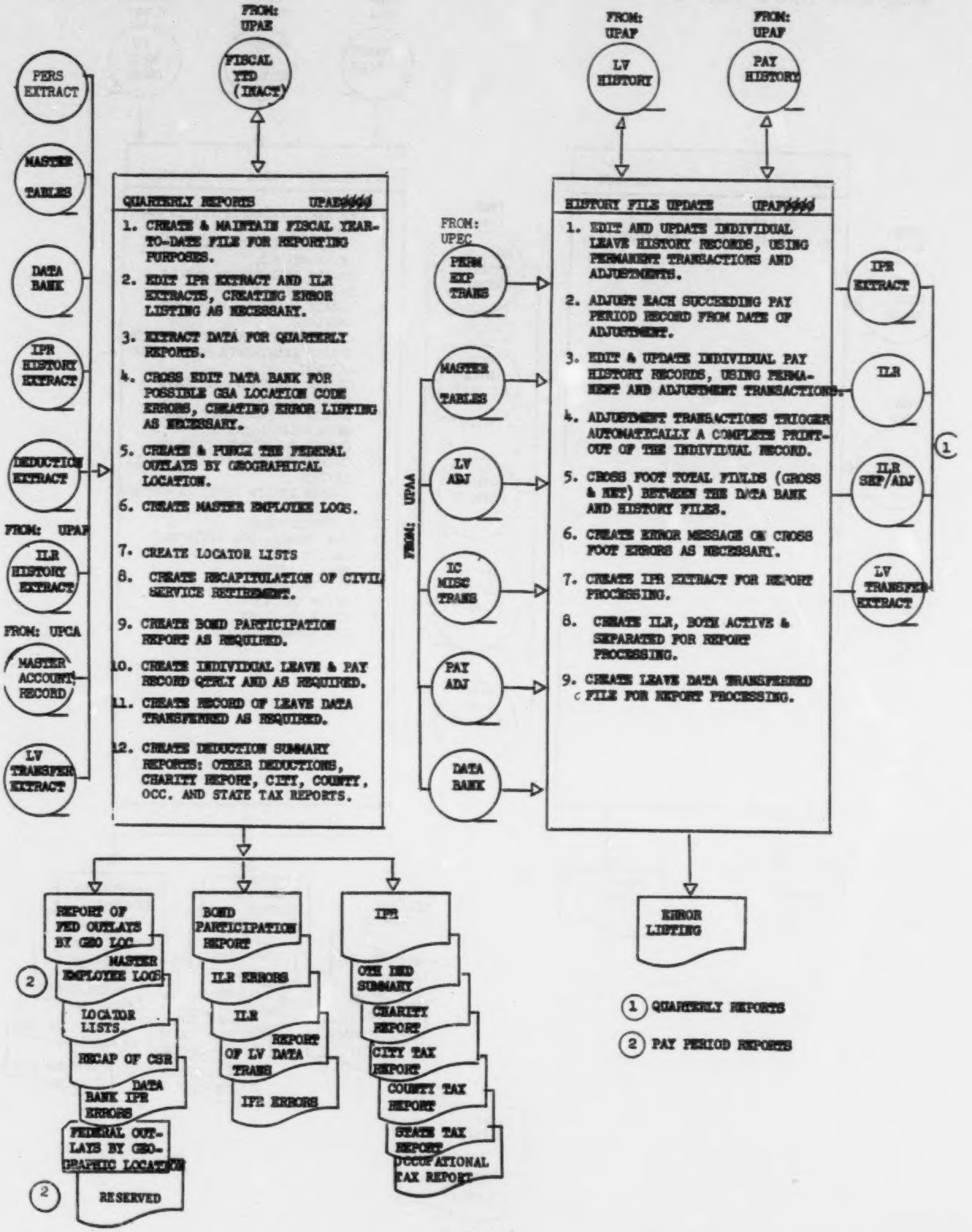
Subsystem Chart Page 1


FROM: UPAB
FROM: UPCA
FROM: UPAA
FROM: UPCA
DATA BANK
PAY & PERS DATA
MASTER TABLES
MASTER ACCOUNT RECORD
FILE MAINTENANCE UPAA0000
1. VALIDATE CONTROL FIELDS IN ALL TRANSACTIONS.
2. EDIT MASTER TABLE TRANSACTIONS AND UPDATE TABLES FILE.
3. EDIT & EXPAND PAY & PERSONNEL ACTIONS.
4. CREATE & PRINT PAY & PERSONNEL TRANSACTION REGISTERS.
5. EDIT & EXPAND ADJUSTMENT TRANSACTIONS.
6. CREATE & PRINT THE ADJUSTMENT TRANSACTION REGISTER.
7. UPDATE DATA BANK WITH PAY & PERS TRANS & PAY ADJUSTMENTS.
8. CREATE DETAIL COUNT RECORDS.
9. EDIT MANPOWER TRANSACTIONS & UPDATE MANPOWER SEGMENT OF DATA BANK.
10. PREPARE & PRINT MANPOWER TRANS REGISTER.
11. EDIT & EXPAND TEMPORARY CHANGE TRANS.
12. PREPARE & PRINT MISSING T&A RPT, TEMP CHG TRANS REG.
13. CREATE COST EXTRACT.
TRANS REJECTS
PAY TR
TABLE REGISTER
MIL TR
ADJ REGISTER
TEMP CHG REGISTER
MANPOWER TR
MISSING T&A REPORT
CLASS TR
PERS TR
DATA BANK
TEMP EXP TRANS
DETAIL COUNTS
LV ADJ EXPANDED TRANS
PAY ADJ EXP TRANS
1
IS MISS TRANS
3
MASTER TABLES
DATA BANK ADJ FILE
TABLE TRANS
4
COST EXTRACT
5
MASTER ACCOUNT RECORD
5
HISTORY TRANS & BIS
AUTH, PAC DESC RMKS
2
PAYROLL PROCESSING UPAB0000
1. EDIT & UPDATE LEAVE ACCOUNTS IN THE DATA BANK.
2. CREATE T&A DETAIL EDIT REPORT.
3. COMPUTE CURRENT PAY & DETERMINE BOND ISSUE.
4. UPDATE MONEY FIELDS IN DATA BANK.
5. CREATE DETAIL COUNTS FOR AUDIT.
6. CREATE GOVERNMENT PAY CHECKS.
7. PUNCH CHECK VERIFICATION CARDS.
8. CREATE COMPOSITE CHECK FILE.
9. CREATE SALARY CHECK FILE.
10. CREATE HEALTH BENEFITS WORK FILE.
11. CREATE YTD DETAIL & SUMMARY PAYROLL CERTIFICATION REPORTS, MER.
12. CREATE BOND EXTRACT FILE.
13. CREATE COMP TIME EXTRACT FILE.
14. CREATE UNION EXTRACT FILE.
15. CREATE DATA BANK SHORT VERSION.
16. CREATE SUMMARY EXTRACT FILE.
T&A DETAIL EDIT
CHECK VALIDATION
MER
YTD DETAIL & SUM
PAYROLL CERT
T&A CARDS
IS EXTRACT
COMP TIME EXTRACT
SALARY EXTRACT
UNION EXTRACT
COMP CHECK EXTRACT
HEALTH BENEFITS EXTRACT
6
DATA BANK
7
DEDUCTION SUMMARY RECORD
8
BOND EXTRACT
9
① HISTORY FILE MAINTENANCE
② PERSONNEL
③ ALL APPLICATIONS
④ PAY PERIOD REPORTS
⑤ COST SUBSYSTEM
⑥ PAY PERIOD REPORTS
⑦ EARNINGS & RETIREMENT FILE MAINT
⑧ QUARTERLY REPORTS
⑨ BOND

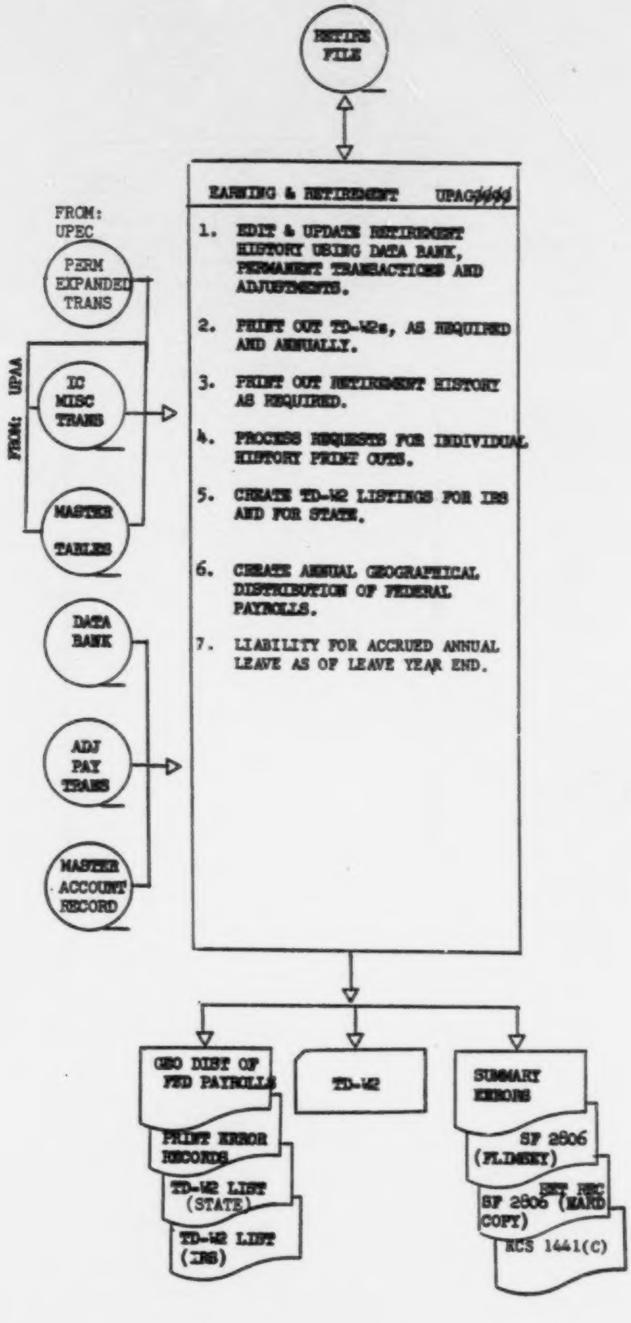
2.1 PAYROLL - UPA00000
Subsystem Chart Page 2


FROM: UPAA
MASTER TABLES
FROM: UPCA
MASTER ACCOUNT RECORD
FROM: UPAA
IC MISC TRANS
BONDS UPAC0000
1. CREATE BONDS.
2. CREATE BOND ISSUE SCHEDULES.
FROM: UPAA
IC MISC TRANS
FROM: UPAB
BOND EXTRACT
FROM: UPAB
HEALTH BENEFIT EXTRACT
COMP CHECK EXTRACT
UNION EXTRACT
SALARY EXTRACT
DATA BANK EXTRACT
PAY PERIOD REPORTS UPAD0000
1. EXTRACTS ACTIVITY TITLES FROM MAR.
2. CREATE A DIRECTORATE/OFFICE LEAVE REPORT.
3. CREATE REGISTER OF CHECKS ISSUED.
4. CREATE PAYROLL FOR PERSONAL SERVICES.
5. CREATE COMPOSITE CHECK LISTING.
6. CREATE ALLOTMENTS FOR SAVINGS ACCOUNT.
7. CREATE EARNINGS AND LEAVE STATEMENTS.
8. CREATE COMPENSATORY TIME MANAGERIAL DATA.
9. CREATE UNION DUES LISTING.
10. CREATE CARRIER HEALTH BENEFIT LISTING.
11. CREATE HEALTH BENEFITS CONTROL REGISTER.
12. CHECK LISTING.
13. YGW TRANSACTION REGISTER.
14. CREATE CHECK ISSUE REGISTER ERROR LISTING.
15. CREATE CHECK ISSUE UPDATE ERROR LISTING.
16. FEOLI REGISTER
17. SES AWARDS SUMMARY
BONDS
BOND ISSUE
DIR/OFF LV REPORT
REGISTER CHKS ISSUED
YGW TRAN REG
CHECK LISTING
FEOLI REGISTER
SES AWARDS SUMMARY
LEAVE AND EARNING STATEMENT
UNION DUES
COMP/TIME MANGL
CHK ISS REGISTER ERROR LISTING
CHK ISS UPDATE ERROR LISTING
CARRIER HB LISTING
HB CONTROL REGISTER
PAYROLL FOR PERS SV
COMPOSITE CHK LISTING
ALLOTMENTS FOR SV ACCTS

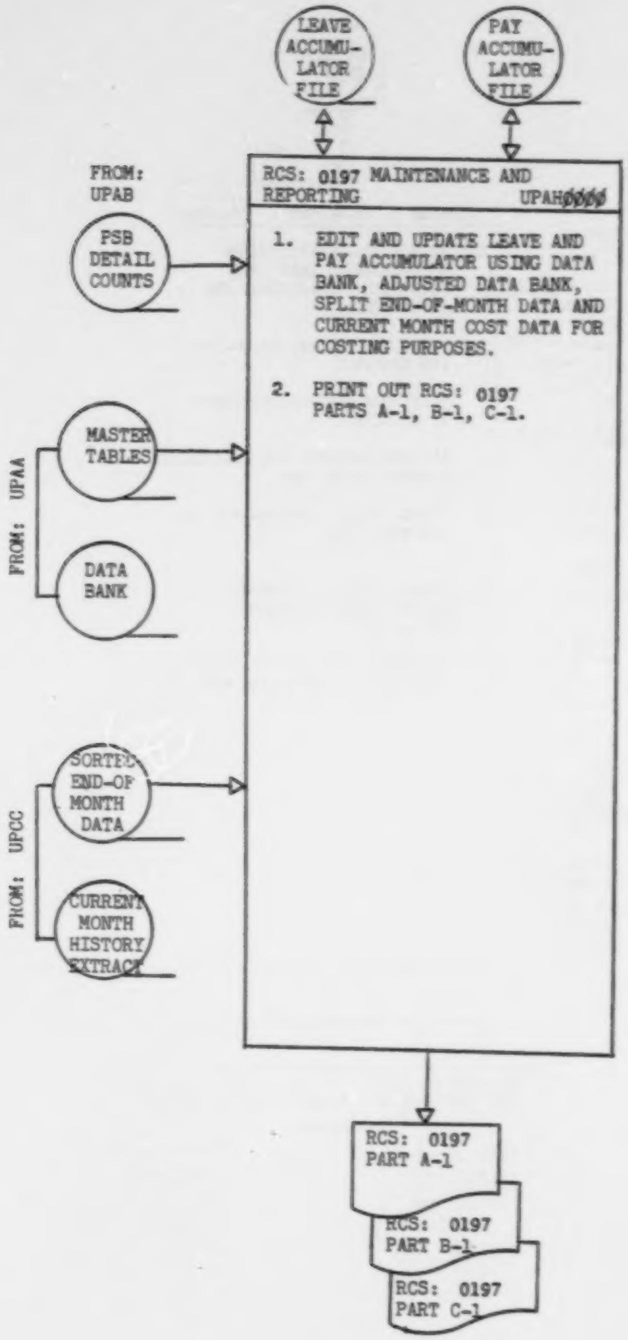
2.1 PAYROLL - UPA00000
Subsystem Chart Page 3


PERS EXTRACT
MASTER TABLES
DATA BANK
IPR HISTORY EXTRACT
DEDUCTION EXTRACT
FROM: UPAF
ILR HISTORY EXTRACT
FROM: UPCA
MASTER ACCOUNT RECORD
LV TRANSFER EXTRACT
FROM: UPAE
FISCAL YTD (INACT)
QUARTERLY REPORTS UPAE0000
1. CREATE & MAINTAIN FISCAL YEAR-TO-DATE FILE FOR REPORTING PURPOSES.
2. EDIT IPR EXTRACT AND ILR EXTRACTS, CREATING ERROR LISTING AS NECESSARY.
3. EXTRACT DATA FOR QUARTERLY REPORTS.
4. CROSS EDIT DATA BANK FOR POSSIBLE GSA LOCATION CODE ERRORS, CREATING ERROR LISTING AS NECESSARY.
5. CREATE & PUNCH THE FEDERAL OUTLAYS BY GEOGRAPHICAL LOCATION.
6. CREATE MASTER EMPLOYEE LOGS.
7. CREATE LOCATOR LISTS
8. CREATE RECAPITULATION OF CIVIL SERVICE RETIREMENT.
9. CREATE BOND PARTICIPATION REPORT AS REQUIRED.
10. CREATE INDIVIDUAL LEAVE & PAY RECORD QTRLY AND AS REQUIRED.
11. CREATE RECORD OF LEAVE DATA TRANSFERRED AS REQUIRED.
12. CREATE DEDUCTION SUMMARY REPORTS: OTHER DEDUCTIONS, CHARITY REPORT, CITY, COUNTY, OCC. AND STATE TAX REPORTS.
REPORT OF FED OUTLAYS BY GEO LOC
② MASTER EMPLOYEE LOGS
LOCATOR LISTS
RECAP OF CSR
DATA BANK IPR ERRORS
FEDERAL OUT-LAYS BY GEO-GRAPHIC LOCATION
② RESERVED
BOND PARTICIPATION REPORT
ILR ERRORS
ILR
REPORT OF LV DATA TRANS
IPR ERRORS
IPR
OTH DED SUMMARY
CHARITY REPORT
CITY TAX REPORT
COUNTY TAX REPORT
STATE TAX REPORT
OCCUPATIONAL TAX REPORT
FROM: UPAF
LV HISTORY
FROM: UPAF
PAY HISTORY
FROM: UPEC
PERM EXP TRANS
FROM: UPAA
MASTER TABLES
LV ADJ
IC MISC TRANS
PAY ADJ
DATA BANK
HISTORY FILE UPDATE UPAF0000
1. EDIT AND UPDATE INDIVIDUAL LEAVE HISTORY RECORDS, USING PERMANENT TRANSACTIONS AND ADJUSTMENTS.
2. ADJUST EACH SUCCEEDING PAY PERIOD RECORD FROM DATE OF ADJUSTMENT.
3. EDIT & UPDATE INDIVIDUAL PAY HISTORY RECORDS, USING PERMANENT AND ADJUSTMENT TRANSACTIONS.
4. ADJUSTMENT TRANSACTIONS TRIGGER AUTOMATICALLY A COMPLETE PRINT-OUT OF THE INDIVIDUAL RECORD.
5. CROSS FOOT TOTAL FIELDS (GROSS & NET) BETWEEN THE DATA BANK AND HISTORY FILES.
6. CREATE ERROR MESSAGE ON CROSS FOOT ERRORS AS NECESSARY.
7. CREATE IPR EXTRACT FOR REPORT PROCESSING.
8. CREATE ILR, BOTH ACTIVE & SEPARATED FOR REPORT PROCESSING.
9. CREATE LEAVE DATA TRANSFERRED FILE FOR REPORT PROCESSING.
IPR EXTRACT
ILR
ILR SEP/ADJ
LV TRANSFER EXTRACT
①
ERROR LISTING
① QUARTERLY REPORTS
② PAY PERIOD REPORTS

2.1 PAYROLL - UPA00000
Subsystem Chart Page 4


RETIRE FILE
EARNING & RETIREMENT UPAG0000
1. EDIT & UPDATE RETIREMENT HISTORY USING DATA BANK, PERMANENT TRANSACTIONS AND ADJUSTMENTS.
2. PRINT OUT TD-W2s, AS REQUIRED AND ANNUALLY.
3. PRINT OUT RETIREMENT HISTORY AS REQUIRED.
4. PROCESS REQUESTS FOR INDIVIDUAL HISTORY PRINT OUTS.
5. CREATE TD-W2 LISTINGS FOR IRS AND FOR STATE.
6. CREATE ANNUAL GEOGRAPHICAL DISTRIBUTION OF FEDERAL PAYROLLS.
7. LIABILITY FOR ACCRUED ANNUAL LEAVE AS OF LEAVE YEAR END.
FROM: UPEC
PERM EXPANDED TRANS
FROM: UPAA
IC MISC TRANS
MASTER TABLES
DATA BANK
ADJ PAY TRANS
MASTER ACCOUNT RECORD
GEO DIST OF FED PAYROLLS
PRINT ERROR RECORDS
TD-W2 LIST (STATE)
TD-W2 LIST (IRS)
TD-W2
SUMMARY ERRORS
SF 2806 (FLIMSEY)
RET REC
SF 2806 (HARD COPY)
RCS 1441(C)

2.1 PAYROLL - UPA00000
Subsystem Chart Page 5


LEAVE ACCUMU-LATOR FILE
PAY ACCUMU-LATOR FILE
FROM: UPAB
PSB DETAIL COUNTS
RCS: 0197 MAINTENANCE AND REPORTING
UPAH0000
1. EDIT AND UPDATE LEAVE AND PAY ACCUMULATOR USING DATA BANK, ADJUSTED DATA BANK, SPLIT END-OF-MONTH DATA AND CURRENT MONTH COST DATA FOR COSTING PURPOSES.
2. PRINT OUT RCS: 0197 PARTS A-1, B-1, C-1.
FROM: UPAA
MASTER TABLES
DATA BANK
FROM: UPCC
SORTED END-OF MONTH DATA
CURRENT MONTH HISTORY EXTRACT
RCS: 0197 PART A-1
RCS: 0197 PART B-1
RCS: 0197 PART C-1

2.1 PAYROLL - UPA00000
Subsystem Narrative

SUBSYSTEM TITLE: Payroll

SUBSYSTEM ID NUMBER: UPA00000

PURPOSE:

To provide processing for Personnel and Payroll and issue related reports on a weekly, biweekly, monthly, quarterly, annual and as required basis.

FUNCTIONS:

a. Maintain Data Bank.

b. Maintain Master Tables.

c. Edit and validate initial subsystem input transactions.

d. Issue Bond denominations of $50 to $1000.

e. Print recurring payroll reports.

f. Issue payroll checks and maintain a history of all checks issued for Government payroll and commercial.

g. Maintain pay and leave history.

h. Maintain Personnel Earnings and Retirement records.

COMPONENT APPLICATIONS AND INTERRELATIONSHIPS:

a. The Payroll Subsystem is composed of eight applications:

File Maintenance
Payroll Processing
Bonds
Payroll Period Reports
Quarterly Reports
History File Maintenance
Earnings and Retirement
RCS: 0197-OPM-AN Maintenance and Reporting

b. File Maintenance Application - UPAA0000.

Within this application two major files are created:

READEX FICHE

(1) Data Bank File - Contains military and civilian position data such as control number, rank/grade, series and personnel data such as name, social security number, address, leave and payroll data, current, quarterly and year-to-date. The Data Bank File is edited, validated and maintained in this application for the Personnel, Payroll and Cost/Performance Subsystems.

(2) Master Tables File - Contains rate tables (GS, WB), date tables, State, county and city codes and name tables. The Master Tables File is maintained for use throughout the system.

(3) All data bank transactions enter the subsystem in this application and are segregated and arranged for subsequent processing. Input and validation related reports are produced.

c. Payroll Processing Application - UPAB0000.

Within this application leave accounts are credited, pay is computed and audit control is maintained. The data bank is updated with leave and money figures and extracts are made from this Data Bank to flow through the subsystem for reporting applications. Payroll checks with related summary, change and cerfification reports are produced.

d. Bond Application - UPAC0000.

Within this application, bonds in denominations from $50 to $1000 only are printed. Issue Schedules are printed for all denominations ($50 to $1000). Bond deduction amount is a $3.75 minimum.

e. Pay Period Reports Application - UPAD0000.

Within this application, normal recurring payroll reports are calculated, formatted and printed on a biweekly basis. A register of all checks issued, Government payroll and commercial, within an F&A Office is created on a monthly basis. Products produced include:

Leave and Earning Statement
Union Dues Listing
Compensatory Time - Managerial Data
Health Benefits Control Register (Full-Time)
Carrier Health Benefits Listing
Payroll for Personal Services
Composite Check Listing
Allotments for Savings Accounts
Register of checks Issued
Directorate Office leave Summarization
YGW Transaction Register
Listing of Checks
Check Issue Register Error Listing
Check Issue Update Error Listing
FEOLI Register
SES Awards Summary
Health Benefits Control Register (Part-Time)

f. Quarterly Reports Application - UPAE0000.

Within this application, normal recurring quarterly payroll reports are calculated, formatted and printed. A fiscal year-to-date file is created to furnish data necessary for the Geographic Payroll Fiscal Report. Quarterly reports such as the individual pay and individual leave records may be processed on an as required basis biweekly. Products produced include:

Individual Pay Record
Individual Leave Record
Federal Outlays by Geographic Location (place of employment)

g. History File Update Application - UPAF0000.

Within this application the pay history and leave history are recorded biweekly by individual. Cross footing is accomplished for each processing to insure accuracy and compatibility with the Data Bank year-to-date figures. Requests are processed to extract individual records for printout in the Quarterly Reports application. Extracts are prepared for normal formatting and printout.

h. Earnings and Retirement Application - UPAG0000.

Within this application complete personnel retirement history is created and maintained for each individual. Requests are processed for inquiry printout of retirement records. Products produced include:

TD-W2s (annually or as required)
Geographic Distribution of Federal Payrolls (by residence)
SF 2806 Retirement Record

i. RCS 0197-OPM-AN Maintenance and Reporting - UPAH0000.

Within this application a complete accumulation of pay and leave is created and maintained by object class within activity. Products produced are:

RCS: 0197-OPM-AN	Part A-1	Man-Year and Cost Report
	Part B-1	Cost of Employee Benefits
	Part C-1	Leave Earned and Used

VOLUME I APCAPS ADP SPECIFICATIONS

PART 4 PAYROLL SUBSYSTEM

CHAPTER 2 FILE MAINTENANCE - UPAA0000

CHAPTER TABLE OF CONTENTS

SECT **DESCRIPTION** **PAGE**

1 GENERAL

1.1 Purpose I-4-2-1

2 FILE MAINTENANCE APPLICATION

2.1 File Maintenance - UPAA0000 I-4-2-2

3 FILE MAINTENANCE PROGRAMS

3.1 Pay/Personnel Split Out - UPAA02 I-4-2-15
3.2 Incumbent Transaction Sort - UPAA05 I-4-2-17
3.3 Incumbent Edit - 1 - UPAA10 I-4-2-18
3.4 Incumbent Edit - 2 - UPAA13 I-4-2-20
3.5 Transaction Register Sort - UPAA15 I-4-2-22
3.6 Pay, Personnel, Class Military and Manpower Transaction Registers - UPAA20 I-4-2-23
3.7 Adjusted Transaction Sort - UPAA22 I-4-2-25
3.8 Adjusted Transaction Edit - UPAA24 I-4-2-26
3.9 Adjusted Transaction Report Sort - UPAA26 I-4-2-32
3.10 Adjusted Transaction Report - UPAA28 I-4-2-33
3.11 "R" Award Transaction Record - UPAA29 I-4-2-35
3.12 Temporary Transaction Sort - UPAA30 I-4-2-37
3.13 Temporary Transaction Edit - UPAA35 I-4-2-38
3.14 T&A Report Extract Sort - UPAA36 I-4-2-42
3.15 T&A Input Summary - UPAA37 I-4-2-43
3.16 Temporary Transaction Report Sort - UPAA40 I-4-2-46
3.17 Temporary Transaction Report - UPAA45 I-4-2-47
3.18 PAC Sort - UPAA52 I-4-2-50
3.19 PAC Validation - UPAA54 I-4-2-51
3.20 Remarks Code Sort - UPAA56 I-4-2-53
3.21 Remarks Code Validation - UPAA58 I-4-2-54
3.22 Data Bank Update - UPAA60 I-4-2-56
3.23 Adjustment Update to Data Bank - UPAA65 I-4-2-58
3.24 Detail Count Sort - UPAA70 I-4-2-63
3.25 Extract ZIP Codes - UPAA72 I-4-2-64
3.26 Sort ZIP Codes - UPAA74 I-4-2-66
3.27 Format Employees ZIP Codes List - UPAA76 I-4-2-67
3.28 Data Bank Resort - UPAA82 I-4-2-69

SECT	DESCRIPTION	PAGE
3.29	Manpower Classification Update and Data Bank Compatiblity - UPAA84	I-4-2-70
3.30	Authority Personnel Description Remarks Sort - UPAA86	I-4-2-73
3.31	Data Bank Sort - UPAA88	I-4-2-74
3.32	Table Transaction Sort - UPAA90	I-4-2-75
3.33	Table Transaction Validation - UPAA92	I-4-2-76
3.34	Master Tables Update - UPAA95	I-4-2-78
3.35	Reset Mass Change - UPAA96	I-4-2-80
3.36	Master Tables Print - UPAA98	I-4-2-82
3.37	Data Bank Audit - UPAA99	I-4-2-84

VOLUME I APCAPS ADP SPECIFICATIONS

PART 4 PAYROLL SUBSYSTEM

CHAPTER 2 FILE MAINTENANCE - UPAA0000

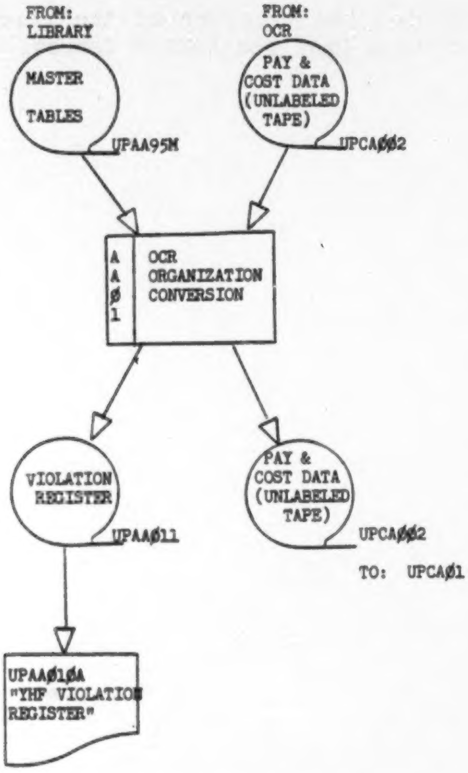
SECTION 1 GENERAL

1.1 PURPOSE

This chapter contains the programs of the File Maintenance application which maintain the APCAPS Data Bank and APCAPS Tables.

SECTION 2 FILE MAINTENANCE APPLICATION

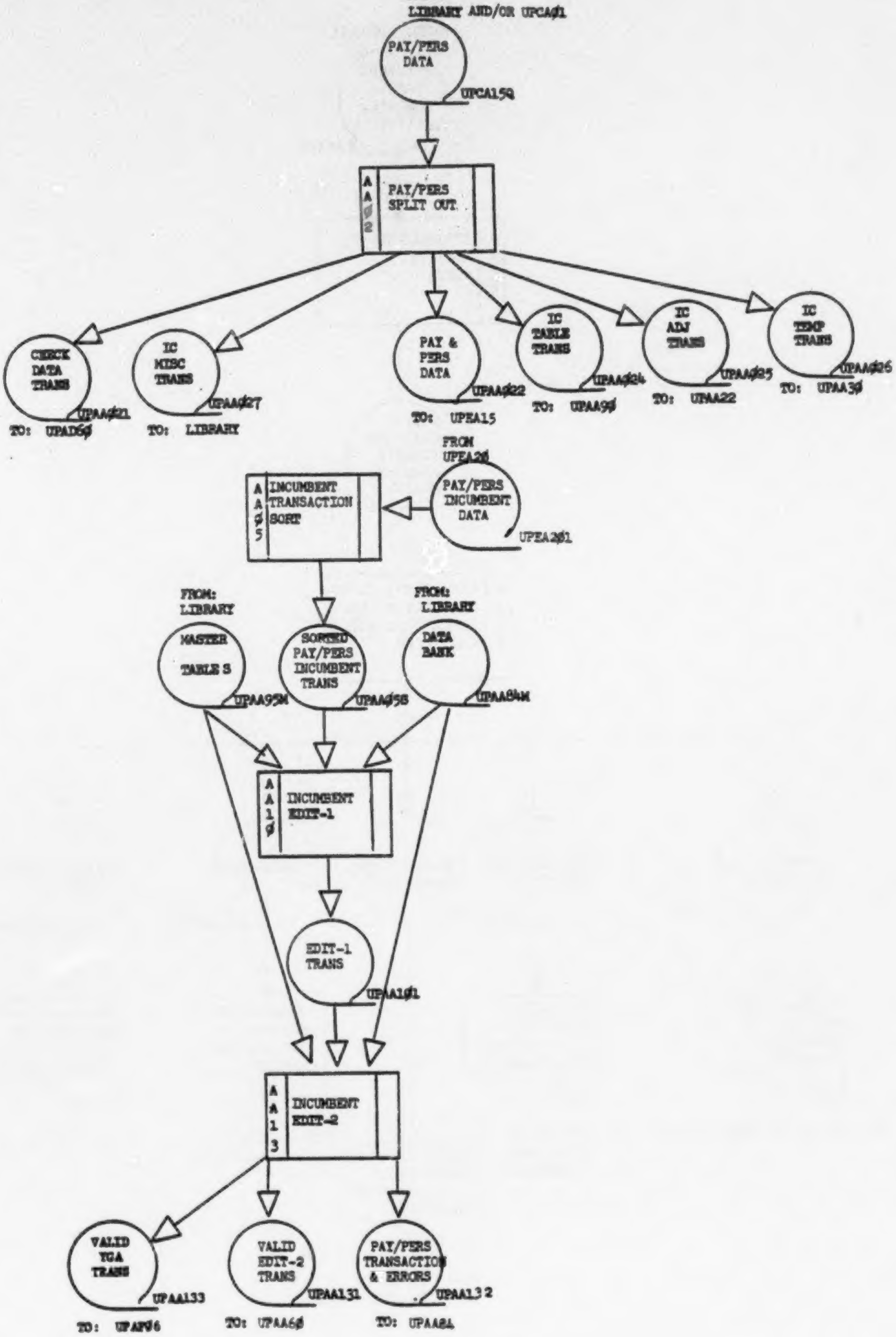
2.1 FILE MAINTENANCE - UPAA0000
Application Flow Chart Page 1


FROM:
LIBRARY
MASTER
TABLES
UPAA95M
FROM:
OCR
PAY &
COST DATA
(UNLABELED
TAPE)
UPCA002
A
A
0
1
OCR
ORGANIZATION
CONVERSION
VIOLATION
REGISTER
UPAA011
PAY &
COST DATA
(UNLABELED
TAPE)
UPCA002
TO: UPCA01
UPAA010A
"YHF VIOLATION
REGISTER"

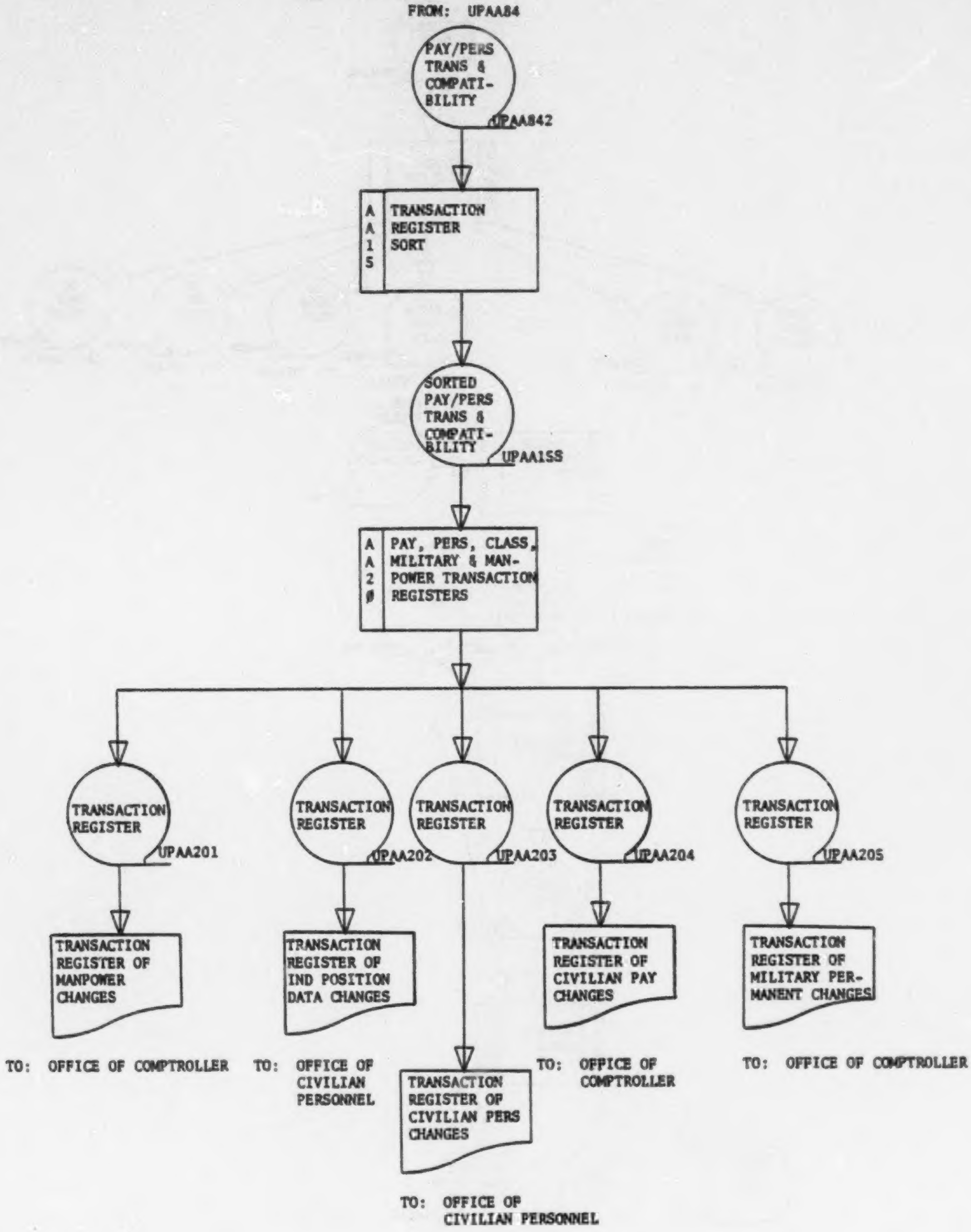
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

2.1 FILE MAINTENANCE - UPAA0000

Application Flow Chart Page 2

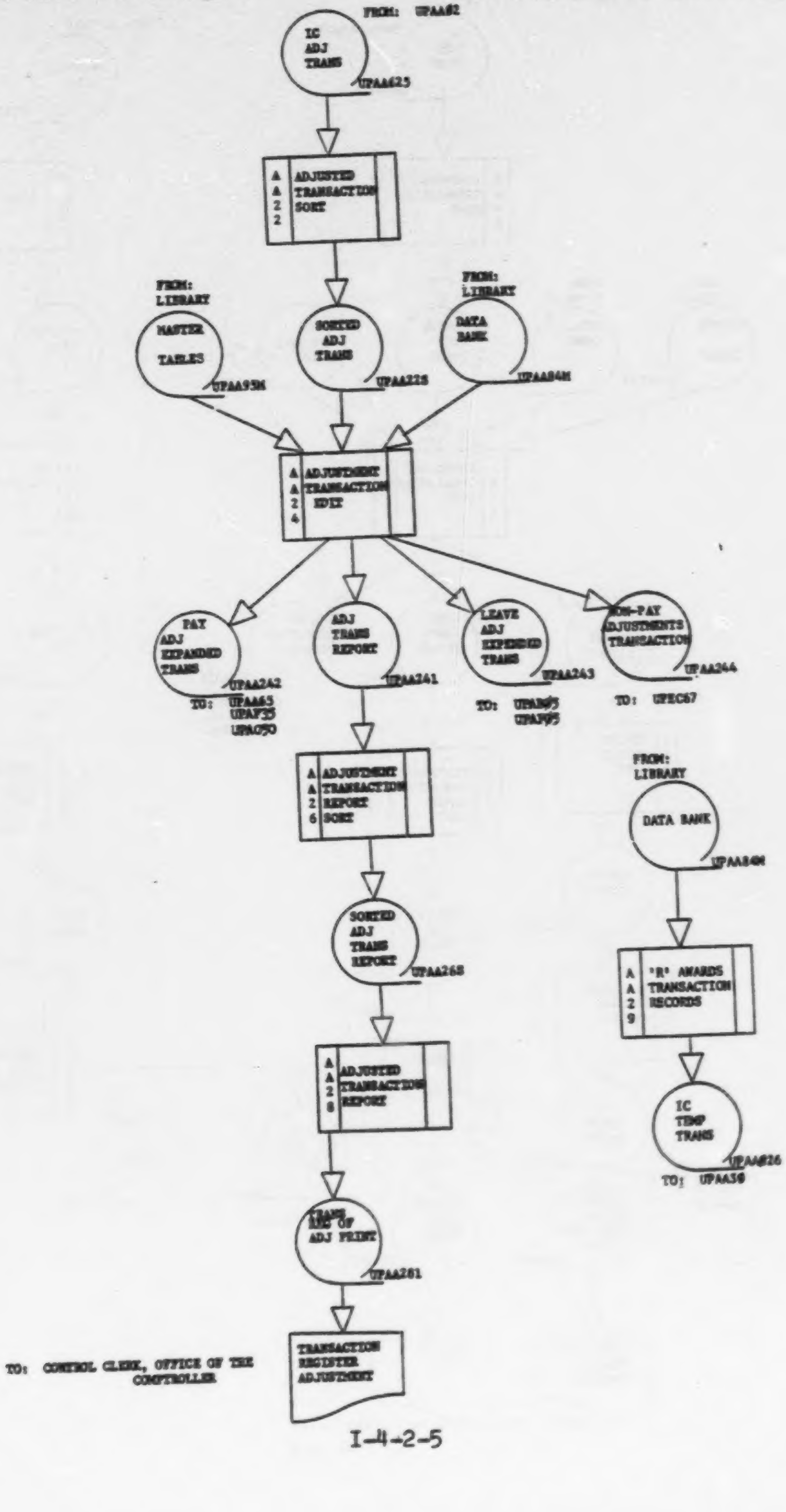

FROM:
LIBRARY AND/OR UPCA01
PAY/PERS DATA
UPCA150
AA02
PAY/PERS SPLIT OUT
CHECK DATA TRANS
UPAA021
TO: UPAD60
IC MISC TRANS
UPAA027
TO: LIBRARY
PAY & PERS DATA
UPAA022
TO: UPEA15
IC TABLE TRANS
UPAA024
TO: UPAA90
IC ADJ TRANS
UPAA025
TO: UPAA22
IC TEMP TRANS
UPAA026
TO: UPAA30
FROM
UPEA20
PAY/PERS INCUMBENT DATA
UPEA201
AA05
INCUMBENT TRANSACTION SORT
FROM:
LIBRARY
MASTER TABLE S
UPAA95M
SORTED PAY/PERS INCUMBENT TRANS
UPAA058
FROM:
LIBRARY
DATA BANK
UPAA84M
AA10
INCUMBENT EDIT-1
EDIT-1 TRANS
UPAA101
AA13
INCUMBENT EDIT-2
VALID YGA TRANS
UPAA133
TO: UPAF06
VALID EDIT-2 TRANS
UPAA131
TO: UPAA60
PAY/PERS TRANSACTION & ERRORS
UPAA132
TO: UPAA84

2.1 FILE MAINTENANCE - UPAA0000
Application Flow Chart Page 3

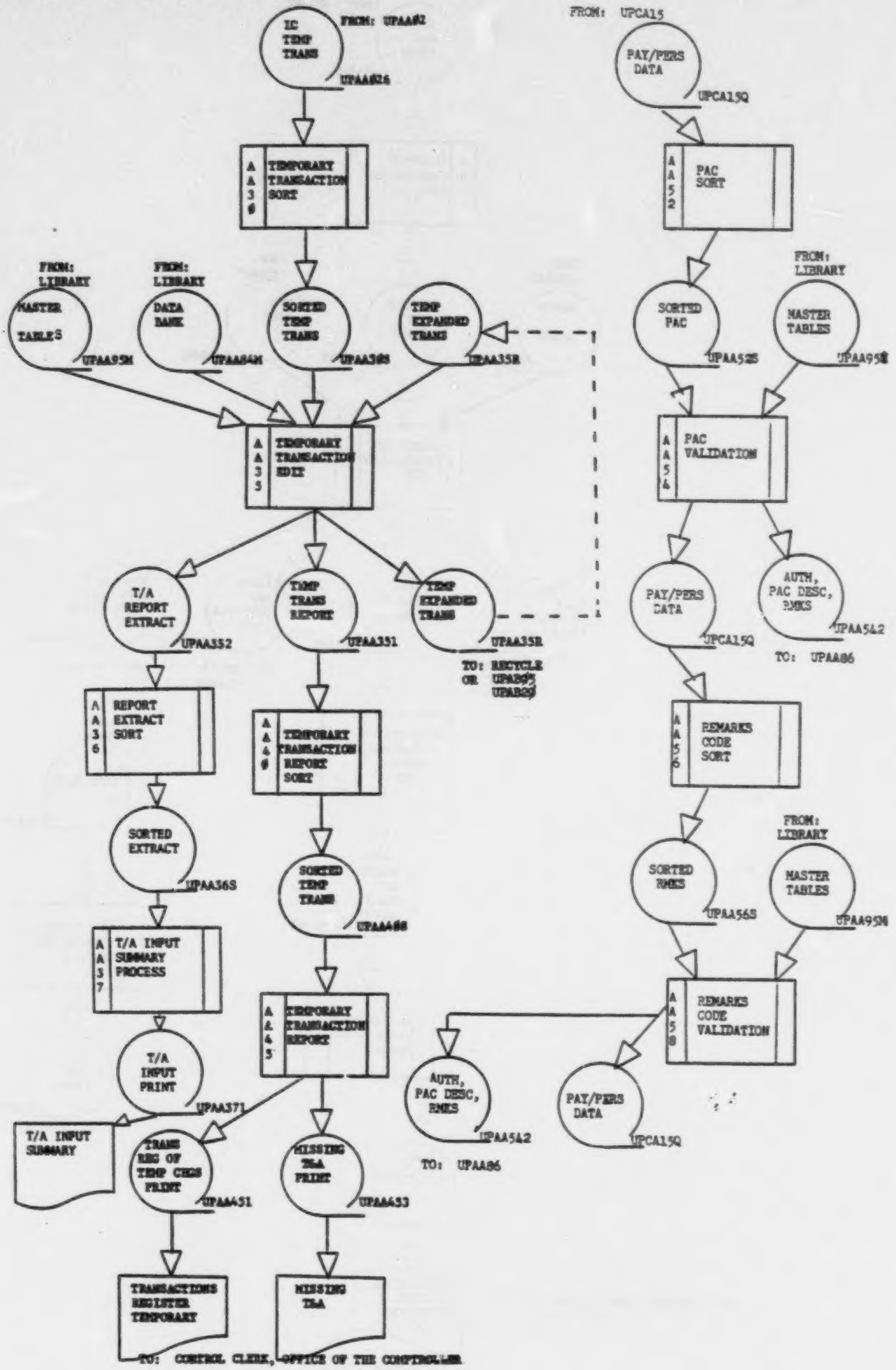

FROM: UPAA84
PAY/PERS TRANS & COMPATI-BILITY
UPAA842
A A 1 5
TRANSACTION REGISTER SORT
SORTED PAY/PERS TRANS & COMPATI-BILITY
UPAA15S
A A 2 0
PAY, PERS, CLASS, MILITARY & MAN-POWER TRANSACTION REGISTERS
TRANSACTION REGISTER
UPAA201
TRANSACTION REGISTER
UPAA202
TRANSACTION REGISTER
UPAA203
TRANSACTION REGISTER
UPAA204
TRANSACTION REGISTER
UPAA205
TRANSACTION REGISTER OF MANPOWER CHANGES
TRANSACTION REGISTER OF IND POSITION DATA CHANGES
TRANSACTION REGISTER OF CIVILIAN PAY CHANGES
TRANSACTION REGISTER OF MILITARY PER-MANENT CHANGES
TO: OFFICE OF COMPTROLLER
TO: OFFICE OF CIVILIAN PERSONNEL
TO: OFFICE OF COMPTROLLER
TO: OFFICE OF COMPTROLLER
TRANSACTION REGISTER OF CIVILIAN PERS CHANGES
TO: OFFICE OF CIVILIAN PERSONNEL

2.1 FILE MAINTENANCE - UPAA0000

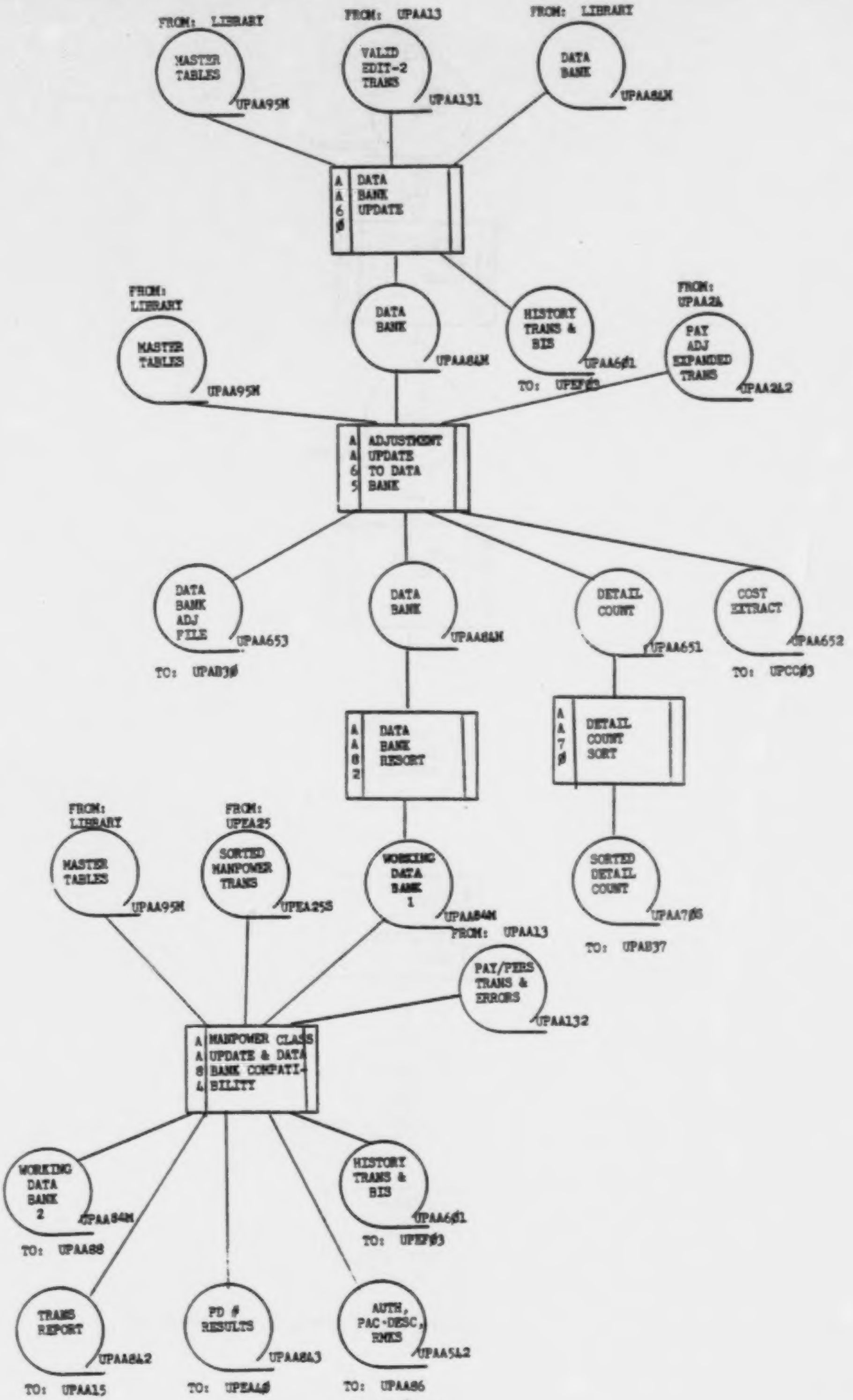
Application Flow Chart Page 4


FROM: UPAA02
IC ADJ TRANS
UPAA025
AA22 ADJUSTED TRANSACTION SORT
FROM: LIBRARY
MASTER TABLES
UPAA95M
SORTED ADJ TRANS
UPAA225
FROM: LIBRARY
DATA BANK
UPAA84M
AA24 ADJUSTMENT TRANSACTION EDIT
PAY ADJ EXPANDED TRANS
UPAA242
TO: UPAA65 UPAF35 UPAC050
ADJ TRANS REPORT
UPAA241
LEAVE ADJ EXPENDED TRANS
UPAA243
TO: UPAB05 UPAJ05
NON-PAY ADJUSTMENTS TRANSACTION
UPAA244
TO: UPEC67
AA26 ADJUSTMENT TRANSACTION REPORT SORT
SORTED ADJ TRANS REPORT
UPAA265
AA28 ADJUSTED TRANSACTION REPORT
TRANS REG OF ADJ PRINT
UPAA281
TRANSACTION REGISTER ADJUSTMENT
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
FROM: LIBRARY
DATA BANK
UPAA84M
AA29 'R' AWARDS TRANSACTION RECORDS
IC TEMP TRANS
UPAA026
TO: UPAA30

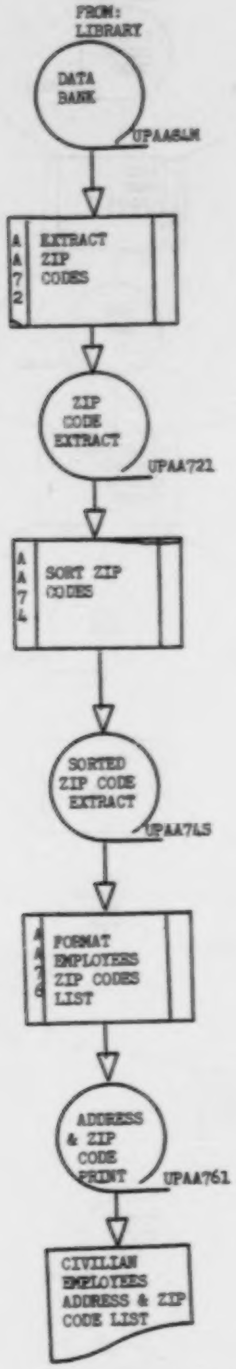
2.1 FILE MAINTENANCE - UPAA0000
Application Flow Chart Page 5


FROM: UPAA02
IC TEMP TRANS
UPAA026
AA30 TEMPORARY TRANSACTION SORT
FROM: LIBRARY
MASTER TABLES
UPAA95M
FROM: LIBRARY
DATA BANK
UPAA84M
SORTED TEMP TRANS
UPAA30S
TEMP EXPANDED TRANS
UPAA35R
AA35 TEMPORARY TRANSACTION EDIT
T/A REPORT EXTRACT
UPAA352
TEMP TRANS REPORT
UPAA351
TEMP EXPANDED TRANS
UPAA35R
TO: RECYCLE OR UPAB05 UPAB20
AA36 REPORT EXTRACT SORT
AA40 TEMPORARY TRANSACTION REPORT SORT
SORTED EXTRACT
UPAA36S
SORTED TEMP TRANS
UPAA40S
AA37 T/A INPUT SUMMARY PROCESS
AA45 TEMPORARY TRANSACTION REPORT
T/A INPUT PRINT
UPAA371
T/A INPUT SUMMARY
TRANS REG OF TEMP CHGS PRINT
UPAA451
MISSING T&A PRINT
UPAA453
TRANSACTIONS REGISTER TEMPORARY
MISSING T&A
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
FROM: UPCA15
PAY/PERS DATA
UPCA15Q
AA52 PAC SORT
SORTED PAC
UPAA52S
FROM: LIBRARY
MASTER TABLES
UPAA95M
AA54 PAC VALIDATION
PAY/PERS DATA
UPCA15Q
AUTH, PAC DESC, RMKS
UPAA542
TO: UPAA86
AA56 REMARKS CODE SORT
SORTED RMKS
UPAA56S
FROM: LIBRARY
MASTER TABLES
UPAA95M
AA58 REMARKS CODE VALIDATION
AUTH, PAC DESC, RMKS
UPAA542
TO: UPAA86
PAY/PERS DATA
UPCA15Q

2.1 FILE MAINTENANCE - UPAA0000
Application Flow Chart Page 6

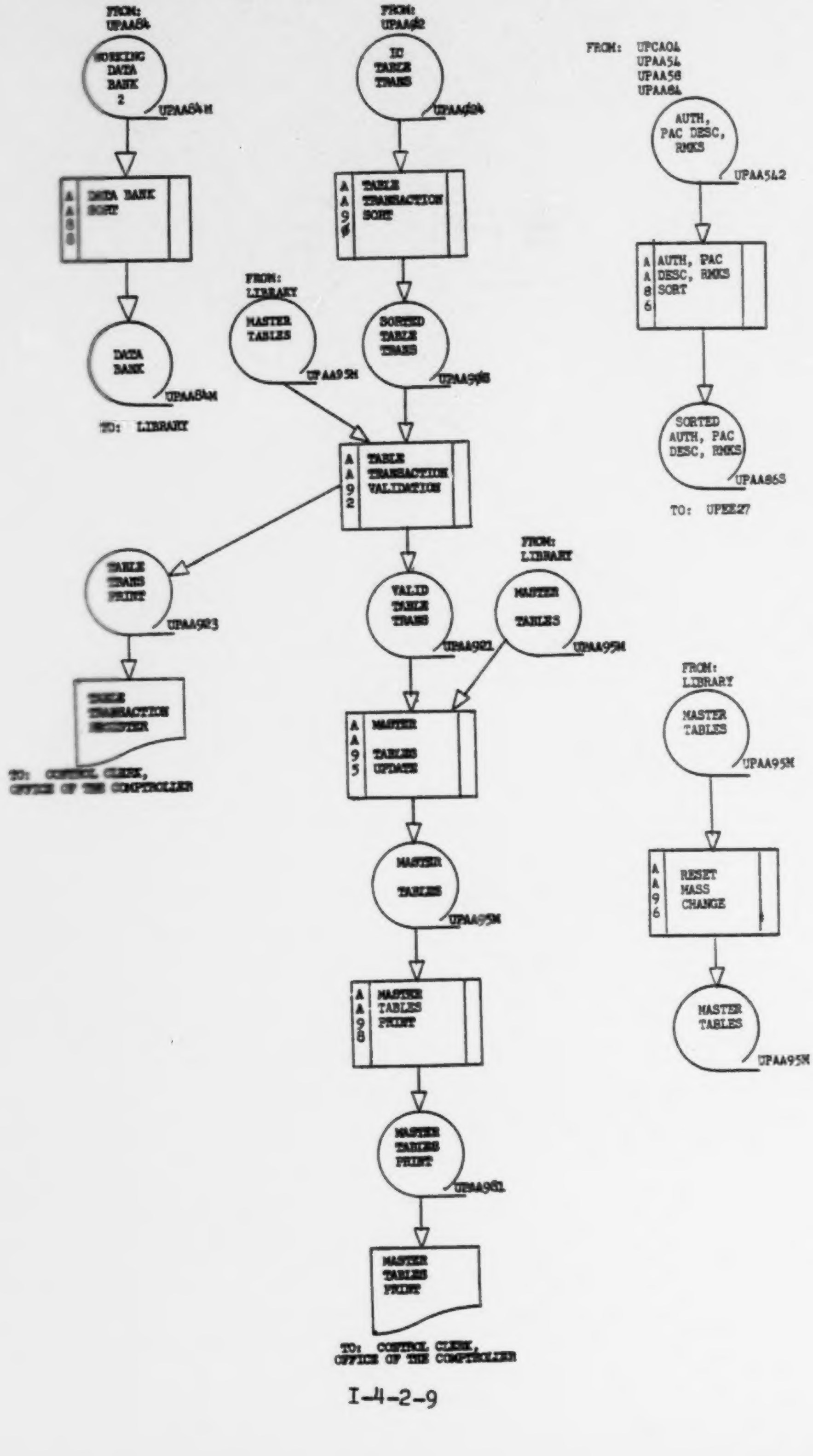

FROM: LIBRARY
MASTER TABLES
UPAA95M
FROM: UPAA13
VALID EDIT-2 TRANS
UPAA131
FROM: LIBRARY
DATA BANK
UPAA84M
AA60
DATA BANK UPDATE
DATA BANK
UPAA84M
HISTORY TRANS & BIS
UPAA601
TO: UPEF03
FROM: LIBRARY
MASTER TABLES
UPAA95M
FROM: UPAA24
PAY ADJ EXPANDED TRANS
UPAA242
AA65
ADJUSTMENT UPDATE TO DATA BANK
DATA BANK ADJ FILE
UPAA653
TO: UPAB30
DATA BANK
UPAA84M
DETAIL COUNT
UPAA651
COST EXTRACT
UPAA652
TO: UPCC03
AA82
DATA BANK RESORT
AA70
DETAIL COUNT SORT
FROM: LIBRARY
MASTER TABLES
UPAA95M
FROM: UPEA25
SORTED MANPOWER TRANS
UPEA25S
WORKING DATA BANK 1
UPAA84M
SORTED DETAIL COUNT
UPAA705
TO: UPAB37
FROM: UPAA13
PAY/PERS TRANS & ERRORS
UPAA132
AA84
MANPOWER CLASS UPDATE & DATA BANK COMPATI-BILITY
WORKING DATA BANK 2
UPAA84M
TO: UPAA88
HISTORY TRANS & BIS
UPAA601
TO: UPEF03
TRANS REPORT
UPAA842
TO: UPAA15
PD # RESULTS
UPAA843
TO: UPEA40
AUTH, PAC-DESC, RMKS
UPAA542
TO: UPAA86

2.1 FILE MAINTENANCE - UPAA0000
Application Flow Chart Page 7


FROM:
LIBRARY
DATA BANK
UPAA84M
AA72
EXTRACT ZIP CODES
ZIP CODE EXTRACT
UPAA721
AA74
SORT ZIP CODES
SORTED ZIP CODE EXTRACT
UPAA745
AA76
FORMAT EMPLOYEES ZIP CODES LIST
ADDRESS & ZIP CODE PRINT
UPAA761
CIVILIAN EMPLOYEES ADDRESS & ZIP CODE LIST

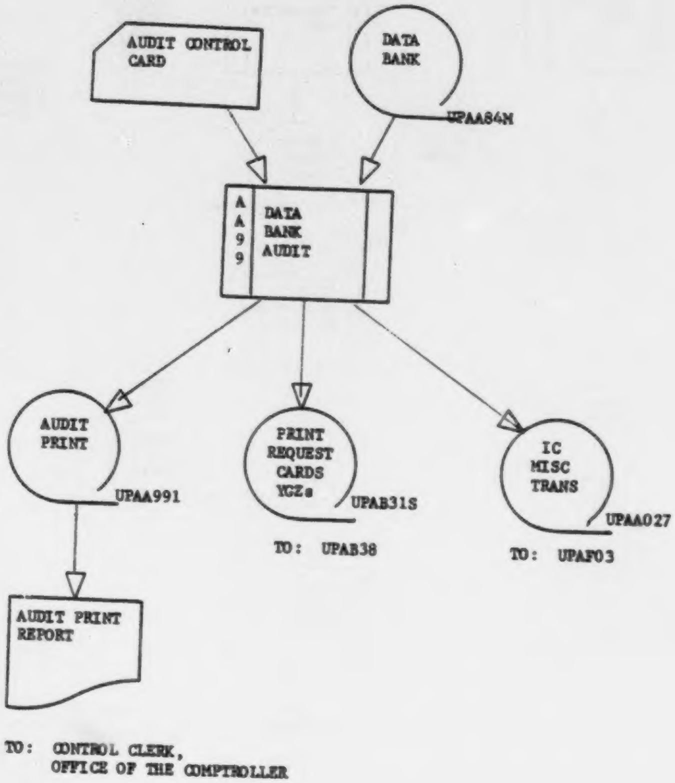
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

2.1 FILE MAINTENANCE - UPAA0000
Application Flow Chart Page 8


FROM: UPAA84
WORKING DATA BANK 2
UPAA84M
AA88
DATA BANK SORT
DATA BANK
UPAA84M
TO: LIBRARY
FROM: UPAA02
ID TABLE TRANS
UPAA02A
AA90
TABLE TRANSACTION SORT
FROM: LIBRARY
MASTER TABLES
UPAA95M
SORTED TABLE TRANS
UPAA90S
AA92
TABLE TRANSACTION VALIDATION
TABLE TRANS PRINT
UPAA923
TABLE TRANSACTION REGISTER
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
VALID TABLE TRANS
UPAA921
FROM: LIBRARY
MASTER TABLES
UPAA95M
AA95
MASTER TABLES UPDATE
MASTER TABLES
UPAA95M
AA98
MASTER TABLES PRINT
MASTER TABLES PRINT
UPAA981
MASTER TABLES PRINT
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
FROM: UPCA04 UPAA54 UPAA58 UPAA84
AUTH, PAC DESC, RMKS
UPAA542
AA86
AUTH, PAC DESC, RMKS SORT
SORTED AUTH, PAC DESC, RMKS
UPAA86S
TO: UPEE27
FROM: LIBRARY
MASTER TABLES
UPAA95M
AA96
RESET MASS CHANGE
MASTER TABLES
UPAA95M

2.1 FILE MAINTENANCE - UPAA0000

Application Flow Chart Page 9


AUDIT CONTROL CARD
DATA BANK
UPAA84M
AA99
DATA BANK AUDIT
AUDIT PRINT
UPAA991
PRINT REQUEST CARDS YGZs
UPAB31S
TO: UPAB38
IC MISC TRANS
UPAA027
TO: UPAF03
AUDIT PRINT REPORT
TO: CONTROL CLERK,
OFFICE OF THE COMPTROLLER

2.1 FILE MAINTENANCE - UPAA0000

Application Narrative

APPLICATION TITLE: File Maintenance

APPLICATION ID NUMBER: UPAA0000

PURPOSE:

To maintain the APCAPS Data Bank and APCAPS Tables.

FUNCTIONS:

a. Validate control fields in all transactions.

b. Edit Master Table Transactions and update tables file.

c. Edit and expand Pay and Personnel transactions.

d. Create and print Civilian Pay Transaction Register.

e. Create and print Civilian Personnel Transaction Register.

f. Create and print Military Permanent Change Transaction Register.

g. Edit and expand Adjustment Transactions.

h. Create and print the Adjustment Transaction Register.

i. Update Data Bank with Pay and Personnel transactions and pay adjustments.

j. Edit Manpower and Classification transactions and update Manpower and Classification segments of Data Bank.

k. Prepare and print Manpower Transaction Register.

l. Prepare and print Classification Transaction Register.

m. Edit and expand temporary change transactions.

n. Prepare and print missing T&A Report and Temporary Change Register.

COMPONENT PROGRAMS AND OPERATIONS:

a. UPAA02: Pay/Personnel Split Out.

Operation: Assign Sort Keys and DICs to appropriate Output Files.

b. UPAA05: Incumbent Transaction Sort.

c. UPAA10: Incumbent Edit-1.

d. UPAA13: Incumbent Edit-2.

e. UPAA15: Transaction Register Sort.

f. UPAA20: Pay, Personnel, Classification, Military and Manpower Transaction Registers.

Operation: Format Pay Personnel, Military, Classification and Manpower Transaction Registers.

g. UPAA22: Adjusted Transaction Sort.

h. UPAA24: Adjusted Transaction Edit.

i. UPAA26: Adjusted Transaction Report Sort.

j. UPAA28: Adjusted Transaction Report.

Operation: Format Transaction Register Adjustments.

k. UPAA30: Temporary Transaction Sort.

l. UPAA35: Temporary Transaction Edit.

Operation: Validate civilian temporary transactions.

m. UPAA36: T&A Report Extract Sort.

n. UPAA37: T&A Input Summary.

Operation: Generate a total of all hours input into the system.

o. UPAA40: Temporary Transaction Report Sort.

p. UPAA45: Temporary Transaction Report.

Operation: Format Transaction Register of Temporary Changes and Missing T&As for print.

q. UPAA52: PAC Sort.

r. UPAA54: PAC Validation.

Operation: Validate input PACs and add supplemental data.

s. UPAA56: Remarks Code Sort.

t. UPAA58: Remarks Code Validation.

Operation: Validate input remarks and add supplemental data.

u. UPAA60: Data Bank Update.

Operation: Update Data Bank with pay and personnel changes and write History and Break-In-Service File for personnel.

v. UPAA65: Adjustment Update to Data Bank.

Operation: Update Data Bank with adjustments, write Detail Count File, Cost Extract File and Data Bank Adjustment File.

w. UPAA70: Detail Count Sort.

x. UPAA72: ZIP Code Extract.

y. UPAA74: ZIP Code Sort.

z. UPAA76: Format Employees ZIP Code List.

aa. UPAA82: Data Bank Resort.

ab. UPAA84: Manpower, Classification Update and Data Bank Compatibility.

Operation: Validate civilian and military manpower and classification changes, write Transaction Registers and Violations and update Data Bank.

ac. UPAA86: Authority Personnel Description Remarks Sort.

ad. UPAA88: Data Bank Sort.

ae. UPAA90: Master Tables Transaction Sort.

af. UPAA92: Master Tables Validation.

Operation: Validate all transaction input to update the Master Tables, format the Tables Transaction Register and Table Transaction Errors for print.

ag. UPAA95: Master Tables Update.

Operation: Build or Update Master Tables.

ah. UPAA96: Reset Mass Changes.

Operation: Reset Mass Changes Flags.

ai. UPAA98: Master Tables Print.

Operation: Format Master Tables Print.

aj. UPAA99: Data Bank Audit.

Operation: Selects active civilian records for audit from the Data Bank.

INPUT-OUTPUT SOURCE AND DISPOSITION:

a. Input is from Program UPCA01.

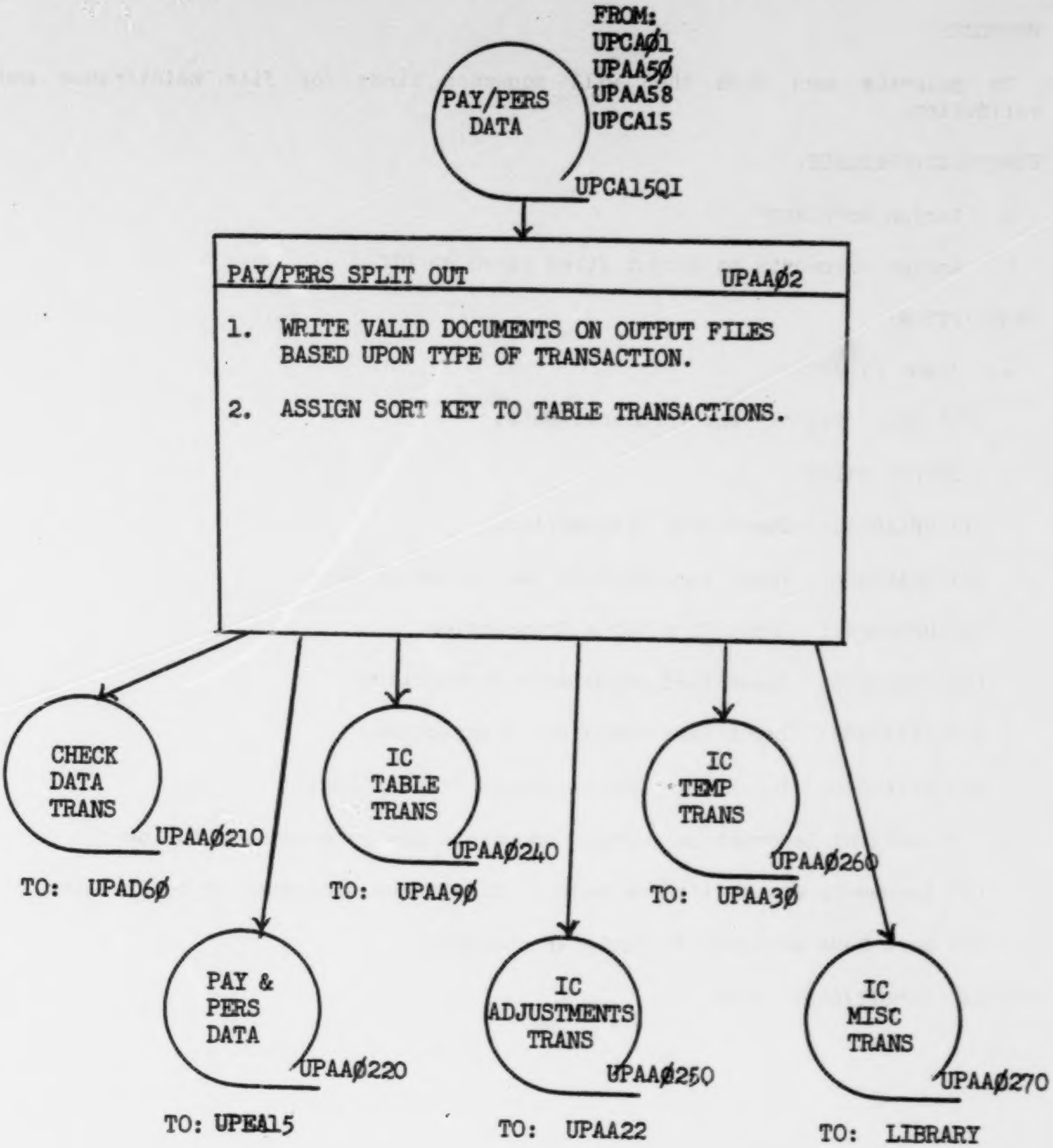
b. Output of listings to Control Clerk, Office of the Comptroller and Office of Civilian Personnel.

FREQUENCY, TIME LIMITATION AND SCHEDULING FACTORS:

This application occurs weekly.

SECTION 3 FILE MAINTENANCE PROGRAMS

3.1 PAY/PERSONNEL SPLIT OUT - UPAA02
Program I/O Chart


FROM:
UPCA01
UPAA50
UPAA58
UPCA15
PAY/PERS DATA
UPCA15QI
PAY/PERS SPLIT OUT
UPAA02
1. WRITE VALID DOCUMENTS ON OUTPUT FILES BASED UPON TYPE OF TRANSACTION.
2. ASSIGN SORT KEY TO TABLE TRANSACTIONS.
CHECK DATA TRANS
UPAA0210
TO: UPAD60
IC TABLE TRANS
UPAA0240
TO: UPAA90
IC TEMP TRANS
UPAA0260
TO: UPAA30
PAY & PERS DATA
UPAA0220
TO: UPEA15
IC ADJUSTMENTS TRANS
UPAA0250
TO: UPAA22
IC MISC TRANS
UPAA0270
TO: LIBRARY

3.1 PAYROLL PERSONNEL SPLIT OUT - UPAA02
Program Narrative

PROGRAM NAME: Payroll Personnel Split Out

PROGRAM ID NUMBER: UPAA02

PURPOSE:

To generate sort keys that will sequence items for file maintenance and validation.

FUNCTIONS/FEATURES:

a. Assign sort keys.

b. Assign documents to output files based on DIC.

DESCRIPTION:

a. Input File:

UPCA15QI: Payroll and Personnel Data.

b. Output Files:

(1) UPAA0210: Check Data Transaction.

(2) UPAA0220: Input Card Payroll and Personnel Data.

(3) UPAA0240: Input Card Table Transaction.

(4) UPAA0250: Input Card Adjustment Transaction.

(5) UPAA0260: Input Card Temporary Transaction.

(6) UPAA0270: Input Card Miscellaneous Transaction.

c. Processing Description - Input documents are processed as follows:

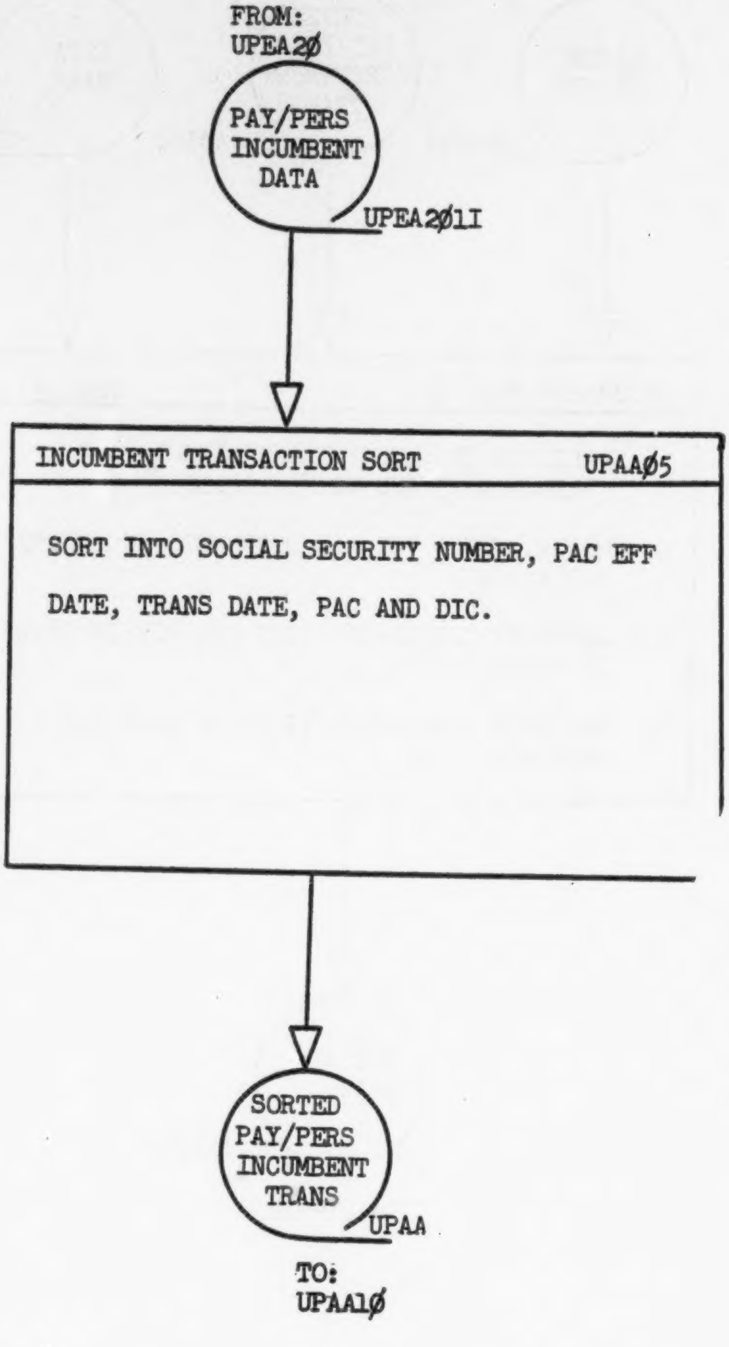
(1) Documents are written on output files based upon type of transaction.

(2) Sort Keys assigned to Table Transaction.

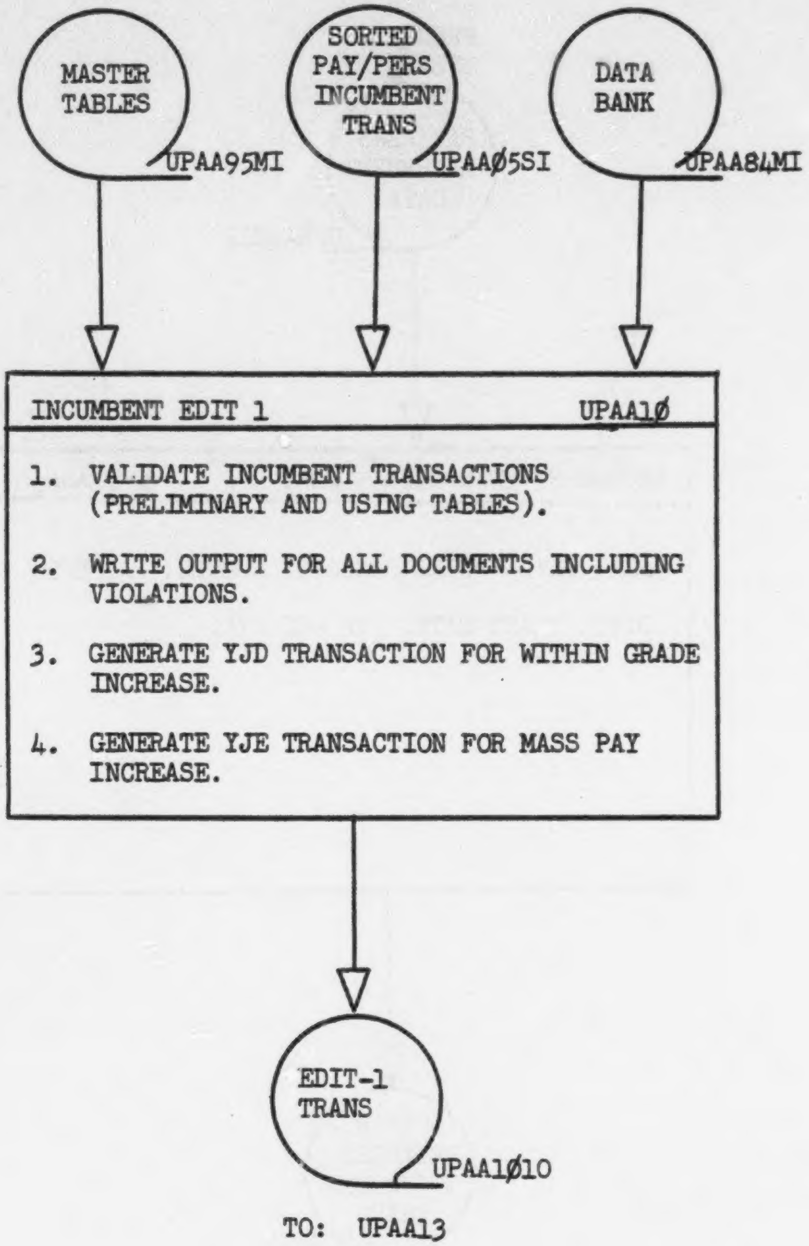
SPECIAL CONDITIONS: None.

3.2 INCUMBENT TRANSACTION SORT - UPAA05

Program I/O Chart


FROM:
UPEA20
PAY/PERS
INCUMBENT
DATA
UPEA201I
INCUMBENT TRANSACTION SORT
UPAA05
SORT INTO SOCIAL SECURITY NUMBER, PAC EFF DATE, TRANS DATE, PAC AND DIC.
SORTED
PAY/PERS
INCUMBENT
TRANS
UPAA
TO:
UPAA10

3.3 INCUMBENT EDIT-1 - UPAA10
Program I/O Chart


MASTER TABLES
UPAA95MI
SORTED PAY/PERS INCUMBENT TRANS
UPAA05SI
DATA BANK
UPAA84MI
INCUMBENT EDIT 1
UPAA10
EDIT-1 TRANS
UPAA1010
TO: UPAA13

1. VALIDATE INCUMBENT TRANSACTIONS (PRELIMINARY AND USING TABLES).
2. WRITE OUTPUT FOR ALL DOCUMENTS INCLUDING VIOLATIONS.
3. GENERATE YJD TRANSACTION FOR WITHIN GRADE INCREASE.
4. GENERATE YJE TRANSACTION FOR MASS PAY INCREASE.

3.3 INCUMBENT EDIT-1 - UPAA10
Program Narrative

PROGRAM NAME: Incumbent Edit-1

PROGRAM ID NUMBER: UPAA10

PURPOSE:

To generate Table-Validated Documents.

FUNCTIONS/FEATURES:

Partially validate incumbent transactions.

DESCRIPTION:

a. Input Files:

(1) UPAA95MI: Master Tables

(2) UPAA05SI: Sorted Incumbent Transactions.

(3) UPAA84MI: Data Bank.

b. Output File:

UPAA1010: Validated Incumbent Transactions.

c. Processing Description:

(1) Generate transaction when within grade increase is due.

(2) Generate transaction when mass pay increase is due.

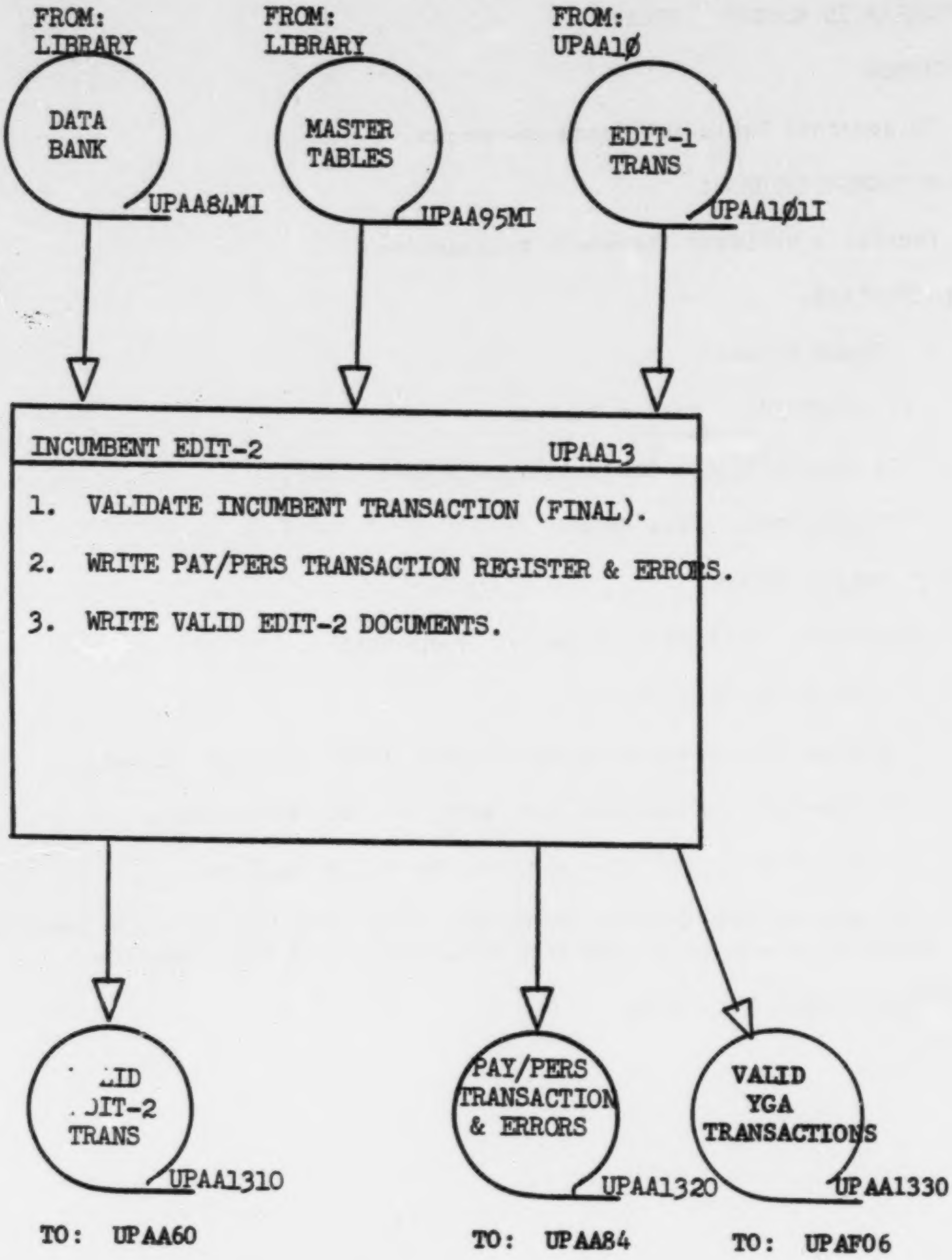
(3) Validate transaction against the Master Tables.

(4) Records are written on Output File UPAA1010 for each input transaction in addition to the generated Transactions and Violation Records.

SPECIAL CONDITIONS: None.

3.4 INCUMBENT EDIT-2 - UPAA13

Program I/O Chart


FROM:
LIBRARY
DATA
BANK
UPAA84MI
FROM:
LIBRARY
MASTER
TABLES
UPAA95MI
FROM:
UPAA10
EDIT-1
TRANS
UPAA101I
INCUMBENT EDIT-2
UPAA13
1. VALIDATE INCUMBENT TRANSACTION (FINAL).
2. WRITE PAY/PERS TRANSACTION REGISTER & ERRORS.
3. WRITE VALID EDIT-2 DOCUMENTS.
VALID
EDIT-2
TRANS
UPAA1310
TO: UPAA60
PAY/PERS
TRANSACTION
& ERRORS
UPAA1320
TO: UPAA84
VALID
YGA
TRANSACTIONS
UPAA1330
TO: UPAF06

3.4 INCUMBENT EDIT-2 - UPAA13
Program Narrative

PROGRAM NAME: Incumbent Edit-2

PROGRAM ID NUMBER: UPAA13

PURPOSE:

To generate validated incumbent expanded transactions.

FUNCTIONS/FEATURES:

Validate incumbent transactions.

DESCRIPTION:

a. Input Files:

(1) UPAA95MI: Master Tables.

(2) UPAA101I: Edit-1 Transactions.

(3) UPAA84MI: Data Bank.

b. Output Files:

(1) UPAA1310: Valid Edit-2 Transactions.

(2) UPAA1320: Pay/Personnel Transaction and Errors.

(3) UPAA1330: Valid YGA Transactions.

c. Processing Description:

(1) Validate all fields in the input transaction.

(2) Valid Edit-2 Expanded Transactions are written on output file UPAA1310 for each document with valid data.

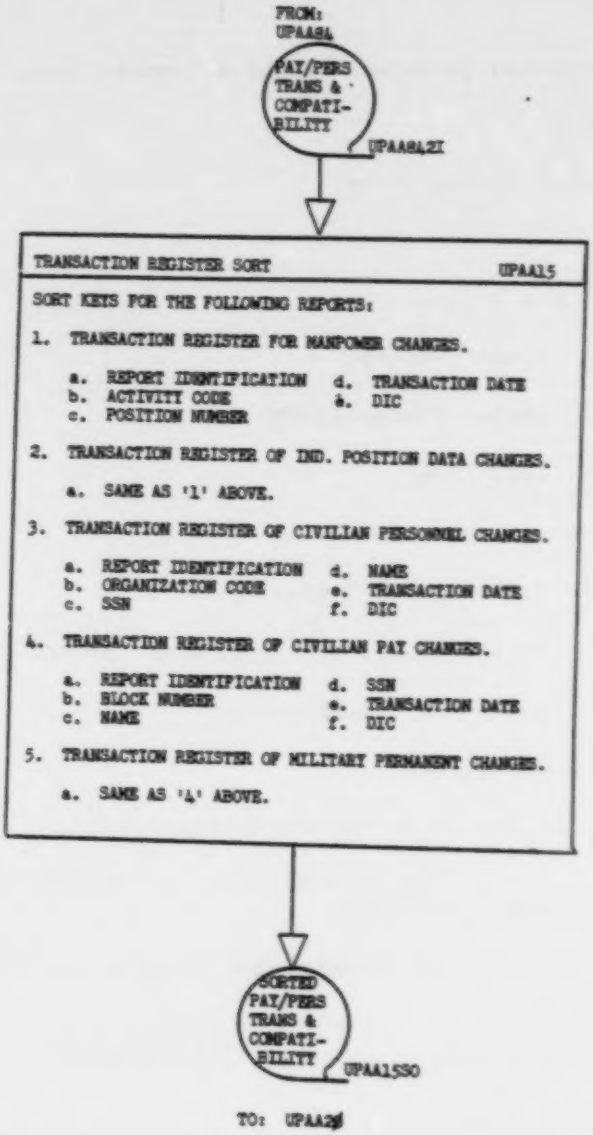
(3) Transaction Register Records are written on output file UPAA1320 for each document.

(4) Violations are written on output file UPAA1320.

SPECIAL CONDITIONS: None.

3.5 TRANSACTION REGISTER SORT - UPAA15

Program I/O Chart


FROM:
UPAA84
PAY/PERS
TRANS &
COMPATI-
BILITY
UPAA842I
SORTED
PAY/PERS
TRANS &
COMPATI-
BILITY
UPAA15S0
TO: UPAA20

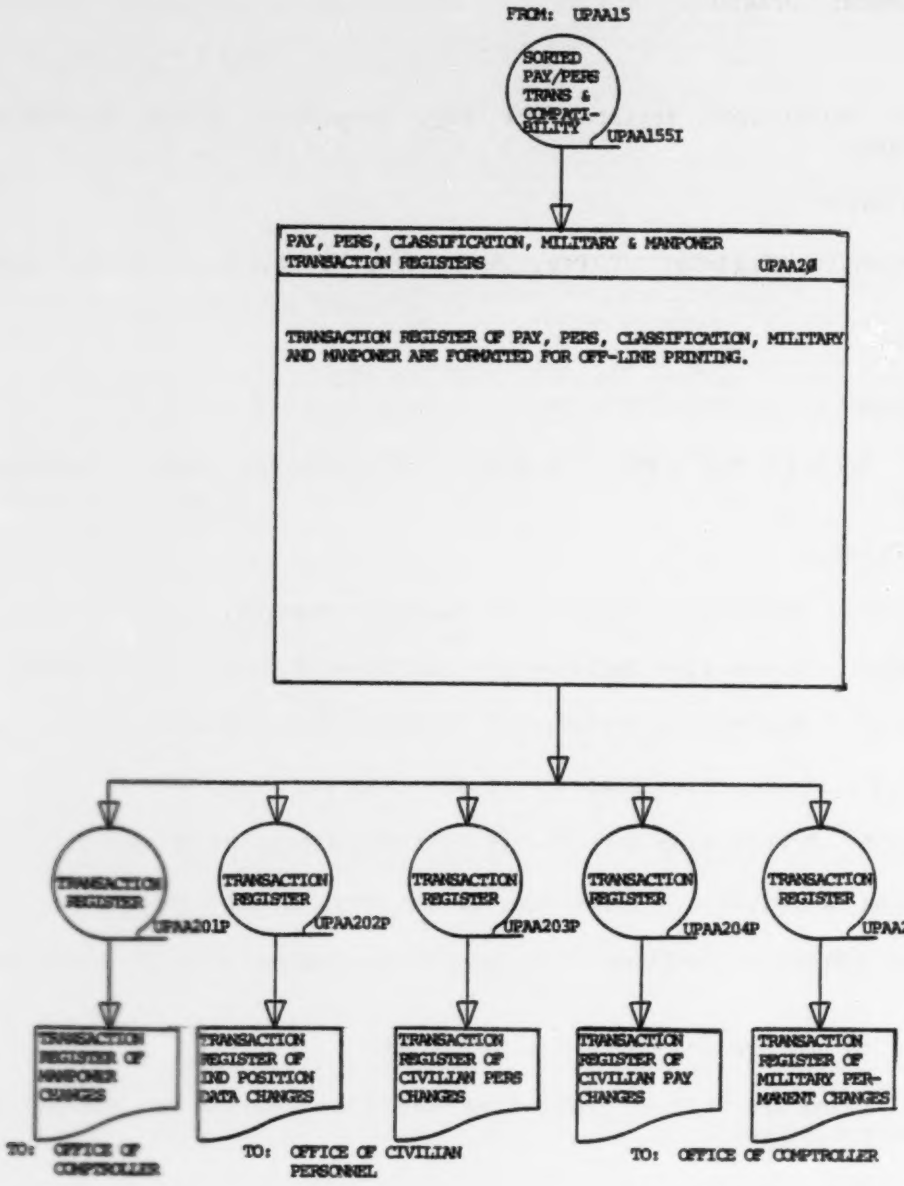
TRANSACTION REGISTER SORT UPAA15

SORT KEYS FOR THE FOLLOWING REPORTS:

1. TRANSACTION REGISTER FOR MANPOWER CHANGES.
   a. REPORT IDENTIFICATION
   b. ACTIVITY CODE
   c. POSITION NUMBER
   d. TRANSACTION DATE
   e. DIC
2. TRANSACTION REGISTER OF IND. POSITION DATA CHANGES.
   a. SAME AS '1' ABOVE.
3. TRANSACTION REGISTER OF CIVILIAN PERSONNEL CHANGES.
   a. REPORT IDENTIFICATION
   b. ORGANIZATION CODE
   c. SSN
   d. NAME
   e. TRANSACTION DATE
   f. DIC
4. TRANSACTION REGISTER OF CIVILIAN PAY CHANGES.
   a. REPORT IDENTIFICATION
   b. BLOCK NUMBER
   c. NAME
   d. SSN
   e. TRANSACTION DATE
   f. DIC
5. TRANSACTION REGISTER OF MILITARY PERMANENT CHANGES.
   a. SAME AS '4' ABOVE.

3.6 PAY, PERSONNEL, CLASS, MILITARY AND MANPOWER TRANSACTION REGISTERS - UPAA20

Program I/O Chart


FROM: UPAA15
SORTED PAY/PERS TRANS & COMPATI-BILITY
UPAA155I
PAY, PERS, CLASSIFICATION, MILITARY & MANPOWER TRANSACTION REGISTERS
UPAA20
TRANSACTION REGISTER
UPAA201P
TRANSACTION REGISTER
UPAA202P
TRANSACTION REGISTER
UPAA203P
TRANSACTION REGISTER
UPAA204P
TRANSACTION REGISTER
UPAA205P
TRANSACTION REGISTER OF MANPOWER CHANGES
TRANSACTION REGISTER OF IND POSITION DATA CHANGES
TRANSACTION REGISTER OF CIVILIAN PERS CHANGES
TRANSACTION REGISTER OF CIVILIAN PAY CHANGES
TRANSACTION REGISTER OF MILITARY PER-MANENT CHANGES
TO: OFFICE OF COMPTROLLER
TO: OFFICE OF CIVILIAN PERSONNEL
TO: OFFICE OF COMPTROLLER

TRANSACTION REGISTER OF PAY, PERS, CLASSIFICATION, MILITARY AND MANPOWER ARE FORMATTED FOR OFF-LINE PRINTING.

3.6 PAY, PERSONNEL, CLASS, MILITARY AND MANPOWER TRANSACTION REGISTERS - UPAA20 Program Narrative

PROGRAM NAME: Pay, Personnel, Class, Military and Manpower Transaction Registers

PROGRAM ID NUMBER: UPAA20

PURPOSE:

To generate Transaction Register for Pay, Personnel, Class, Military and Manpower changes.

FUNCTIONS/FEATURES:

Format Transaction Register of Pay, Personnel, Class, Military and Manpower changes.

DESCRIPTION:

a. Input File:

UPAA155I: Sorted Pay and Personnel Transactions and Compatibility Transactions.

b. Output Files:

(1) UPAA201P: Transaction Register of Manpower Changes.

(2) UPAA202P: Transaction Register of Individual Position Data Changes.

(3) UPAA203P: Transaction Register of Civilian Pers Changes.

(4) UPAA204P: Transaction Register of Civilian Pay Changes.

(5) UPAA205P: Transaction Register of Military Permanent Changes.

c. Processing Description - Input records are processed as follows:

(1) Header lines are written with applicable space control character on output files.

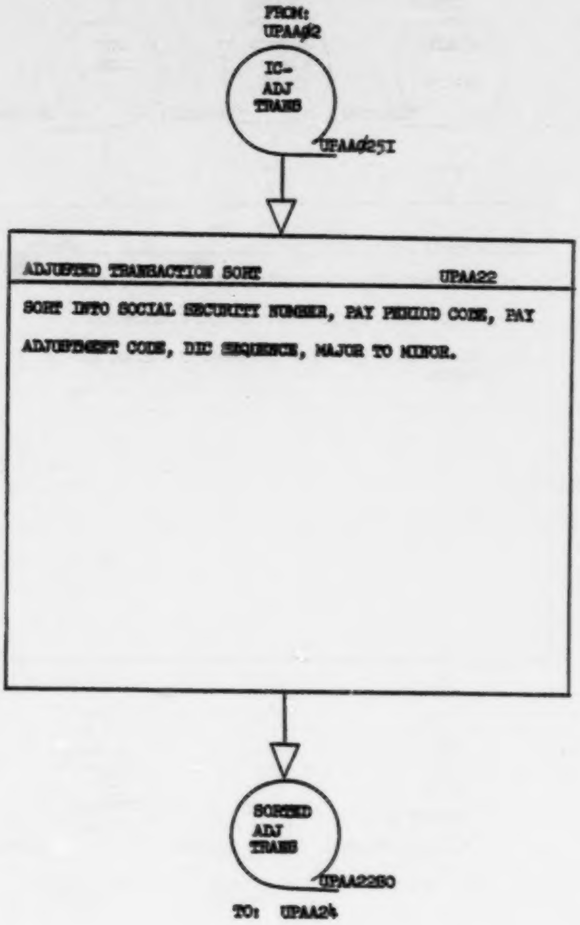
(2) Violation numbers are converted to legend.

(3) Detail lines are written reflecting violation legends and compatibility messages on output files.

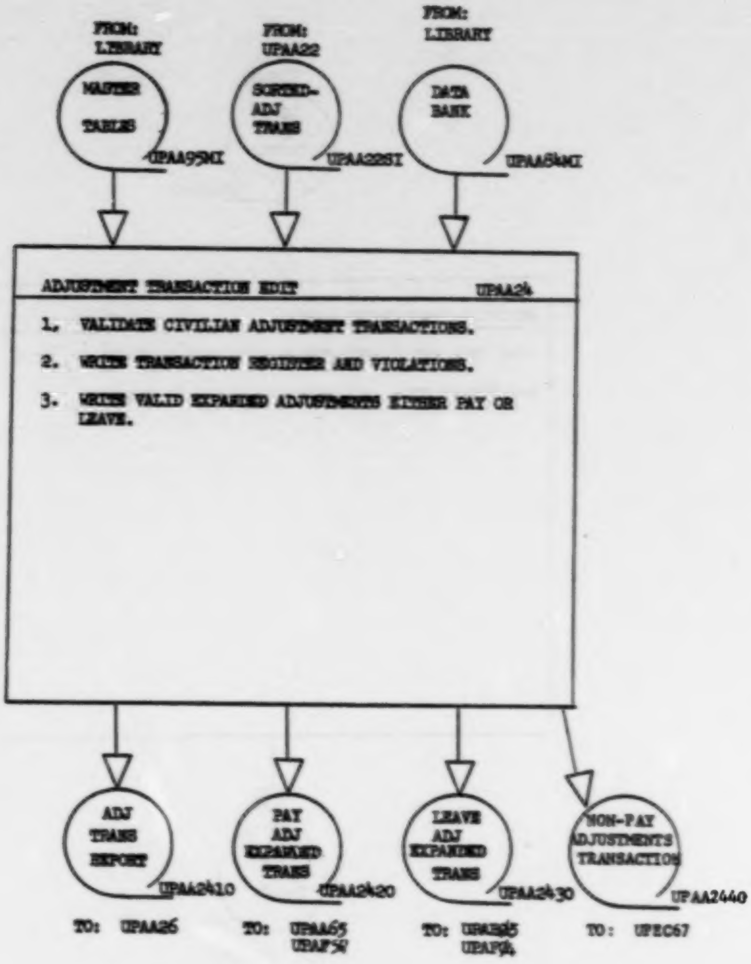
SPECIAL CONDITIONS: None.

3.7 ADJUSTED TRANSACTION SORT - UPAA22

Program I/O Chart


FROM:
UPAA02
IC-
ADJ
TRANS
UPAA025I
ADJUSTED TRANSACTION SORT
UPAA22
SORT INTO SOCIAL SECURITY NUMBER, PAY PERIOD CODE, PAY ADJUSTMENT CODE, DIC SEQUENCE, MAJOR TO MINOR.
SORTED
ADJ
TRANS
UPAA22SO
TO: UPAA24

3.8 ADJUSTED TRANSACTION EDIT - UPAA24
Program I/O Chart


FROM:
LIBRARY
MASTER
TABLES
UPAA95MI
FROM:
UPAA22
SORTED-
ADJ
TRANS
UPAA22SI
FROM:
LIBRARY
DATA
BANK
UPAA84MI
ADJUSTMENT TRANSACTION EDIT
UPAA24
ADJ
TRANS
REPORT
UPAA2410
TO: UPAA26
PAY
ADJ
EXPANDED
TRANS
UPAA2420
TO: UPAA65
UPAF50
LEAVE
ADJ
EXPANDED
TRANS
UPAA2430
TO: UPAB85
UPAF54
NON-PAY
ADJUSTMENTS
TRANSACTION
UPAA2440
TO: UPEC67

1. VALIDATE CIVILIAN ADJUSTMENT TRANSACTIONS.
2. WRITE TRANSACTION REGISTER AND VIOLATIONS.
3. WRITE VALID EXPANDED ADJUSTMENTS EITHER PAY OR LEAVE.

3.8 ADJUSTED TRANSACTION EDIT - UPAA24
Program Narrative

PROGRAM NAME: Adjusted Transaction Edit

PROGRAM ID NUMBER: UPAA24

PURPOSE:

To generate validated pay and leave adjustment expanded transactions.

FUNCTIONS/FEATURES:

Validate adjustment transactions.

DESCRIPTION:

a. Input Files:

(1) UPAA95MI: Master Tables.

(2) UPAA22SI: Sorted Adjustments

(3) UPAA84MI: Data Bank.

b. Output Files:

(1) UPAA2410: Adjustment Report.

(2) UPAA2420: Pay Adjustment Expanded Transaction.

(3) UPAA2430: Leave Adjustment Expanded Transaction.

(4) UPAA2440: Non-Pay Adjustments Transaction.

c. Processing Description - Input documents are processed as follows:

(1) The following fields of the YGA documents are validated:

Other Pay Code
Other Pay To Date
Bond Subscription Identification
Bond Balance
Other Deduction Code
Other Deduction To Date
Retirement Calendar Year
Retirement Prior Years

(2) The following fields of the YGD documents are validated:

Pay Period Code
Pay Adjustment Code

Base Pay
Overtime Pay
Night Differential Pay
Holiday Pay
Sunday Pay
Hazardous Pay
Standby Pay
Foreign Pay
Lump Sum Leave Pay
Other Pay Code 1
Other Pay 1
Other Pay Code 2
Other Pay 2

(3) The following fields of the YGE documents are validated:

Pay Period Code
Pay Adjustment Code
Retirement Deduction
FICA Gross
FICA Deduction
Federal Tax
Health Benefits
Health Benefit Agency Contribution
Federal Employees Group Life Insurance
Federal Employees Optional Life Insurance
Other Deduction Code 1
Other Deduction 1
Other Deduction Code 2
Other Deduction 2
Allotment 1
Allotment 2

(4) The following fields of the YGF document are validated:

Pay Period Code
Pay Adjustment Code
State Tax Code 1
State Tax Deduction 1
State Tax Code 2
State Tax Deduction 2

(5) The following fields of the YGG documents are validated:

Pay Period Code
Pay Adjustment Code
Bond 1 Deduction
Bond 2 Deduction
Bond 3 Deduction
Bond 4 Deduction
Bond 5 Deduction

Union Dues
Charity
Cost of Living Allowance

(6) The following fields of the YGH documents ae validated:

Pay Period Code
Bond 1 Issue
Bond 1 Denomination
Bond 2 Issue
Bond 2 Denomination
Bond 3 Issue
Bond 3 Denomination
Bond 4 Issue
Bond 4 Denomination
Bond 5 Issue
Bond 5 Denomination
Bond Balance

(7) The following fields of the YGL documents are validated:

Annual Leave Accrued Yearly
Annual Leave Used Yearly
Annual Leave Credit Reduction Yearly
Sick Leave Accrued Yearly
Sick Leave Used Yearly
Sick Leave Credit Reduction Yearly
Military Yearly
AWOL - Suspension Yearly
LWOP Yearly
Annual Leave Carry
Annual Leave Part Time Work Balance
Sick Leave Carry
Sick Leave Part Time Work Balance
Leave Reduction AWOP Work Balance
AWOL Suspension Last Grade
LWOP Last Grade

(8) The following fields of the YGM documents are validated:

Advance Annual Leave Hours
Advance Annual Leave Termination Date
Advance Sick Leave Hours
Advance Sick Leave Termination Date
Compensatory Action 1
Compensatory Hours 1
Compensatory Hour Rate 1
Compensatory Action 2
Compensatory Hours 2
Compensatory Hour Rate 2

Compensatory Action 3
Compensatory Hours 3
Compensatory Hour Rate 3
Compensatory Action 4
Compensatory Hours 4
Compensatory Hour Rate 4

(9) The following fields of the YGT documents are validated:

Pay Period Code
Wage Board Shift
Night Differential Hours
Compensatory Work Hours
Compensatory Use Hours
Regular Hours
Overtime Hours
Holiday Hours
Sunday Hours
Hazardous Hours
Annual Leave Hours
Sick Leave Hours
Other 1 Code
Other 1 Hours
Other 2 Code
Other 2 Hours
Other 3 Code
Other 3 Hours
Leave Indicator Code
Annual Leave Accrued
Sick Leave Accrued
Annual Credit Reduction
Sick Leave Credit Reduction

(10) Compute gross and net when required on output expanded transactions.

(11) Expand one decimal fields to two decimal fields when required.

(12) Because of the nature of the input documents (adjustments), validation is performed not only upon the input codes and amounts singularly but in most cases, validation is done in conjunction with the data bank.

(13) Expanded pay transactions are written on output file UPAA2420 for documents with valid data.

(14) Expanded leave transactions are written on output file UPAA2430 for documents with valid data.

(15) Expanded leave transaction GT (generated from YGT) is written on output file UPAA2420 ad UPAA2430.

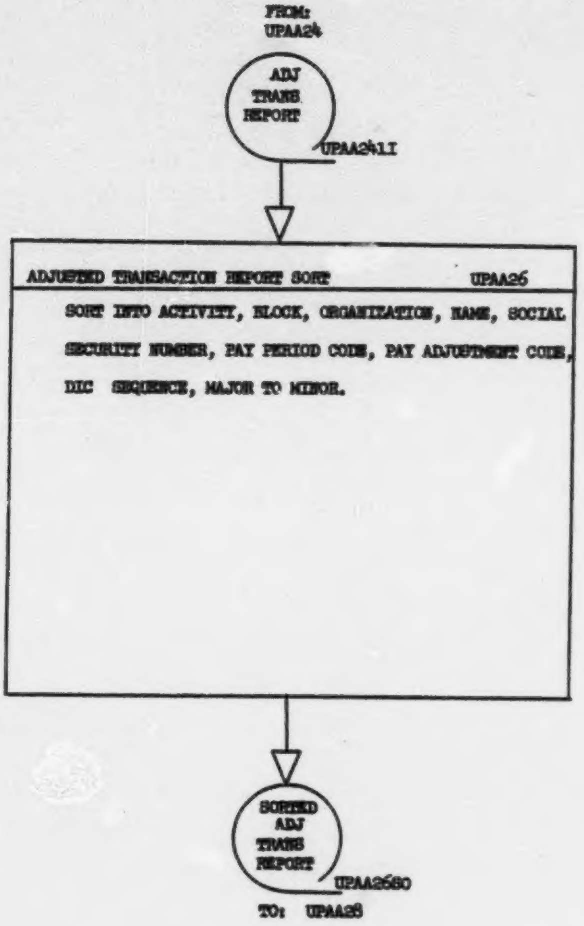
(16) Transaction Register Records are written on output file UPAA2410 for each document.

(17) Records are written on output file UPAA2410 for violations.

SPECIAL CONDITIONS: None.

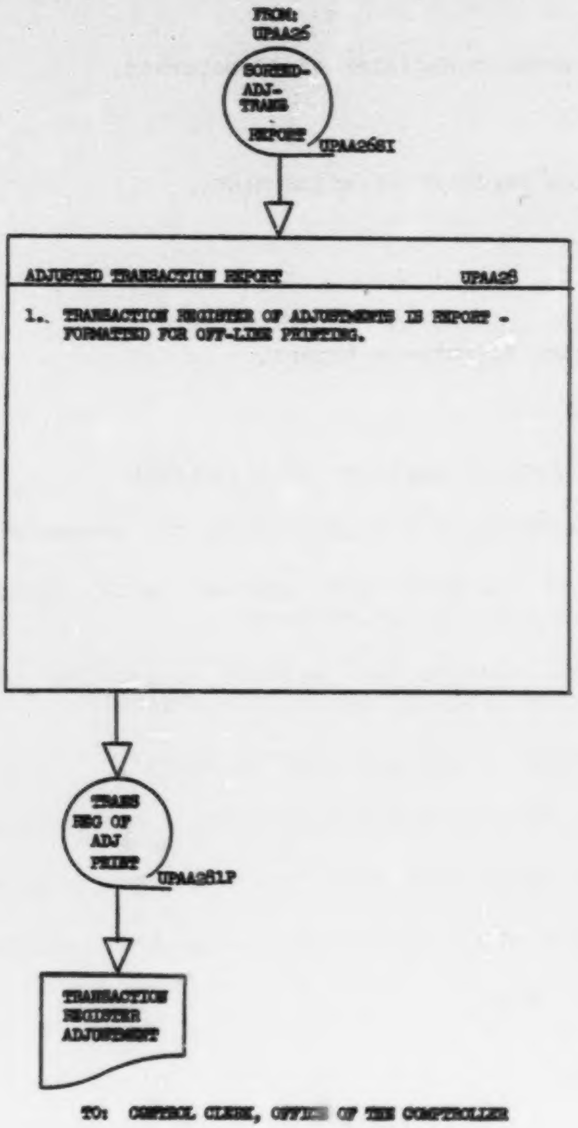
3.9 ADJUSTED TRANSACTION REPORT SORT - UPAA26

Program I/O Chart


FROM:
UPAA24
ADJ
TRANS
REPORT
UPAA241I
ADJUSTED TRANSACTION REPORT SORT
UPAA26
SORTED
ADJ
TRANS
REPORT
UPAA2660
TO: UPAA28

SORT INTO ACTIVITY, BLOCK, ORGANIZATION, NAME, SOCIAL SECURITY NUMBER, PAY PERIOD CODE, PAY ADJUSTMENT CODE, DIC SEQUENCE, MAJOR TO MINOR.

3.10 ADJUSTED TRANSACTION REPORT - UPAA28
Program I/O Chart


FROM:
UPAA26
SORTED-
ADJ-
TRANS
-
REPORT
UPAA26SI
ADJUSTED TRANSACTION REPORT
UPAA28
1. TRANSACTION REGISTER OF ADJUSTMENTS IS REPORT - FORMATTED FOR OFF-LINE PRINTING.
TRANS
REG OF
ADJ
PRINT
UPAA281P
TRANSACTION
REGISTER
ADJUSTMENT
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.10 ADJUSTED TRANSACTION REPORT - UPAA28
Program Narrative

PROGRAM NAME: Adjusted Transaction Report

PROGRAM ID NUMBER: UPAA28

PURPOSE:

To generate Transaction Register of Adjustments.

FUNCTIONS/FEATURES:

Format Transaction Register of Adjustment.

DESCRIPTION:

a. Input File:

UPAA26SI: Sorted Adjustment Report.

b. Output Files:

UPAA281P: Transaction Register of Adjustment.

c. Processing Description - Input records are processed as follows:

(1) Header line records are written with applicable space control characters on the output file as required.

(2) Detail line records are written reflecting activity, organization, employee name and card image on output file UPAA281P.

(3) Violation numbers are converted to legend.

(4) Detail line records are written reflecting violation legend.

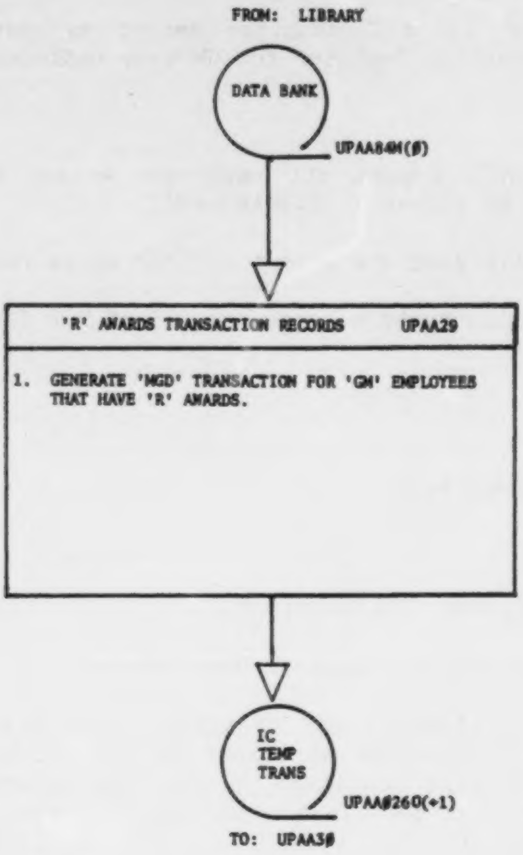
(5) Accumulated block total records are written on output file.

(6) Accumulated summary total record is written on output file.

SPECIAL CONDITIONS: None.

3.11 "R" AWARDS TRANSACTION RECORDS - UPAA29

Program I/O Chart


FROM: LIBRARY
DATA BANK
UPAA84M(0)
'R' AWARDS TRANSACTION RECORDS UPAA29
1. GENERATE 'MGD' TRANSACTION FOR 'GM' EMPLOYEES THAT HAVE 'R' AWARDS.
IC TEMP TRANS
UPAA0260(+1)
TO: UPAA30

3.11 "R" AWARDS TRANSACTION RECORDS - UPAA29
Program Narrative

PROGRAM NAME: "R" Awards Transaction Records

PROGRAM ID NUMBER: UPAA29

PURPOSE:

To generate an "R" Award Transaction Record so that an "R" Award will be reported on the Transaction Register for GM type employees.

FUNCTIONS/FEATURES:

a. This program will bypass all employees except those with a GM in the PAY-PLAN-CL and with an amount in R-AWARD-AMT.

b. This program will generate a sort key for those records created.

c. This program will create a temporary DIC of MGD for system identification.

DESCRIPTION:

a. Input Files:

UPAA84MI: Data Bank File.

b. Output Files:

UPAA0260: IC Temporary Transactions.

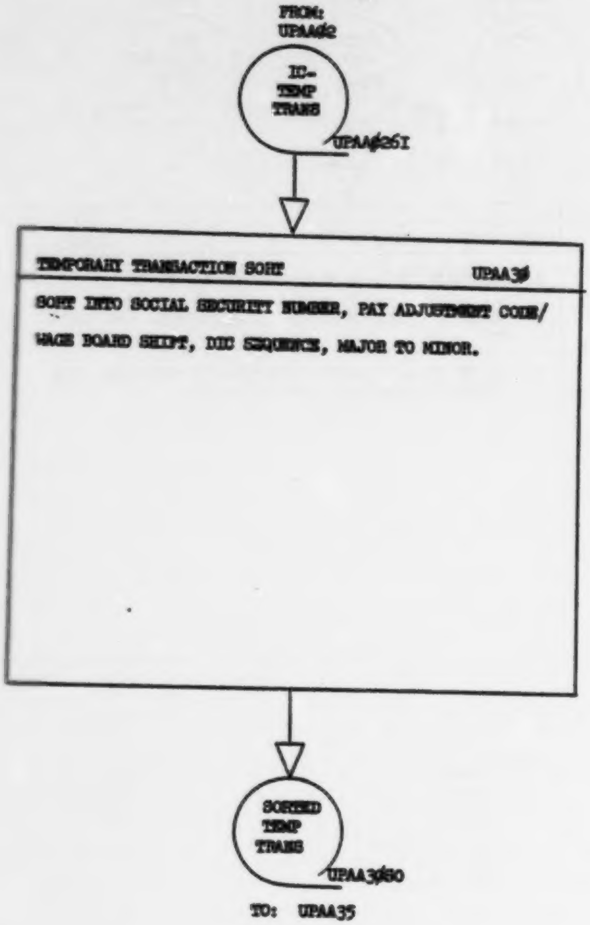
c. Processing Description - Logical Description:

The program opens UPAA84MI and UPAA29MO. The R-AWARD-AMT is checked for greater than zero. If there is an amount in said field, the Pay Plan Code is checked for a GM. If this condition is met, the Record Status is checked for an F or H type record. If all three conditions are met, the program will build the necessary information for a sort-key and build the record and write it out. Otherwise, the program will continue reading the file until the end-of-file is reached. At which time the file will be closed out.

SPECIAL CONDITIONS: None.

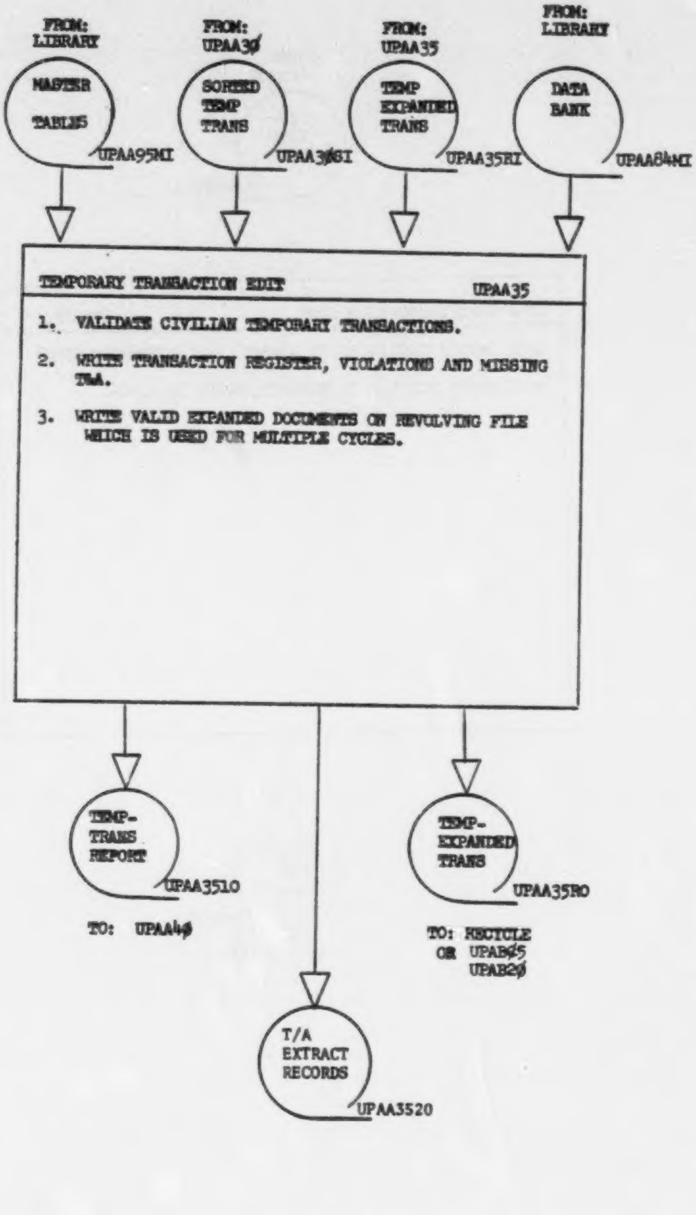
3.12 TEMPORARY TRANSACTION SORT - UPAA30

Program I/O Chart


FROM:
UPAA02
IC-
TEMP
TRANS
UPAA0261
TEMPORARY TRANSACTION SORT
UPAA30
SORTED
TEMP
TRANS
UPAA3050
TO: UPAA35

SORT INTO SOCIAL SECURITY NUMBER, PAY ADJUSTMENT CODE/ WAGE BOARD SHIFT, DIC SEQUENCE, MAJOR TO MINOR.

3.13 TEMPORARY TRANSACTION EDIT - UPAA35
Program I/O Chart


FROM: LIBRARY
MASTER TABLES
UPAA95MI
FROM: UPAA30
SORTED TEMP TRANS
UPAA30SI
FROM: UPAA35
TEMP EXPANDED TRANS
UPAA35RI
FROM: LIBRARY
DATA BANK
UPAA84MI
TEMPORARY TRANSACTION EDIT
UPAA35
TEMP-TRANS REPORT
UPAA3510
TO: UPAA40
T/A EXTRACT RECORDS
UPAA3520
TEMP-EXPANDED TRANS
UPAA35RO
TO: RECYCLE OR UPAB05 UPAB20

1. VALIDATE CIVILIAN TEMPORARY TRANSACTIONS.
2. WRITE TRANSACTION REGISTER, VIOLATIONS AND MISSING T&A.
3. WRITE VALID EXPANDED DOCUMENTS ON REVOLVING FILE WHICH IS USED FOR MULTIPLE CYCLES.

3.13 TEMPORARY TRANSACTION EDIT - UPAA35
Program Narrative

PROGRAM NAME: Temporary Transaction Edit

PROGRAM ID NUMBER: UPAA35

PURPOSE:

To generate validated temporary expanded transactions.

FUNCTIONS/FEATURES:

Validate temporary transactions.

DESCRIPTION:

a. Input Files:

(1) UPAA95MI: Master Tables.

(2) UPAA30SI: Sorted Temporary.

(3) UPAA35RI: Temporary Expanded Transactions.

(4) UPAA84MI: Data Bank.

b. Output Files:

(1) UPAA3510: Temporary Report.

(2) UPAA35RO: Temporary Expanded Transactions.

(3) UPAA3520: T&A Extract Records.

c. Processing Description - Input documents are processed as follows:

(1) The following fields of the YGD documents are validated:

Pay Adjustment Code
Base Pay
Overtime Pay
Night Differential Pay
Holiday Pay
Sunday Pay
Hazardous Pay
Standby Pay
Foreign Pay
Lump Sum Leave Pay
Other Pay Code 1
Other Pay 1

Other Pay Code 2
Other Pay 2

(2) The following fields of the YGE document are validated:

Pay Adjustment Code
Retirement
FICA Gross
FICA Deduction
Federal Tax
Health Benefits
Health Benefit Agency Contribution
Group Life Insurance
Optional Life Insurance
Other Deduction Code 1
Other Deduction 1
Other Deduction Code 2
Other Deduction 2
Allotment Code 1
Allotment 1
Allotment Code 2
Allotment 2

(3) The following fields of the YGF documents are validated:

Pay Adjustment Code
State Tax Code 1
State Tax Deduction 1
State Tax Code 2
State Tax Deduction 2

(4) The following fields of the YGG documents are validated:

Pay Adjustment Code
Bond 1 Deduction
Bond 2 Deduction
Bond 3 Deduction
Bond 4 Deduction
Bond 5 Deduction
Union Dues
Charity
Cost of Living Allowance

(5) The following fields of the YGT documents are validated:

Wage Board Shift
Leave Indicator Code
Regular Hours
Overtime Hours
Night Differential Hours
Holiday Hours
Compensatory Work Hours

Sunday Hours
Hazardous Hours
Annual Leave Hours
Compensatory Use Hours
Sick Leave Hours
Other 1 Code
Other 1 Hours
Other 2 Code
Other 2 Hours
Other 3 Code
Other 3 Hours
Annual Leave Accrued
Sick Leave Accrued
Annual Leave Credit Reduction
Sick Leave Credit Reduction

(6) Gross and net are computed when required on output expanded transactions.

(7) One decimal fields are expanded to two decimal fields when required.

(8) Expanded transactions are written on output file UPAA35RO for documents with valid data. This is a revolving file and may be used as input if it is necessary to rerun A35 in order to pick up additional and/or corrected manual pay on T&A data.

(9) Transaction register records are written on output file UPAA3510 for each document.

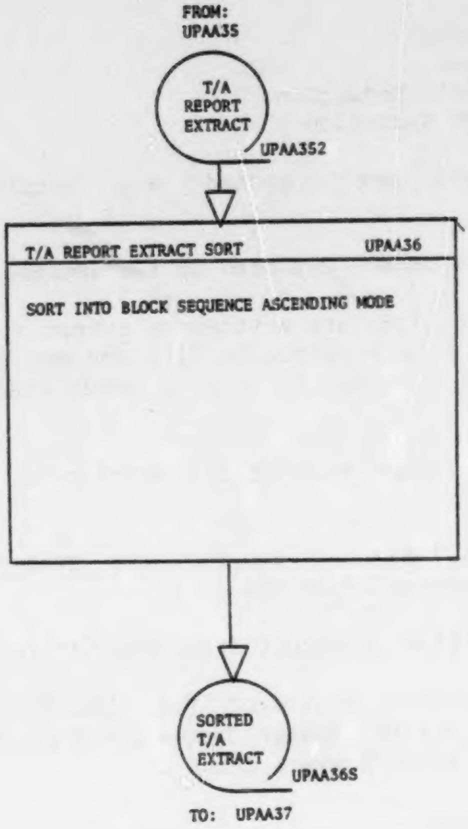
(10) Records are written on output file UPAA3510 for active civilian employees who do not have an input T&A.

(11) Records are written on output file UPAA3510 for violations.

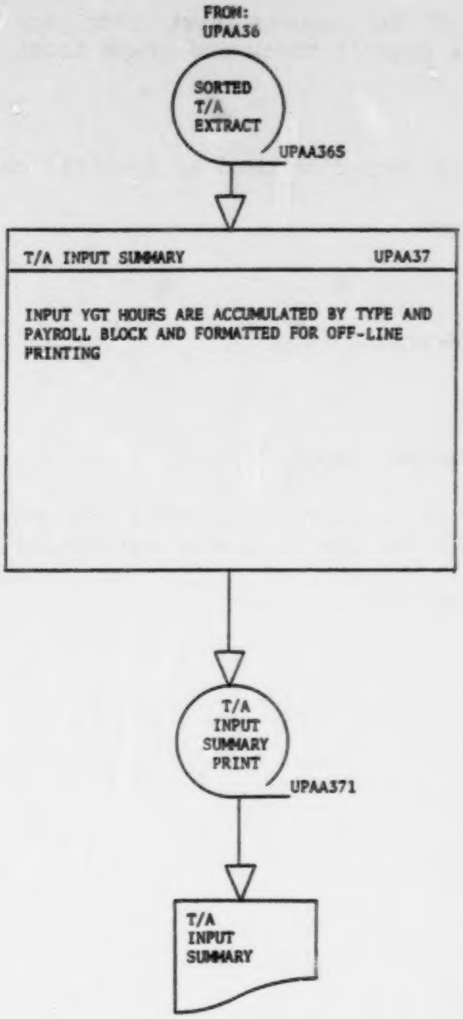
(12) Records are written on output file UPAA3520 for all YGT documents processed as new input to the Master Temporary Transaction File (UPAA35RI) for use in computing a T&A Input Summary Report.

SPECIAL CONDITIONS: None.

3.14 T&A REPORT EXTRACT SORT - UPAA36
Program I/O Chart


FROM:
UPAA35
T/A
REPORT
EXTRACT
UPAA352
T/A REPORT EXTRACT SORT
UPAA36
SORT INTO BLOCK SEQUENCE ASCENDING MODE
SORTED
T/A
EXTRACT
UPAA36S
TO: UPAA37

3.15 T&A INPUT SUMMARY - UPAA37
Program I/O Chart


FROM:
UPAA36
SORTED T/A EXTRACT
UPAA36S
T/A INPUT SUMMARY
UPAA37
INPUT YGT HOURS ARE ACCUMULATED BY TYPE AND PAYROLL BLOCK AND FORMATTED FOR OFF-LINE PRINTING
T/A INPUT SUMMARY PRINT
UPAA371
T/A INPUT SUMMARY

3.15 T&A INPUT SUMMARY - UPAA37
Program Narrative

PROGRAM NAME: T&A Input Summary

PROGRAM ID NUMBER: UPAA37

PURPOSE:

To generate a total of all hours input into the system by use of YGT documents and formatted by payroll block and grand total.

FUNCTIONS/FEATURES:

To accumulate total hours worked or used by specific category.

DESCRIPTION:

a. Input Files:

UPAA36SI: Sorted T&A Extract.

b. Output Files:

UPAA371P: T&A Input Summary Report.

c. Processing Description - Input GT records are processed and hours worked or expended are accumulated for the following categories by payroll block.

(1) Number of T&As processed.

(2) Hours worked:

Regular Hours
Overtime
Night Differential
Holiday Worked
Compensatory
Sunday Premium
Hazard Duty
Environmental Duty
Religious Worked
Total Hours Worked

(3) Total Leave Hours:

Lump Sum Leave
Annual
Compensatory
Sick
Military
Jury Duty

Holdiay
Administration
Religious
Compensation
Restored
LWOP
Suspension
Compensation - Unpaid
AWOL
Furlough

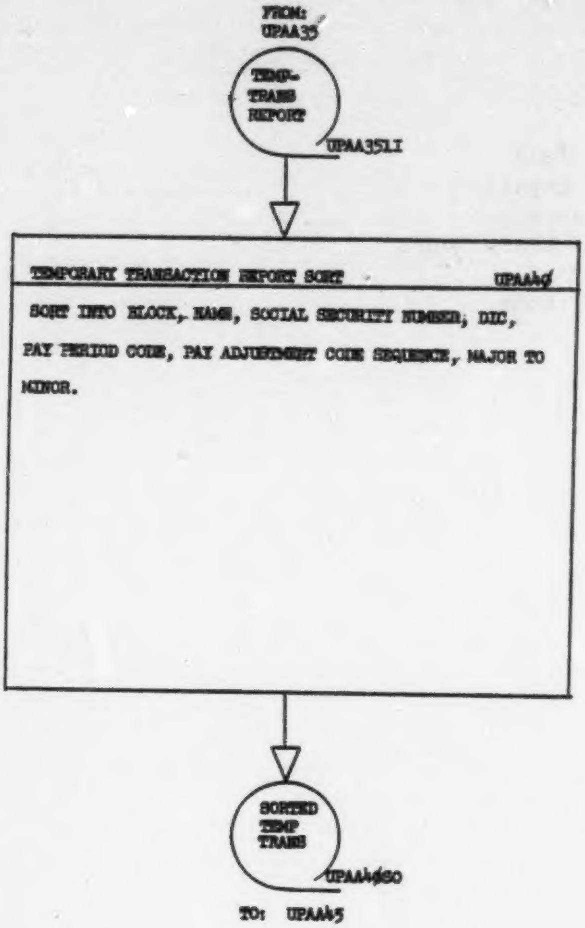
(4) Total Hours:

Total Other - Paid
Total Other - Unpaid
Total Hours Leave
Total Work and Leave Hours

SPECIAL CONDITIONS: None

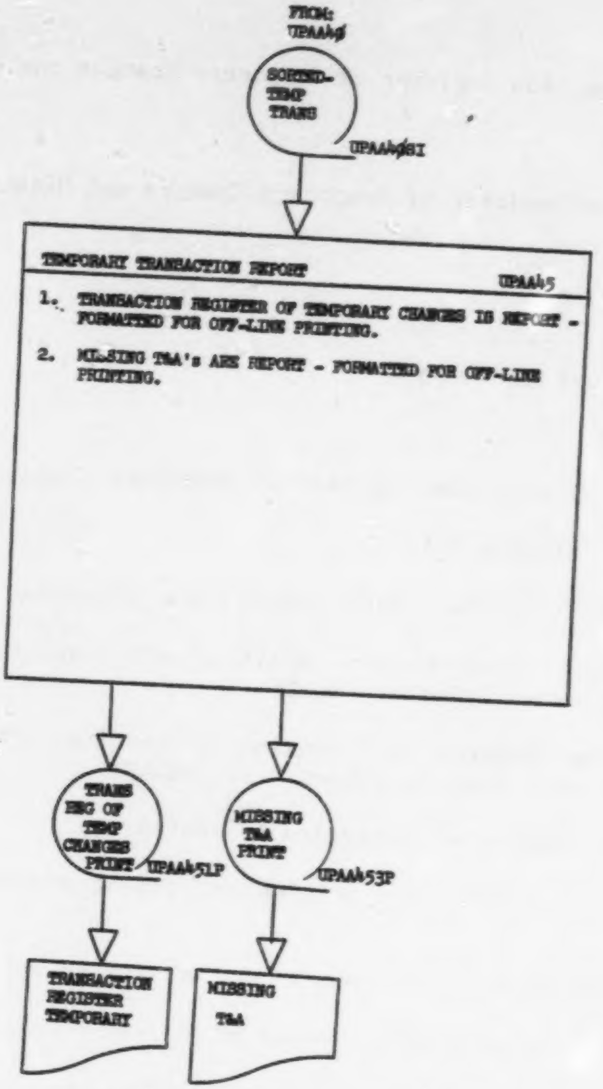
3.16 TEMPORARY TRANSACTION REPORT SORT - UPAA40

Program I/O Chart


FROM:
UPAA35
TEMP-
TRANS
REPORT
UPAA35LI
TEMPORARY TRANSACTION REPORT SORT
UPAA40
SORTED
TEMP
TRANS
UPAA40SO
TO: UPAA45

SORT INTO BLOCK, NAME, SOCIAL SECURITY NUMBER, DIC, PAY PERIOD CODE, PAY ADJUSTMENT CODE SEQUENCE, MAJOR TO MINOR.

3.17 TEMPORARY TRANSACTION REPORT - UPAA45
Program I/O Chart


FROM:
UPAA40
SORTED-
TEMP
TRANS
UPAA40SI
TEMPORARY TRANSACTION REPORT
UPAA45
1. TRANSACTION REGISTER OF TEMPORARY CHANGES IS REPORT - FORMATTED FOR OFF-LINE PRINTING.
2. MISSING T&A's ARE REPORT - FORMATTED FOR OFF-LINE PRINTING.
TRANS
REG OF
TEMP
CHANGES
PRINT
UPAA451LP
MISSING
T&A
PRINT
UPAA453P
TRANSACTION
REGISTER
TEMPORARY
MISSING
T&A

TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.17 TEMPORARY TRANSACTION REPORT - UPAA45
Program Narrative

PROGRAM NAME: Temporary Transaction Report

PROGRAM ID NUMBER: UPAA45

PURPOSE:

To generate Transaction Register of Temporary Changes and Missing T&A Reports.

FUNCTIONS/FEATURES:

Format Transaction Register of Temporary Changes and Missing T&A Reports.

DESCRIPTION:

a. Input File:

UPAA40SI: Sorted Temporary.

b. Output Files:

(1) UPAA451P: Transaction Register of Temporary Changes.

(2) UPAA453P: Missing T&A.

c. Processing Description - Input records are processed as follows:

(1) Header Line Records are written with applicable space control characters on all output files as required.

(2) Detail Line Records are written reflecting activity, organization, employee name and card image on output file UPAA451P.

(3) Violation numbers are converted to legend.

(4) Detail Line Records are written reflecting violation legend on output file UPAA451P.

(5) Accumulated block total records are written on output file UPAA451P.

(6) Accumulated summary total record is written on output file UPAA451P.

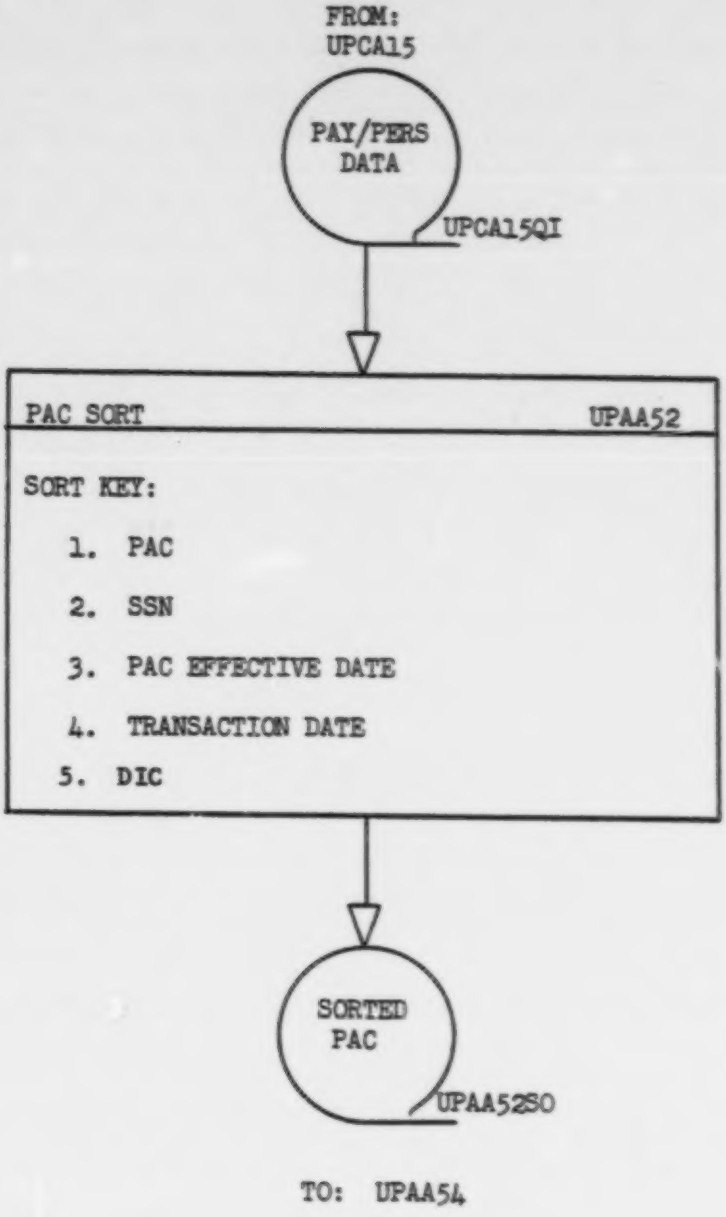
(7) Detail Lines Records are written reflecting activity, organization, employee name, SSN and Leave Pay Status Code on output file UPAA453P if a missing card is indicated.

(8) Accumulated block total (employees and normal hours) records are written on output file UPAA453P.

(9) Accumulated summary total (employees and normal hours) record is written on output UPAA453P.

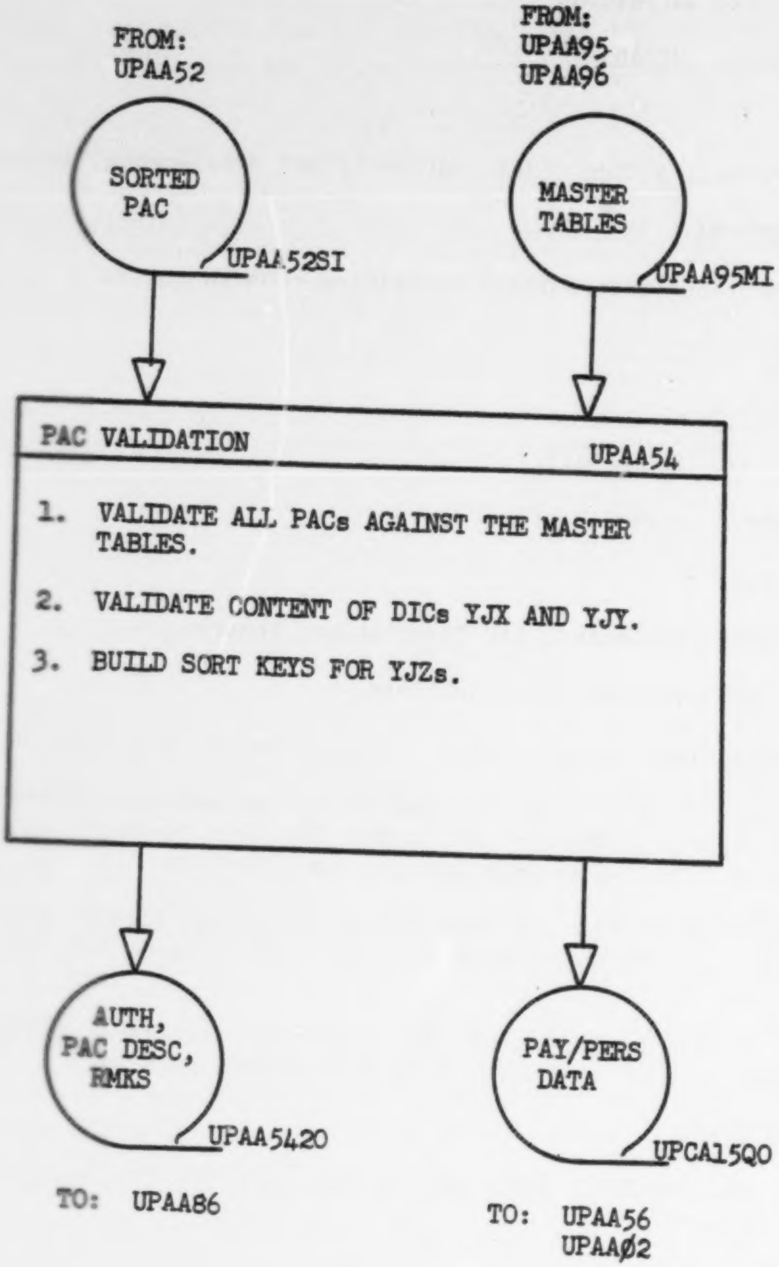
SPECIAL CONDITIONS: None.

3.18 PAC SORT - UPAA52
Program I/O Chart


FROM:
UPCA15
PAY/PERS
DATA
UPCA15QI
PAC SORT
UPAA52
SORT KEY:
1. PAC
2. SSN
3. PAC EFFECTIVE DATE
4. TRANSACTION DATE
5. DIC
SORTED
PAC
UPAA52SO
TO: UPAA54

3.19 PAC VALIDATION - UPAA54

Program I/O Chart


FROM:
UPAA52
SORTED
PAC
UPAA52SI
FROM:
UPAA95
UPAA96
MASTER
TABLES
UPAA95MI
PAC VALIDATION
UPAA54
1. VALIDATE ALL PACs AGAINST THE MASTER TABLES.
2. VALIDATE CONTENT OF DICs YJX AND YJY.
3. BUILD SORT KEYS FOR YJZs.
AUTH,
PAC DESC,
RMKS
UPAA5420
TO: UPAA86
PAY/PERS
DATA
UPCA15Q0
TO: UPAA56
UPAA02

3.19 PAC VALIDATION - UPAA54
Program Narrative

PROGRAM NAME: PAC Validation

PROGRAM ID NUMBER: UPAA54

PURPOSE:

Validate Personnel Action Codes, Authority and Supplemental Information.

FUNCTIONS/FEATURES:

Build sort keys for transactions containing remarks codes.

DESCRIPTION:

a. Input Files:

(1) UPAA52SI: Sorted PAC.

(2) UPAA95MI: Master Tables.

b. Output Files:

(1) UPAA5420: Authority, PAC Description, Remarks.

(2) UPCA15Q0: Pay and Personnel Data.

c. Processing Description - Input transactions are processed as follows:

(1) Personnel Action Codes are validated against the Master Tables. The PAC Description and Authority are taken from the Master Tables and used to create the Authority, PAC Description and Remarks File.

(2) Supplements to the PAC Description are added to the Description in the output file and Authority entered via DIC YJY replaces the Authority on the output file.

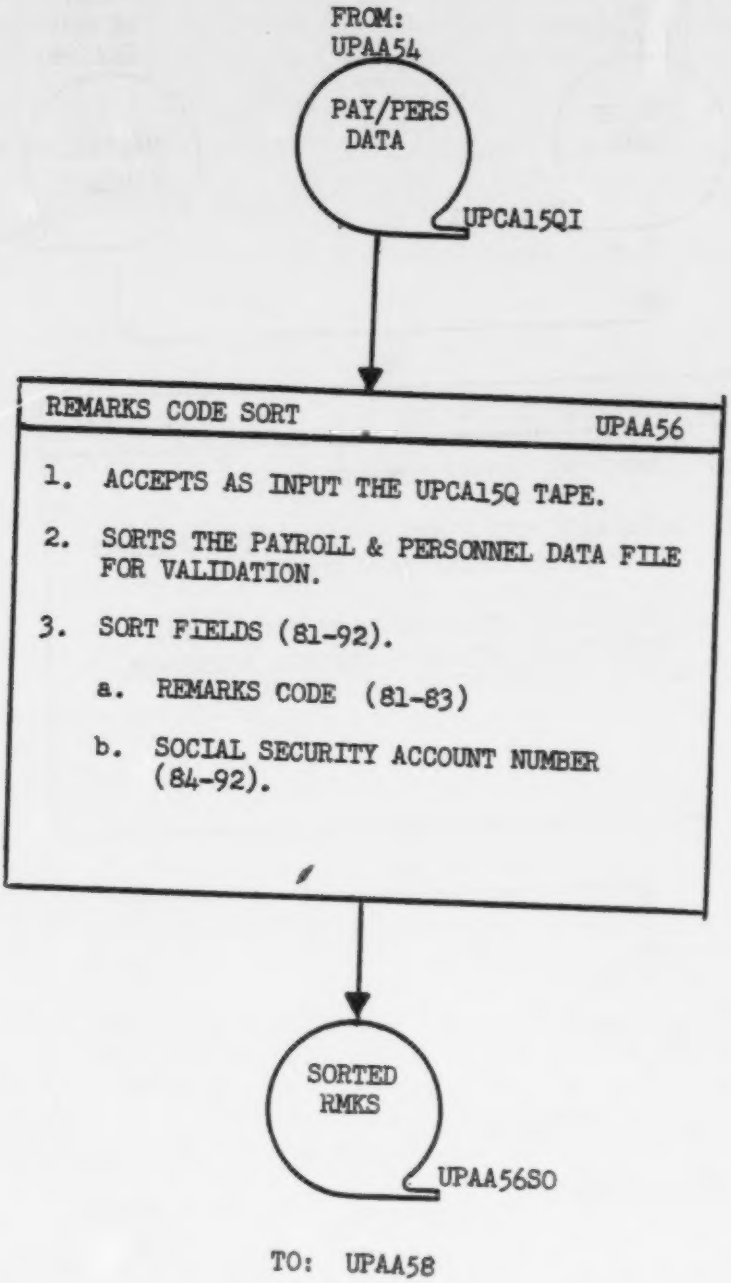
(3) A sort key is generated for Supplement to Remarks Input (DIC YJZ). These transactions will be validated in a following program.

SPECIAL CONDITIONS:

If output file UPCA15Q does not contain any YJZ DIC, programs UPAA56 and UPAA58 are bypassed.

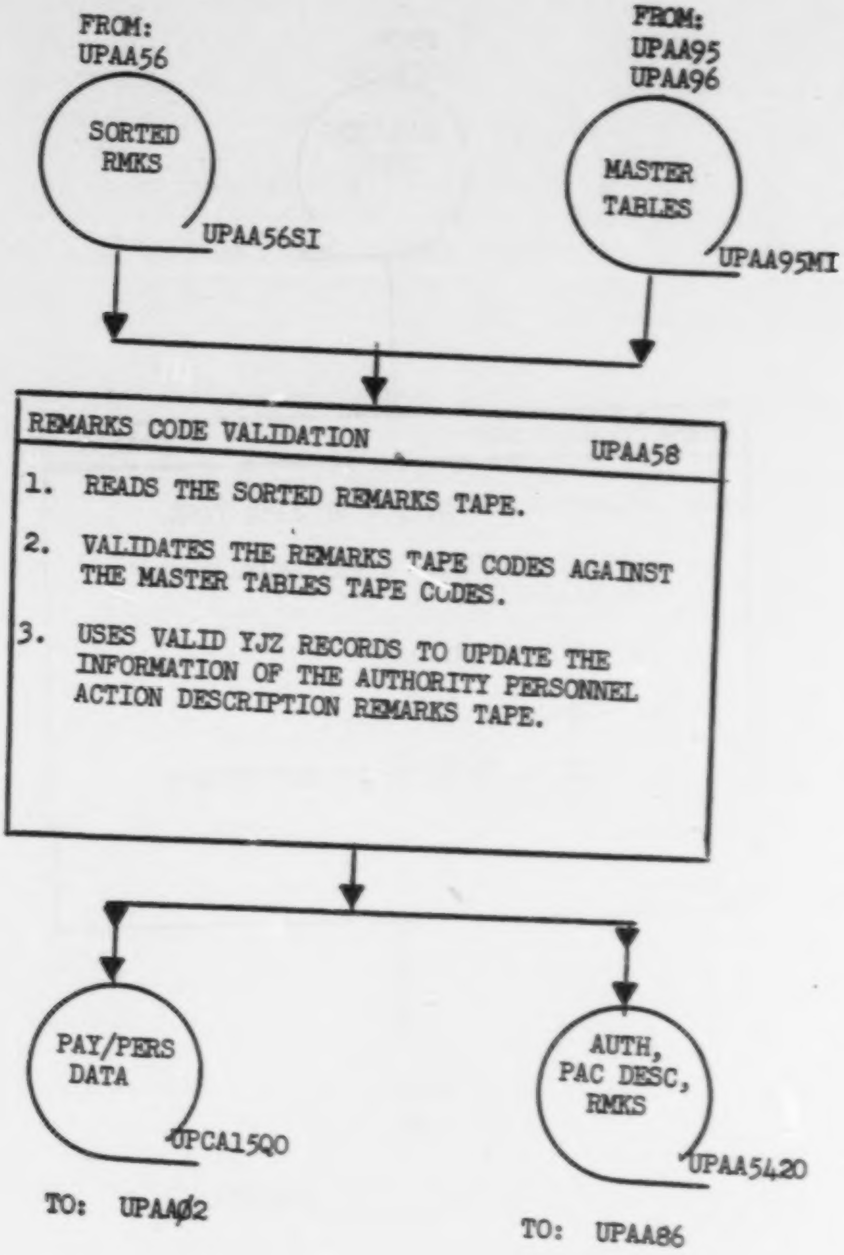
3.20 REMARKS CODE SORT - UPAA56

Program I/O Chart


FROM:
UPAA54
PAY/PERS
DATA
UPCA15QI
REMARKS CODE SORT
UPAA56
SORTED
RMKS
UPAA56SO
TO: UPAA58

1. ACCEPTS AS INPUT THE UPCA15Q TAPE.
2. SORTS THE PAYROLL & PERSONNEL DATA FILE FOR VALIDATION.
3. SORT FIELDS (81-92).
    - a. REMARKS CODE (81-83)
    - b. SOCIAL SECURITY ACCOUNT NUMBER (84-92).

3.21 REMARKS CODE VALIDATION - UPAA58
Program I/O Chart


FROM:
UPAA56
SORTED RMKS
UPAA56SI
FROM:
UPAA95
UPAA96
MASTER TABLES
UPAA95MI
REMARKS CODE VALIDATION
UPAA58
PAY/PERS DATA
UPCA15Q0
TO: UPAA02
AUTH, PAC DESC, RMKS
UPAA5420
TO: UPAA86

1. READS THE SORTED REMARKS TAPE.
2. VALIDATES THE REMARKS TAPE CODES AGAINST THE MASTER TABLES TAPE CODES.
3. USES VALID YJZ RECORDS TO UPDATE THE INFORMATION OF THE AUTHORITY PERSONNEL ACTION DESCRIPTION REMARKS TAPE.

3.21 REMARKS CODE VALIDATION - UPAA58
Program Narrative

PROGRAM NAME: Remarks Code Validation

PROGRAM ID NUMBER: UPAA58

PURPOSE:

To validate YJZ records for correct supplemental information for SF 50 and provide information to the Authority Personnel Action Description File.

FUNCTIONS/FEATURES:

Validate the YJZ record information and provide information to the Authority Personnel Action Description File.

DESCRIPTION:

a. Input Files:

(1) UPAA56SI: Sorted Remarks.

(2) UPAA95MI: Master Tables.

b. Output Files:

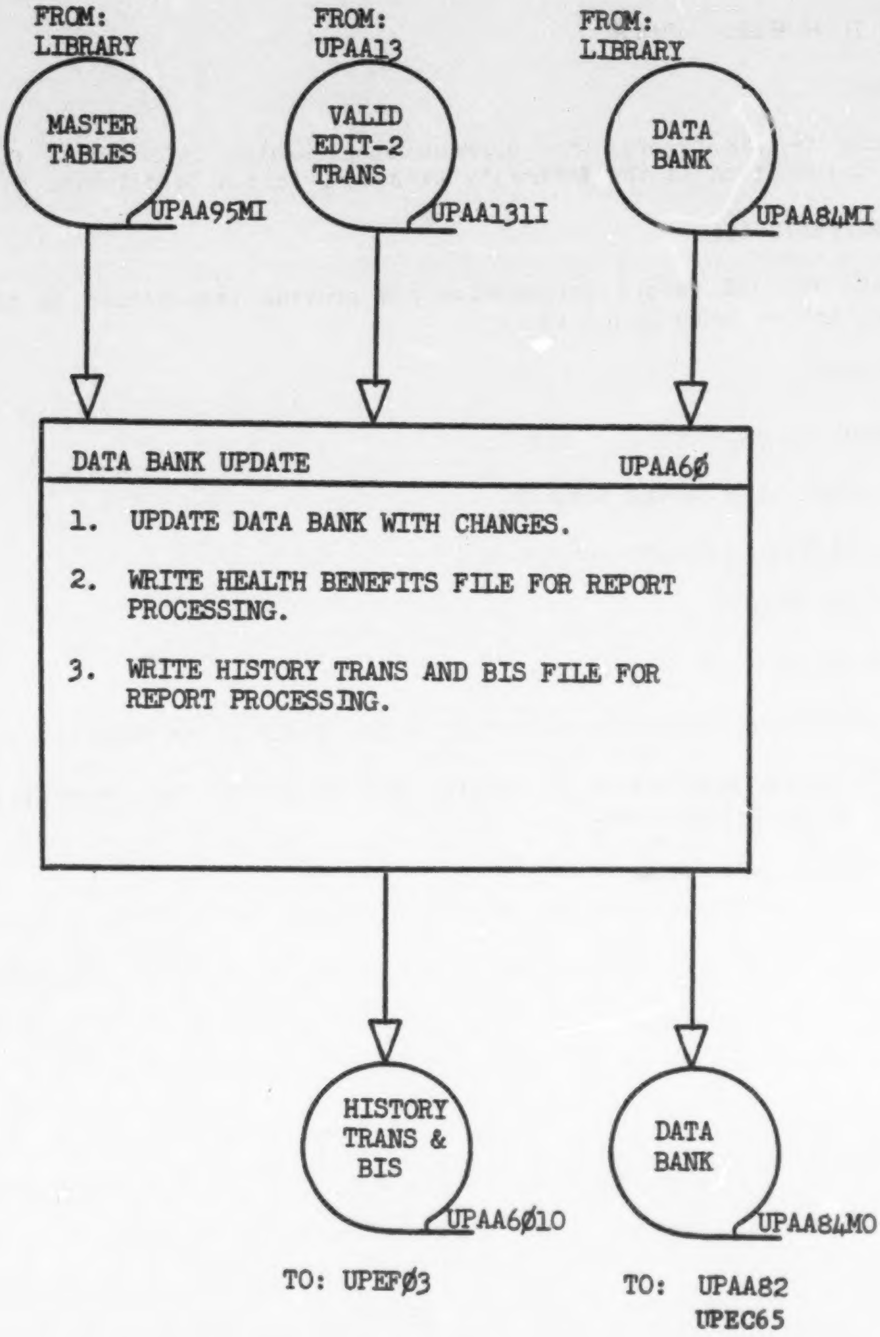
(1) UPCA15QO: Pay/Pers Data.

(2) UPCA5420: Authority Personnel Action Description Remarks.

c. Processing Description - Updates the Authority PAC Description Remarks tape with valid information.

SPECIAL CONDITIONS: None

3.22 DATA BANK UPDATE - UPAA60
Program I/O Chart


FROM:
LIBRARY
MASTER
TABLES
UPAA95MI
FROM:
UPAA13
VALID
EDIT-2
TRANS
UPAA131I
FROM:
LIBRARY
DATA
BANK
UPAA84MI
DATA BANK UPDATE
UPAA60
HISTORY
TRANS &
BIS
UPAA6010
TO: UPEF03
DATA
BANK
UPAA84MO
TO: UPAA82
UPEC65

1. UPDATE DATA BANK WITH CHANGES.
2. WRITE HEALTH BENEFITS FILE FOR REPORT PROCESSING.
3. WRITE HISTORY TRANS AND BIS FILE FOR REPORT PROCESSING.

3.22 DATA BANK UPDATE - UPAA60
Program Narrative

PROGRAM NAME: Data Bank Update

PROGRAM ID NUMBER: UPAA60

PURPOSE:

To generate updated Data Bank.

FUNCTIONS/FEATURES:

Update Data Bank with valid incumbent transaction.

DESCRIPTION:

a. Input Files:

(1) UPAA95MI: Master Tables.

(2) UPAA131I: Valid Edit-2 Transactions.

(3) UPAA84MI: Data Bank.

b. Output Files:

(1) UPAA6010: History Transaction and BIS Transaction.

(2) UPAA84MO: Data Bank.

c. Processing Description - Input documents are processed as follows:

(1) Build and/or update data bank with valid transactions.

(2) Initialize data bank fields for pay compute processing.

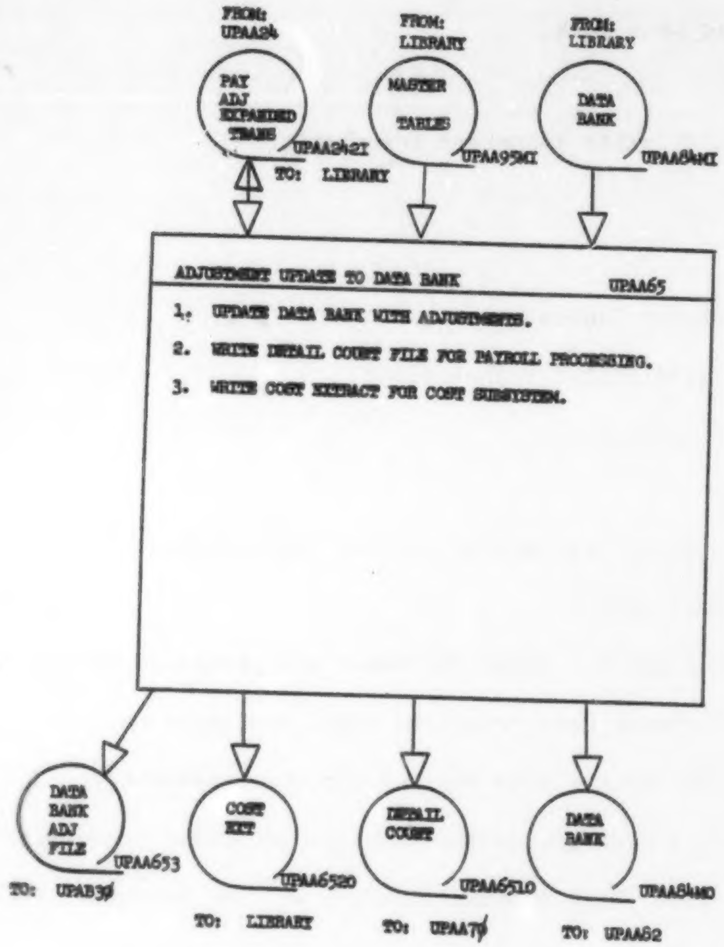
(3) Initialize data bank fields for civilian personnel processing.

(4) Break In Service (BIS) transactions are written on output file UPAA601.

SPECIAL CONDITIONS: None.

3.23 ADJUSTMENT UPDATE TO DATA BANK - UPAA65

Program I/O Chart


FROM: UPAA24
PAY ADJ EXPANDED TRANS
UPAA2421
TO: LIBRARY
FROM: LIBRARY
MASTER TABLES
UPAA95MI
FROM: LIBRARY
DATA BANK
UPAA84MI
ADJUSTMENT UPDATE TO DATA BANK
UPAA65
1. UPDATE DATA BANK WITH ADJUSTMENTS.
2. WRITE DETAIL COUNT FILE FOR PAYROLL PROCESSING.
3. WRITE COST EXTRACT FOR COST SUBSYSTEM.
DATA BANK ADJ FILE
UPAA653
TO: UPAB30
COST EXT
UPAA6520
TO: LIBRARY
DETAIL COUNT
UPAA6510
TO: UPAA70
DATA BANK
UPAA84MO
TO: UPAA82

3.23 ADJUSTMENT UPDATE TO DATA BANK - UPAA65

Program Narrative

PROGRAM NAME: Adjustment Update to Data Bank

PROGRAM ID NUMBER: UPAA65

PURPOSE:

To generate adjusted data bank.

FUNCTIONS/FEATURES:

Update data bank with pay adjustments.

DESCRIPTION:

a. Input Files:

(1) UPAA242I: Pay Adjustment Expanded Transactions.

(2) UPAA84MI: Data Bank.

(3) UPAA95MI: Master Tables.

b. Output Files:

(1) UPAA6510: Detail Counts.

(2) UPAA6520: Cost Extract.

(3) UPAA6530: Data Bank Adjustment File.

(4) UPAA84MO: Data Bank.

c. Processing Description - Input documents are processed as follows:

(1) Data Bank records are updated with pay adjustments and are written on output file UPAA84MO.

(2) The following Data Bank fields may be adjusted:

Other Pay Total Paid
Bond 1 Date
Bond 1 Balance
Bond 2 Date
Bond 2 Balance
Bond 3 Date
Bond 3 Balance
Bond 4 Date
Bond 4 Balance

Bond 5 Date
Bond 5 Balance
Other Deduction To-date 1
Other Deduction To-date 2
Retirement Prior Years
Base Pay Yearly
Overtime Pay Yearly
Night Differential Pay Yearly
Holiday Pay Yearly
Sunday Pay Yearly
Hazardous Pay Yearly
Standby Pay Yearly
Foreign Pay Yearly
Lump Sum Leave Pay Yearly
Other Pay 1 Yearly
Other Pay 2 Yearly
Other Pay 3 Yearly
Gross Pay Yearly
Gross Fiscal Year
Retirement Deduction Yearly
FICA Gross Quarterly
FICA Gross Yearly
FICA Deduction Quarterly
FICA Deduction Yearly
Federal Tax Quarterly
Federal Tax Yearly
Health Benefit Yearly
Group Life Insurance Yearly
Optional Life Insurance Yearly
Other Deduction 1 Yearly
Other Deduction 2 Yearly
Other Deduction 3 Yearly
Other Deduction 4 Yearly
Allotment Yearly
State Tax Gross 1 Quarterly
State Tax Deduction 1 Quarterly
State Tax Gross 2 Quarterly
State Tax Deduction 2 Quarterly
State Tax Gross 3 Quarterly
State Tax Deduction 3 Quarterly
State Tax Gross 1 Yearly
State Tax Deduction 1 Yearly
State Tax Gross 2 Yearly
State Tax Deduction 2 Yearly
State Tax Gross 3 Yearly
State Tax Deduction 3 Yearly
State Tax Gross 4 Yearly
State Tax Deduction 4 Yearly
Bond Deduction Quarterly
Bond Deduction Yearly
Union Dues Yearly

Charity Yearly
Cost of Living Allowance Yearly
Gross Non-Taxable Yearly
Net Pay Yearly
Base Pay Current
Overtime Pay Current
Night Differential Pay Current
Holiday Pay Current
Sunday Pay Current
Hazardous Pay Current
Standby Pay Current
Foreign Pay Current
Other Pay 1 Current
Other Pay 2 Current
Other Pay 3 Current
Gross Pay Current
Retirement Deduction Current
FICA Deduction Current
Federal Tax Current
Health Benefit Current
Health Benefit Agency Contributions Current
Group Life Insurance Current
Optional Life Insurance Current
Other Deduction 1 Current
Other Deduction 2 Current
Allotment 1 Current
Allotment 2 Current
State Tax Deduction 1 Current
State Tax Deduction 2 Current
Union Dues Current
Charity Current
Cost of Living Allowance Current
Net Pay Current
Cash Award 1 Amount Current
Cash Award 1 FICA Current
Cash Award 1 Federal Tax Current
Cash Award State Tax Deduction 1 Current
Cash Award State Tax Deduction 2 Current
Cash Award 1 Net Current
Cash Award 2 Amount Current
Cash Award 2 FICA Current
Cash Award 2 Federal Tax Current
Cash Award 2 State Tax Deduction 1 Current
Cash Award 2 State Tax Deduction 2 Current
Cash Award 2 Net Current

(3) Detail Count Record is written on output file UPAA6510 for each adjustment

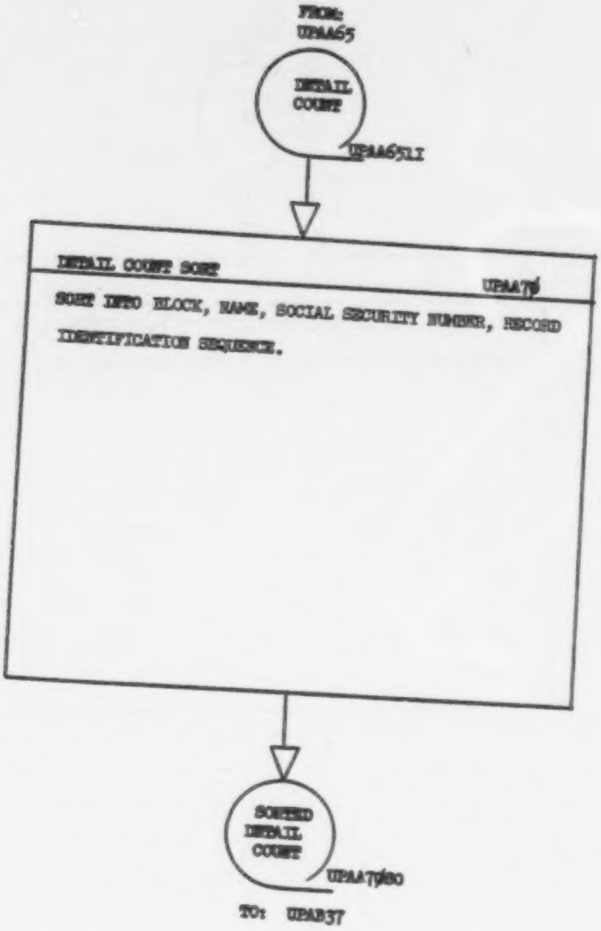
(4) Cost Extract Record is written on output file UPAA6520 for military personnel, active civilian employees and civilian employees separated during the current pay period with the exception of Subsidiary Cost Code 999999998.

(5) Data Bank Adjustment File is the extract of each Data Bank record which has been adjusted and is written on output file UPAA6530.

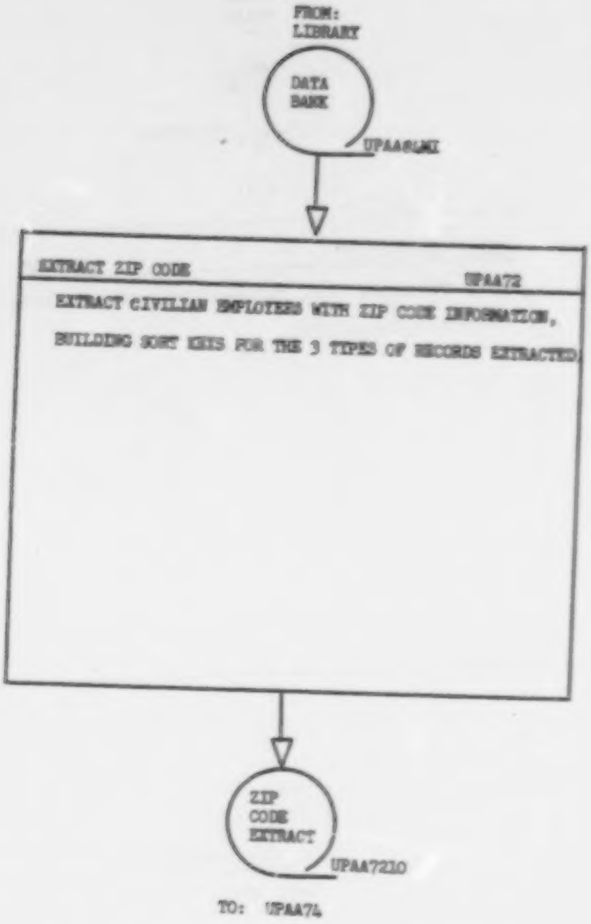
SPECIAL CONDITIONS: None.

3.24 DETAIL COUNT SORT - UPAA70

Program I/O Chart


FROM:
UPAA65
DETAIL COUNT
UPAA651I
DETAIL COUNT SORT
UPAA70
SORT INTO BLOCK, NAME, SOCIAL SECURITY NUMBER, RECORD IDENTIFICATION SEQUENCE.
SORTED DETAIL COUNT
UPAA7080
TO: UPAB37

3.25 EXTRACT ZIP CODES - UPAA72
Program I/O Chart


FROM:
LIBRARY
DATA
BANK
UPAA6LMI
EXTRACT ZIP CODE
UPAA72
EXTRACT CIVILIAN EMPLOYEES WITH ZIP CODE INFORMATION,
BUILDING SORT KEYS FOR THE 3 TYPES OF RECORDS EXTRACTED.
ZIP
CODE
EXTRACT
UPAA7210
TO: UPAA74

3.25 EXTRACT ZIP CODES - UPAA72
Program Narrative

PROGRAM NAME: Extract ZIP Codes

PROGRAM ID NUMBER: UPAA72

PURPOSE:

To extract from the Data Bank active civilian employees with ZIP Code information.

FUNCTIONS/FEATURES:

To furnish extract for use in generating special listing for emergency use only.

DESCRIPTION:

a. Input File:

UPAA84MI: Data Bank.

b. Output File:

UPAA7210: ZIP Code Extract.

c. Processing Description:

(1) For each active civilian employee three records are extracted:

(a) Type 1 produces a Sort Key in activity, organization (first two positions), and name sequence.

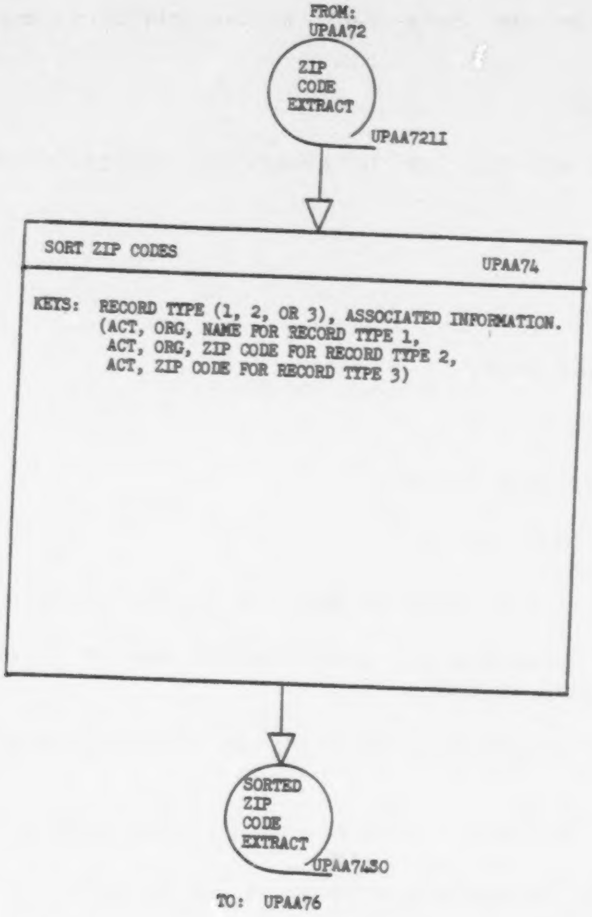
(b) Type 2 produces a Sort Key in activity, organization and ZIP Code sequence.

(c) Type 3 produces a Sort Key in activity and ZIP Code sequence.

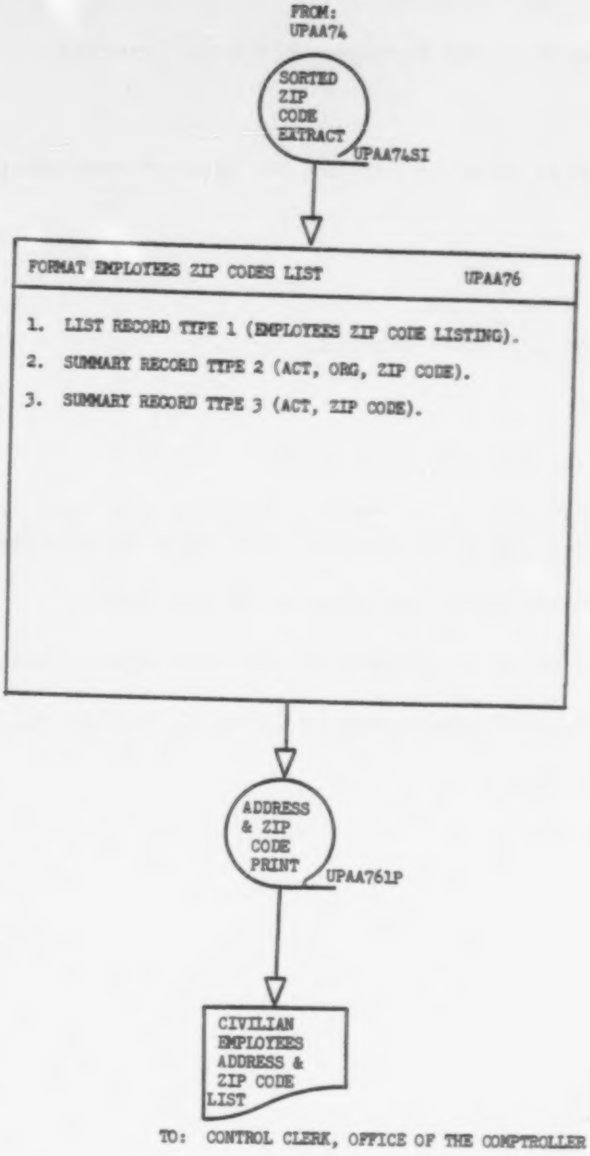
(2) Extracted records are written on the output file and sorted on the Sort Key by sort UPAA74.

SPECIAL CONDITIONS: None.

3.26 SORT ZIP CODES - UPAA74
Program I/O Chart


FROM:
UPAA72
ZIP CODE EXTRACT
UPAA721I
SORT ZIP CODES
UPAA74
KEYS: RECORD TYPE (1, 2, OR 3), ASSOCIATED INFORMATION.
(ACT, ORG, NAME FOR RECORD TYPE 1,
ACT, ORG, ZIP CODE FOR RECORD TYPE 2,
ACT, ZIP CODE FOR RECORD TYPE 3)
SORTED ZIP CODE EXTRACT
UPAA74SO
TO: UPAA76

3.27 FORMAT EMPLOYEES ZIP CODES LIST - UPAA76
Program I/O Chart


FROM: UPAA74
SORTED ZIP CODE EXTRACT
UPAA74SI
FORMAT EMPLOYEES ZIP CODES LIST
UPAA76
1. LIST RECORD TYPE 1 (EMPLOYEES ZIP CODE LISTING).
2. SUMMARY RECORD TYPE 2 (ACT, ORG, ZIP CODE).
3. SUMMARY RECORD TYPE 3 (ACT, ZIP CODE).
ADDRESS & ZIP CODE PRINT
UPAA761P
CIVILIAN EMPLOYEES ADDRESS & ZIP CODE LIST
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.27 FORMAT EMPLOYEES ZIP CODES LIST - UPAA76
Program Narrative

PROGRAM NAME: Format Employees ZIP Codes List

PROGRAM ID NUMBER: UPAA76

PURPOSE:

To generate Active Civilian Employee ZIP Code Listings.

FUNCTIONS/FEATURES:

To generate a special listing for use in case of emergency only.

DESCRIPTION:

a. Input File:

UPAA74SI: Sorted ZIP Code Extract.

b. Output File:

UPAA761P: Address and ZIP Code Print.

c. Processing Description - Three reports are generated on output file corresponding to three types of records generated by UPAA72:

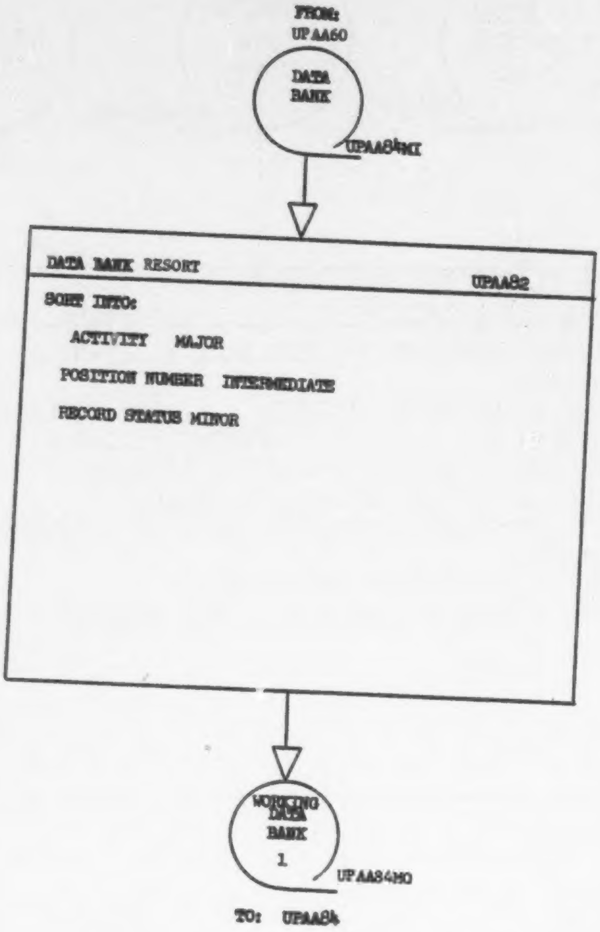
(1) A listing of civilian employees with ZIP Codes.

(2) A Summary Count of employees by ZIP Code within activity, organization.

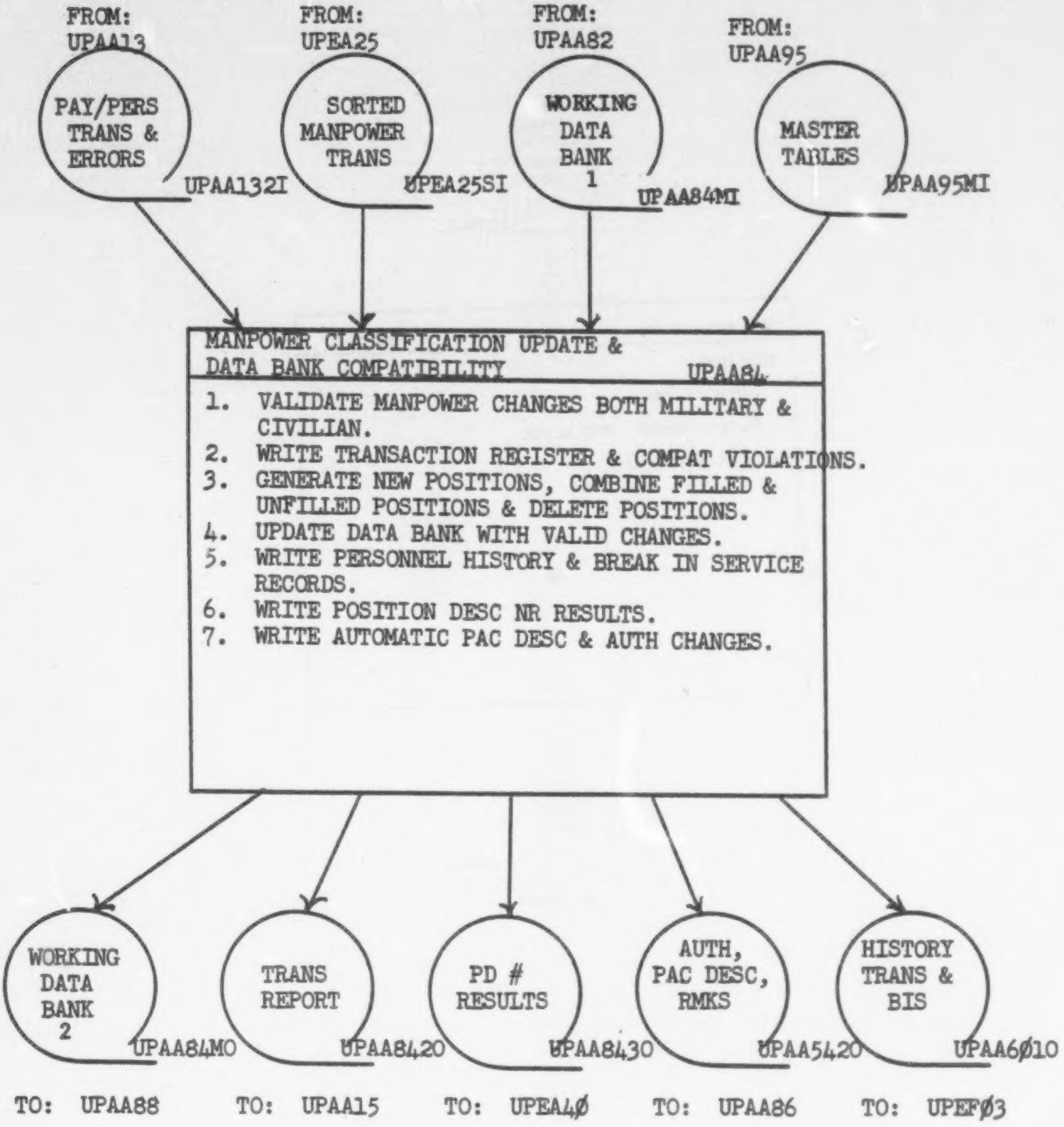
(3) A Summary Count of employees by ZIP Code within activity.

SPECIAL CONDITIONS: None.

3.28 DATA BANK RESORT - UPAA82
Program I/O Chart


FROM:
UPAA60
DATA
BANK
UPAA84MI
DATA BANK RESORT
UPAA82
SORT INTO:
ACTIVITY MAJOR
POSITION NUMBER INTERMEDIATE
RECORD STATUS MINOR
WORKING
DATA
BANK
1
UPAA84MO
TO: UPAA84

3.29 MANPOWER UPDATE & DATA BANK COMPATIBILITY - UPAA84
Program I/O Chart


FROM: UPAA13
PAY/PERS TRANS & ERRORS
UPAA132I
FROM: UPEA25
SORTED MANPOWER TRANS
UPEA25SI
FROM: UPAA82
WORKING DATA BANK 1
UPAA84MI
FROM: UPAA95
MASTER TABLES
UPAA95MI
MANPOWER CLASSIFICATION UPDATE & DATA BANK COMPATIBILITY
UPAA84
WORKING DATA BANK 2
UPAA84MO
TRANS REPORT
UPAA8420
PD # RESULTS
UPAA8430
AUTH, PAC DESC, RMKS
UPAA5420
HISTORY TRANS & BIS
UPAA6010
TO: UPAA88
TO: UPAA15
TO: UPEA40
TO: UPAA86
TO: UPEF03

1. VALIDATE MANPOWER CHANGES BOTH MILITARY & CIVILIAN.
2. WRITE TRANSACTION REGISTER & COMPAT VIOLATIONS.
3. GENERATE NEW POSITIONS, COMBINE FILLED & UNFILLED POSITIONS & DELETE POSITIONS.
4. UPDATE DATA BANK WITH VALID CHANGES.
5. WRITE PERSONNEL HISTORY & BREAK IN SERVICE RECORDS.
6. WRITE POSITION DESC NR RESULTS.
7. WRITE AUTOMATIC PAC DESC & AUTH CHANGES.

3.29 MANPOWER UPDATE & DATA BANK COMPATIBILITY - UPAA84
Program Narrative

PROGRAM NAME: Manpower Update and Data Bank Compatability

PROGRAM ID NUMBER: UPAA84

PURPOSE:

To generate updated Data Bank.

FUNCTIONS/FEATURES:

Update Data Bank with validated manpower transactions.

DESCRIPTION:

a. Input Files:

(1) UPAA132I: Pay/Personnel Transactions and Errors.

(2) UPAA84MI: Working Data Bank 1.

(3) UPAA95MI: Master Tables.

(4) UPEA25SI: Sorted Manpower Transactions.

b. Output Files:

(1) UPAA84MO: Working Data Bank 2.

(2) UPAA8420: Transaction Report.

(3) UPAA8430: PD Number Results.

(4) UPAA5420: Authority, PAC Description, Remarks.

(5) UPAA6010: History Transaction and BIS.

c. Processing Description:

(1) Validate input documents and if good, update Data Bank; create or delete positions; and write Pay/Personnel Transaction Record (UPAA8420).

(2) All invalid documents are written out on Pay/Personnel Transaction and Compatibility File (UPAA8420).

(3) Data Bank records are combined when an unencumbered and an encumbered position have identical activity and position numbers.

(4) Write all compatibility errors out on the Pay/Personnel Transaction and Compatibility File (UPAA8420).

(5) Write all automatic nature of actions out on the Authority, PAC Description, Remarks (UPAA5420).

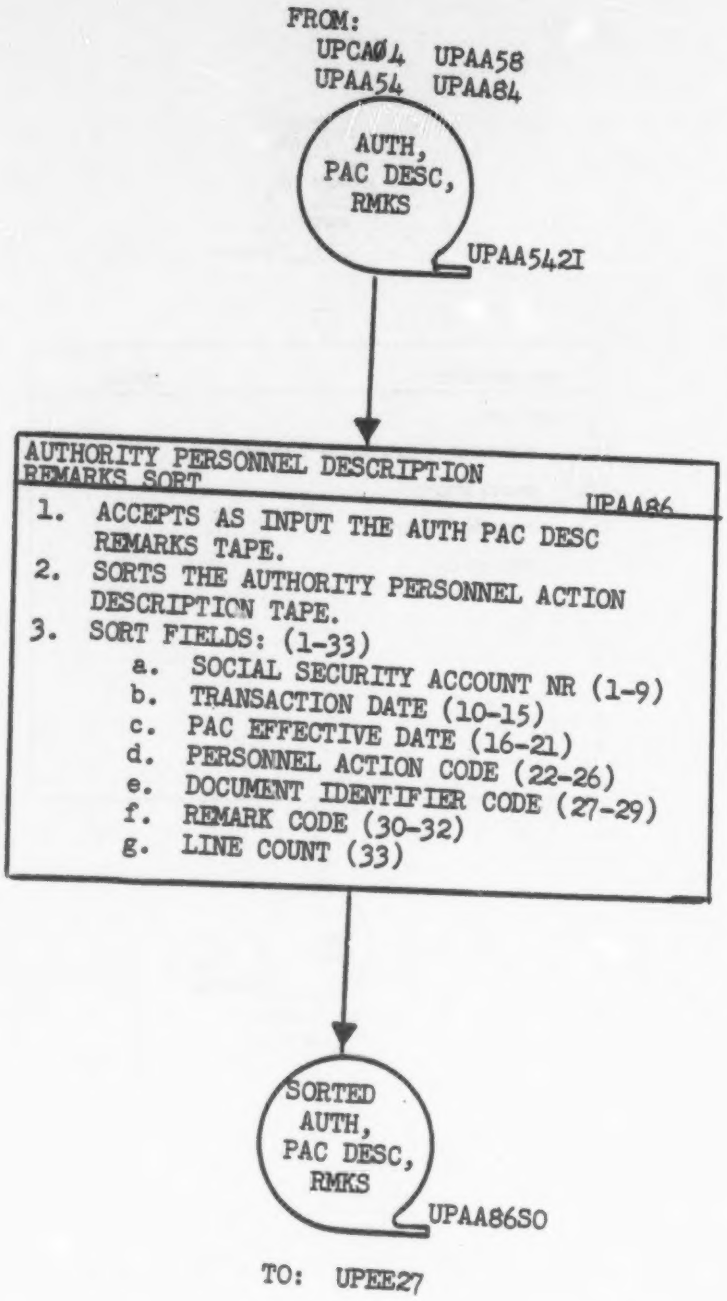
(6) If break in service or history feed changes occur, write out a History Transaction and BIS Record (UPAA6010).

(7) Checks all position description input and write out PD # Results File (UPAA8430) where applicable.

SPECIAL CONDITIONS: None.

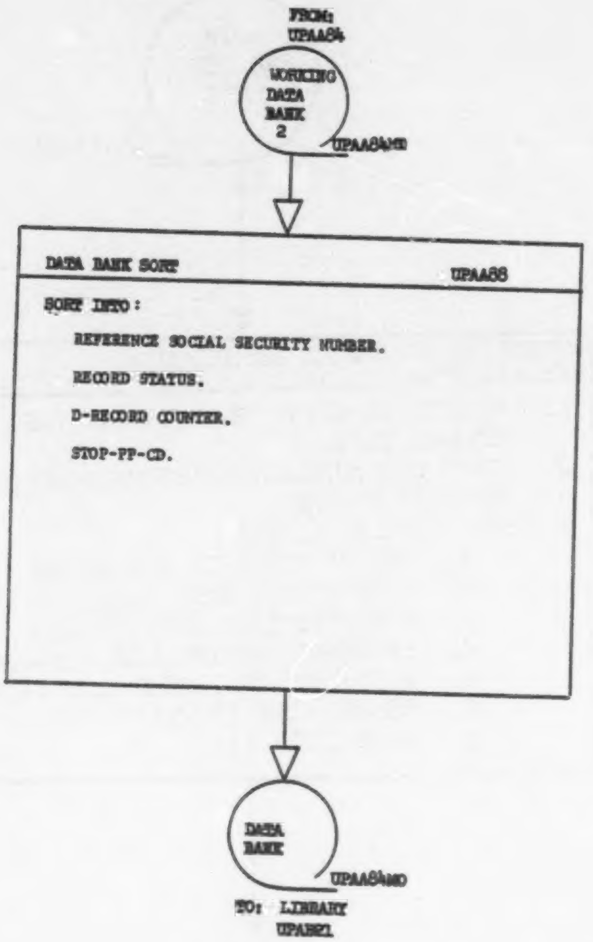
3.30 AUTHORITY PERSONNEL DESCRIPTION REMARKS SORT - UPAA86

Program I/O Chart

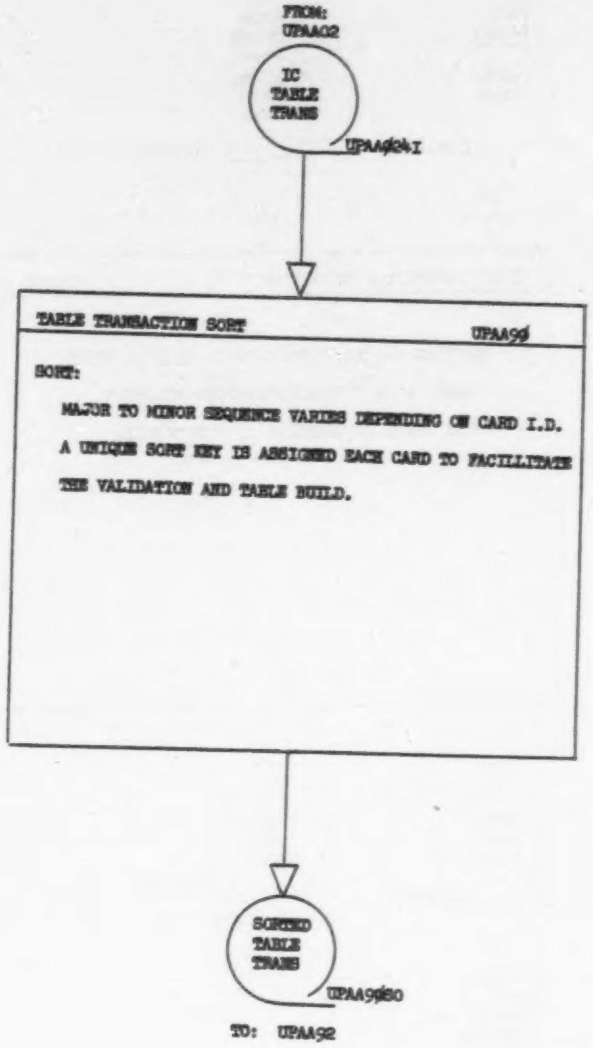

FROM:
UPCA04 UPAA58
UPAA54 UPAA84
AUTH, PAC DESC, RMKS
UPAA5421
AUTHORITY PERSONNEL DESCRIPTION REMARKS SORT
UPAA86
SORTED AUTH, PAC DESC, RMKS
UPAA86SO
TO: UPEE27

1. ACCEPTS AS INPUT THE AUTH PAC DESC REMARKS TAPE.
2. SORTS THE AUTHORITY PERSONNEL ACTION DESCRIPTION TAPE.
3. SORT FIELDS: (1-33)
   - a. SOCIAL SECURITY ACCOUNT NR (1-9)
   - b. TRANSACTION DATE (10-15)
   - c. PAC EFFECTIVE DATE (16-21)
   - d. PERSONNEL ACTION CODE (22-26)
   - e. DOCUMENT IDENTIFIER CODE (27-29)
   - f. REMARK CODE (30-32)
   - g. LINE COUNT (33)

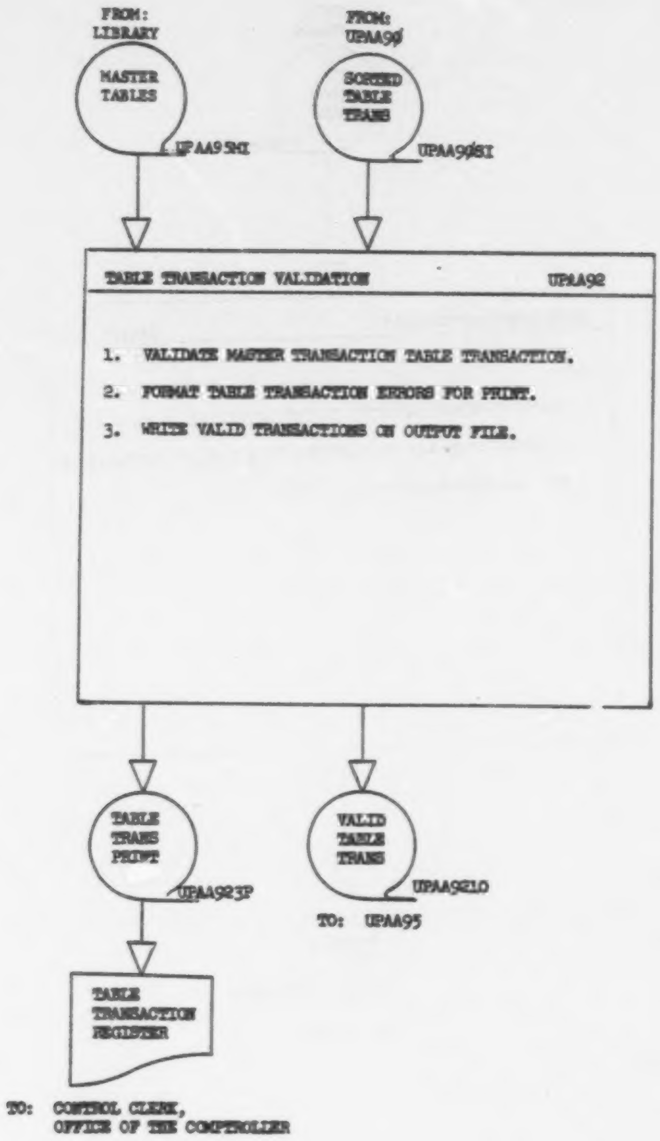
3.31 DATA BANK SORT - UPAA88
Program I/O Chart


FROM:
UPAA84
WORKING
DATA
BANK
2
UPAA84MO
DATA BANK SORT
UPAA88
SORT INTO:
REFERENCE SOCIAL SECURITY NUMBER.
RECORD STATUS.
D-RECORD COUNTER.
STOP-PP-CD.
DATA
BANK
UPAA84MO
TO: LIBRARY
UPABE1

3.32 TABLE TRANSACTION SORT - UPAA90
Program I/O Chart


FROM:
UPAA02
IC
TABLE
TRANS
UPAA024I
TABLE TRANSACTION SORT
UPAA90
SORT:
MAJOR TO MINOR SEQUENCE VARIES DEPENDING ON CARD I.D.
A UNIQUE SORT KEY IS ASSIGNED EACH CARD TO FACILLITATE
THE VALIDATION AND TABLE BUILD.
SORTED
TABLE
TRANS
UPAA9080
TO: UPAA92

3.33 TABLE TRANSACTION VALIDATION - UPAA92
Program I/O Chart


FROM: LIBRARY
MASTER TABLES
UPAA95MI
FROM: UPAA90
SORTED TABLE TRANS
UPAA90SI
TABLE TRANSACTION VALIDATION
UPAA92
1. VALIDATE MASTER TRANSACTION TABLE TRANSACTION.
2. FORMAT TABLE TRANSACTION ERRORS FOR PRINT.
3. WRITE VALID TRANSACTIONS ON OUTPUT FILE.
TABLE TRANS PRINT
UPAA923P
VALID TABLE TRANS
UPAA9210
TO: UPAA95
TABLE TRANSACTION REGISTER
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.33 TABLE TRANSACTION VALIDATION - UPAA92
Program Narrative

PROGRAM NAME: Table Transaction Validation

PROGRAM ID NUMBER: UPAA92

PURPOSE:

To validate table transactions.

FUNCTIONS/FEATURES:

Validate all input table transactions.

DESCRIPTION:

a. Input Files:

(1) UPAA95MI: Master Tables.

(2) UPAA90SI: Sorted Table Transactions.

b. Output Files:

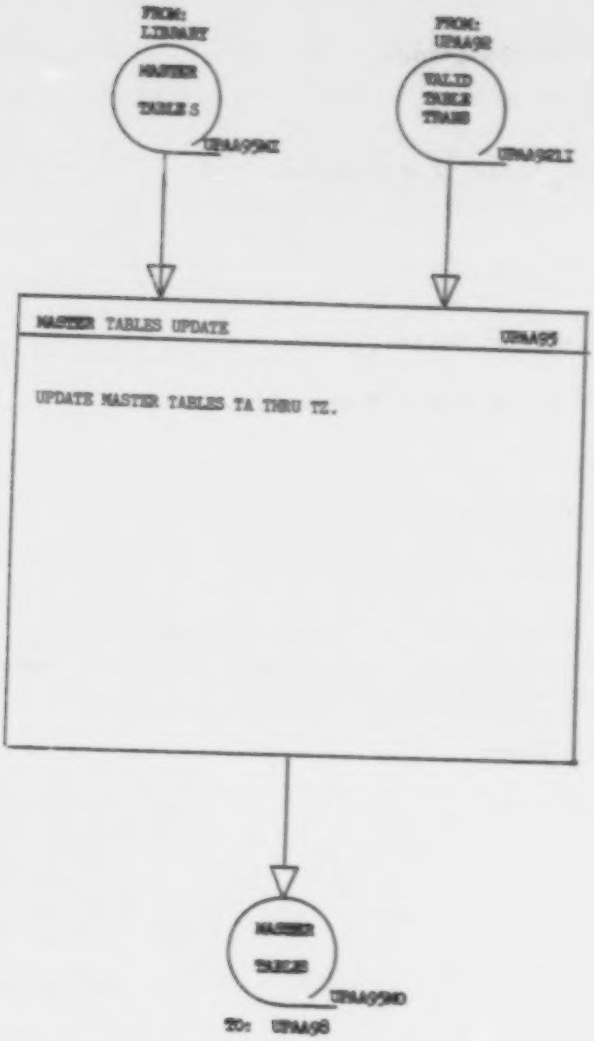
(1) UPAA9210: Valid Table Transactions.

(2) UPAA923P: Table Transaction Print.

c. Processing Description - Validate all fields in the input table transactions. All errors are listed with an error remark. Create a Table Transaction Register with all transactions.

SPECIAL CONDITIONS: None.

3.34 MASTER TABLES UPDATE - UPAA95
Program I/O Chart


FROM:
LIBRARY
MASTER
TABLES
UPAA95MI
FROM:
UPAA92
VALID
TABLE
TRANS
UPAA92LI
MASTER TABLES UPDATE
UPAA95
UPDATE MASTER TABLES TA THRU TZ.
MASTER
TABLES
UPAA95MO
TO: UPAA98

3.34 MASTER TABLES UPDATE - UPAA95
Program Narrative

PROGRAM NAME: Master Tables Update

PROGRAM ID NUMBER: UPAA95

PURPOSE:

To update Master Tables TA through TZ.

FUNCTIONS/FEATURES:

To create or update Master Tables File.

DESCRIPTION:

a. Input Files:

(1) UPAA95MI: Master Tables.

(2) UPAA921I: Valid Table Transaction.

b. Output File:

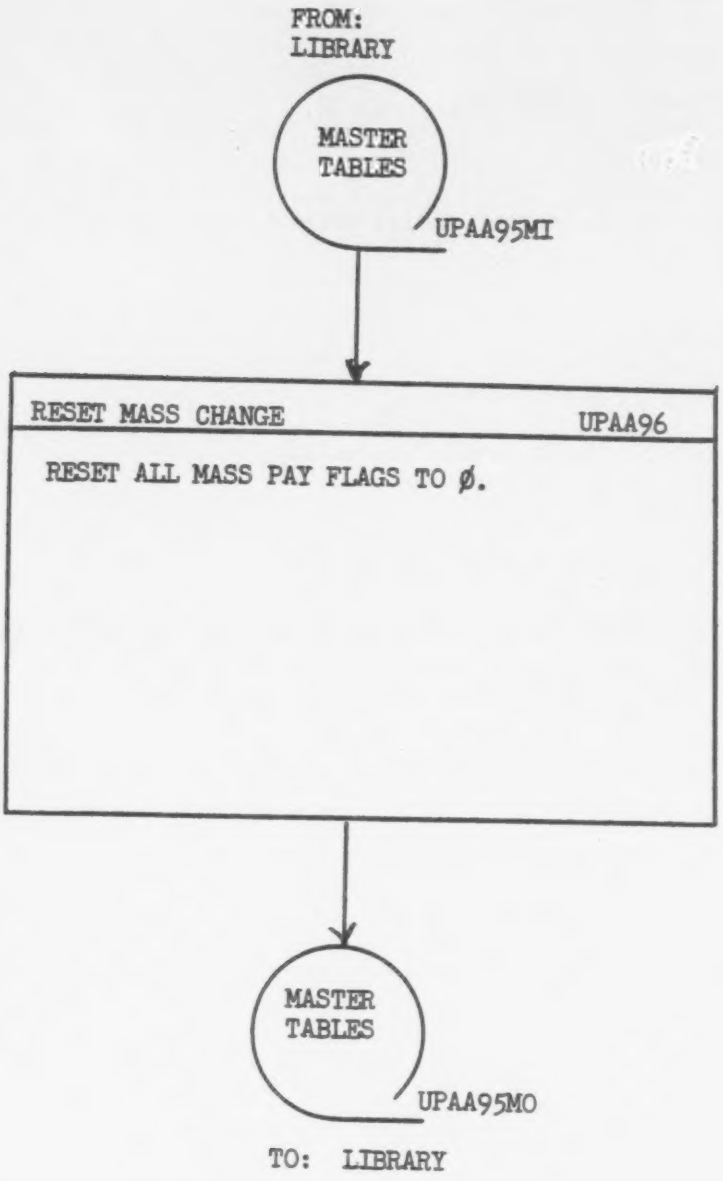
UPAA95MO: Updated Master Tables.

c. Processing Description - Create or update all Master Tables.

SPECIAL CONDITIONS: None.

3.35 RESET MASS CHANGE - UPAA96

Program I/O Chart


FROM:
LIBRARY
MASTER TABLES
UPAA95MI
RESET MASS CHANGE
UPAA96
RESET ALL MASS PAY FLAGS TO 0.
MASTER TABLES
UPAA95MO
TO: LIBRARY

3.35 RESET MASS CHANGE - UPAA96
Program Narrative

PROGRAM NAME: Reset Mass Change

PROGRAM ID NUMBER: UPAA96

PURPOSE:

To reset mass pay flags.

FUNCTIONS/FEATURES:

Update the mass pay tables.

DESCRIPTION:

a. Input File:

UPAA95MI: Master Tables.

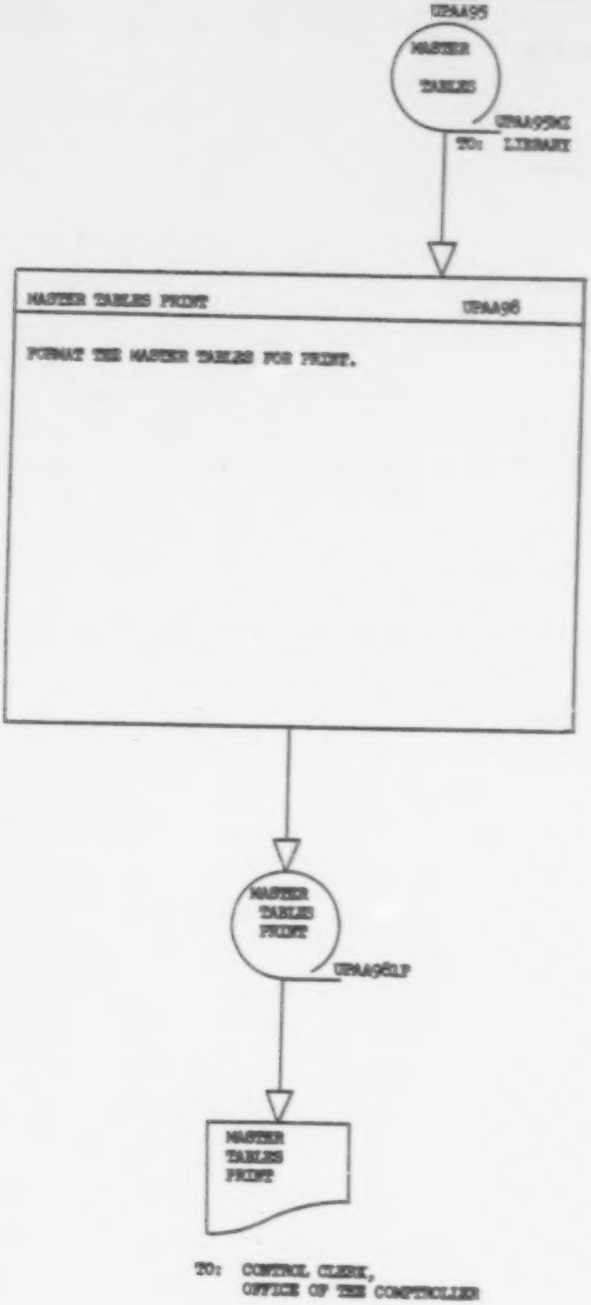
b. Output File:

UPAA95MO: Master Tables.

c. Processing Description - Resets all mass pay flags to zero and clears all mass pay authorities to spaces.

SPECIAL CONDITIONS: None.

3.36 MASTER TABLES PRINT - UPAA98
Program I/O Chart


FROM:
UPAA95
MASTER
TABLES
UPAA95MI
TO: LIBRARY
MASTER TABLES PRINT
UPAA98
FORMAT THE MASTER TABLES FOR PRINT.
MASTER
TABLES
PRINT
UPAA98LP
MASTER
TABLES
PRINT
TO: CONTROL CLERK,
OFFICE OF THE COMPTROLLER

3.36 MASTER TABLES PRINT - UPAA98
Program Narrative

PROGRAM NAME: Master Tables Print

PROGRAM ID NUMBER: UPAA98

PURPOSE:

To generate a printout of Master Tables.

FUNCTIONS/FEATURES:

Format Master Tables.

DESCRIPTION:

a. Input File:

UPAA95MI: Master Tables.

b. Output File:

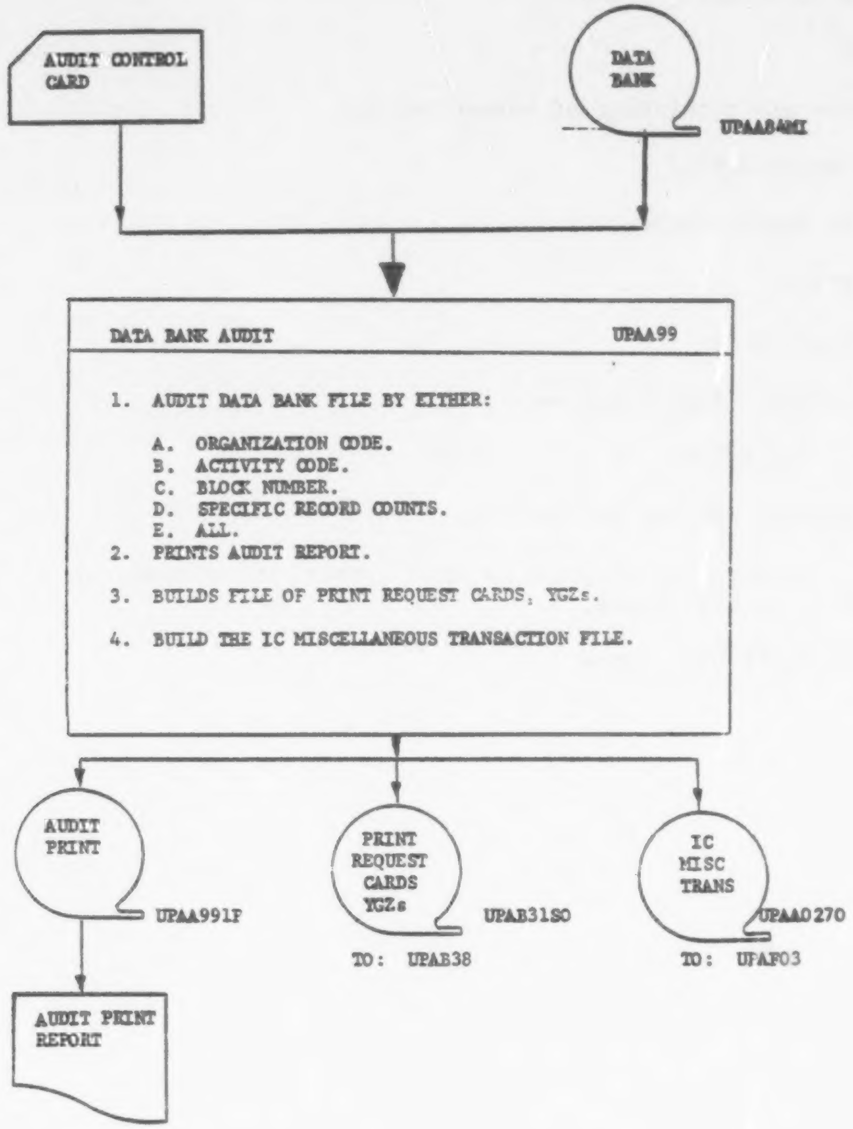
UPAA981P: Master Tables Print.

c. Processing Description - Each table is printed in a format which is applicable to that table.

SPECIAL CONDITIONS: None.

3.37 DATA BANK AUDIT - UPAA99

Program I/O Chart


AUDIT CONTROL CARD
DATA BANK
UPAA84MI
DATA BANK AUDIT
UPAA99
1. AUDIT DATA BANK FILE BY EITHER:
A. ORGANIZATION CODE.
B. ACTIVITY CODE.
C. BLOCK NUMBER.
D. SPECIFIC RECORD COUNTS.
E. ALL.
2. PRINTS AUDIT REPORT.
3. BUILDS FILE OF PRINT REQUEST CARDS, YGZs.
4. BUILD THE IC MISCELLANEOUS TRANSACTION FILE.
AUDIT PRINT
UPAA991F
PRINT REQUEST CARDS YGZs
UPAB31SO
TO: UPAB38
IC MISC TRANS
UPAA0270
TO: UPAF03
AUDIT PRINT REPORT

3.37 DATA BANK AUDIT - UPAA99
Program Narrative

PROGRAM NAME: Data Bank Audit

PROGRAM ID NUMBER: UPAA99

PURPOSE:

Selects active civilian records for audit from the Data Bank.

FUNCTIONS/FEATURES:

There are five methods of selection utilized. They are: (1) All, (2) by Activity Code, (3) by Organization Code, (4) by block number, or (5) by specified record counts.

DESCRIPTION:

a. Input Files:

(1) UPAACARD: Control Card.

(2) UPAA84MI: Data Bank.

b. Output Files:

(1) UPAA991P: Audit Print Report.

(2) UPAB31SO: Print Request Cards YGZs.

(3) UPAA0270: IC Miscellaneous Transaction File.

c. Processing Description:

(1) The type of processing is indicated by the type of AUDIT (cc 1 through 6) control card which is utilized. There are four special request type cards:

(a) ALL (cc 60-62) - All incumbents are selected.

(b) ACT (cc 60-62 with Activity Code cc 63-64) - Selects all incumbents within the specified Activity Code.

(c) ORG (cc 60-62 with Activity Code cc 63-64 and up to the first two elements of the Organization Code) - Selects the incumbents with the specified Organization Code within the specified activity.

(d) BLK (cc 60-62 followed by numerics digits in cc 63-64) - Selects all incumbents within the specified block number.

(2) Request Counts - All of the above special request type audit cards take priority over the request count audit card. This card uses three parameters to specify the count sequence of selection.

(a) Start count (cc 7-10) indicates when to start selecting records.

(b) Skip count (cc 11-14) indicates how many to skip before selecting again.

(c) Maximum count (cc 15-18) indicates the maximum number to select. Example: Start count = 10, skip count = 20 and maximum count = 200 would indicate to select the tenth then every twentieth thereafter until a total of 200 have been selected.

SPECIAL CONDITIONS: None.

VOLUME I APCAPS ADP SPECIFICATIONS

PART 4 PAYROLL SUBSYSTEM

CHAPTER 3 PAYROLL PROCESSING - UPAB0000

CHAPTER TABLE OF CONTENTS

SECT	DESCRIPTION	PAGE
1	GENERAL	
1.1	Purpose	I-4-3-1
2	PAYROLL PROCESSING APPLICATION	
2.1	Payroll Processing - UPAB000	I-4-3-2
3	PAYROLL PROCESSING PROGRAMS	
3.1	Leave Edit and Update - UPAB05	I-4-3-10
3.2	T&A Sort - UPAB10	I-4-3-13
3.3	Print T&A Report - UPAB15	I-4-3-14
3.4	Compute Actual Pay - UPAB20	I-4-3-17
3.5	Normals Compute - UPAB21	I-4-3-20
3.6	Normals Sort - UPAB22	I-4-3-22
3.7	Normals Print - UPAB23	I-4-3-23
3.8	T&A Card Sort - UPAB24	I-4-3-25
3.9	Detail Count Sort - UPAB25	I-4-3-26
3.10	T&A Format - UPAB26	I-4-3-27
3.11	Data Bank Sort - UPAB30	I-4-3-29
3.12	Sort of YGZ Request Cards - UPAB31	I-4-3-30
3.13	Payroll Certification - UPAB36	I-4-3-31
3.14	Year-To-Date Summary - UPAB37	I-4-3-33
3.15	Selective MER Print - UPAB38	I-4-3-35
3.16	Prepare MER Extract - UPAB40	I-4-3-38
3.17	Composite Check Sort - UPAB45	I-4-3-41
3.18	Composite Check Breakout - UPAB47	I-4-3-42
3.19	Salary Check File Sort - UPAB53	I-4-3-44
3.20	Print Payroll Checks - UPAB55	I-4-3-45
3.21	CAPSTONE Master Update - UPAB65	I-4-3-47
3.22	SSN Changes Sort - UPAB66	I-4-3-50
3.23	CAPSTONE SSN Changes Merge - UPAB67	I-4-3-51
3.24	CAPSTONE Changes Sort - UPAB68	I-4-3-53
3.25	Format CAPSTONE Change Listing - UPAB69	I-4-3-54

VOLUME I APCAPS ADP SPECIFICATIONS

PART 4 PAYROLL SUBSYSTEM

CHAPTER 3 PAYROLL PROCESSING - UPAB0000

SECTION 1 GENERAL

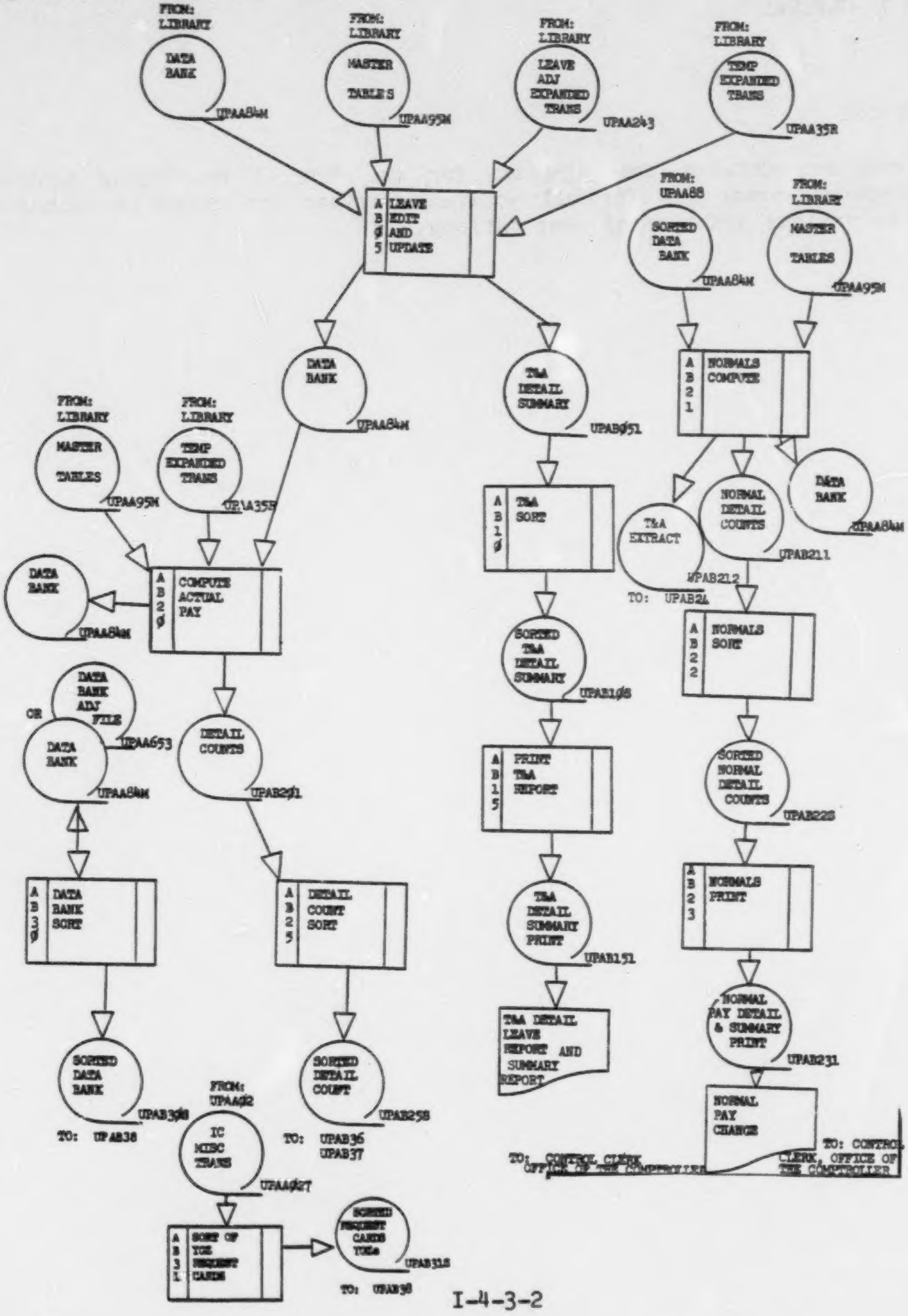
1.1 PURPOSE

This chapter contains the programs for the Payroll Processing Application which computes normal pay for all active employees and prepares controls for changes to various updates and computations.

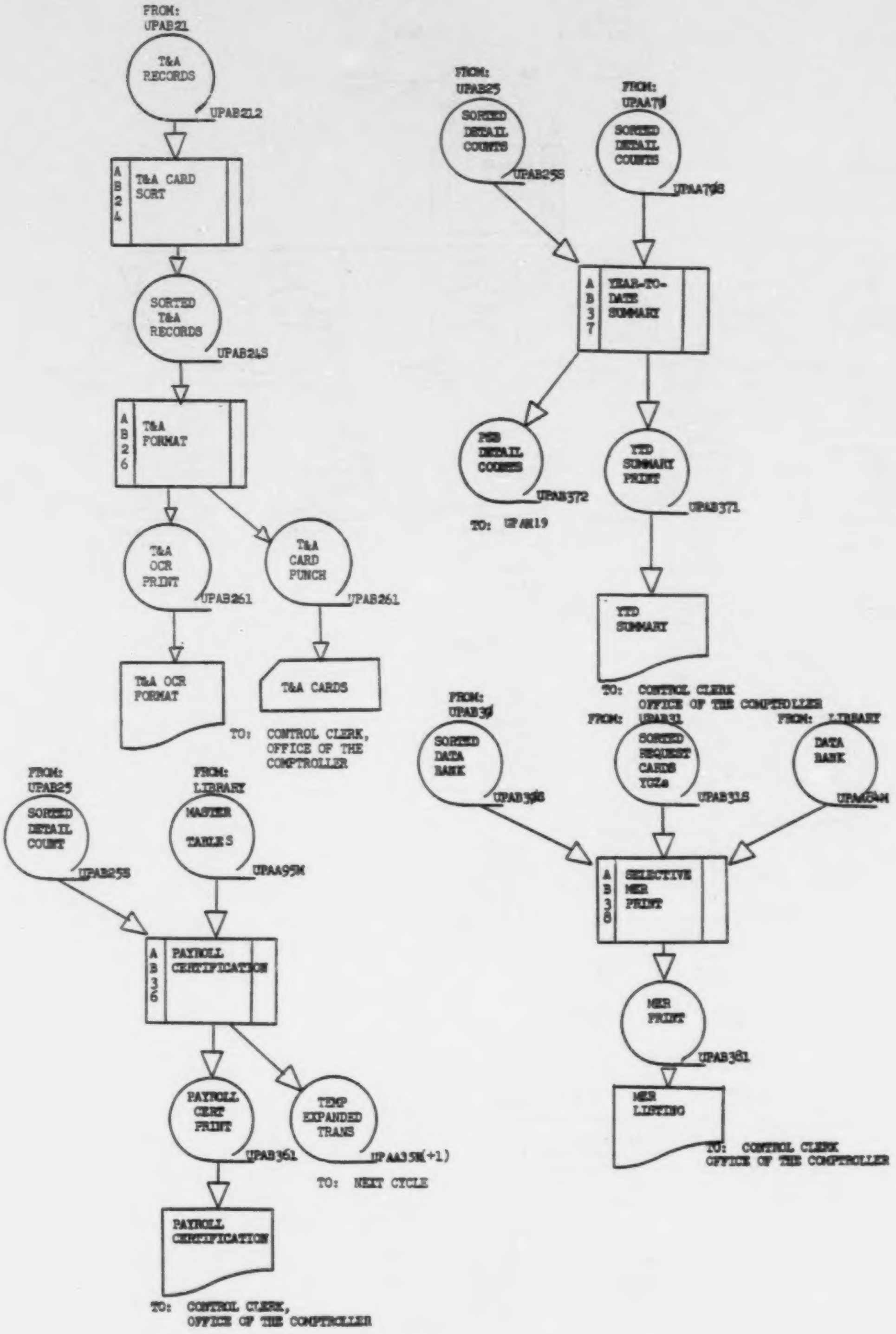
SECTION 2 PAYROLL PROCESSING APPLICATION

2.1 PAYROLL PROCESSING - UPAB0000

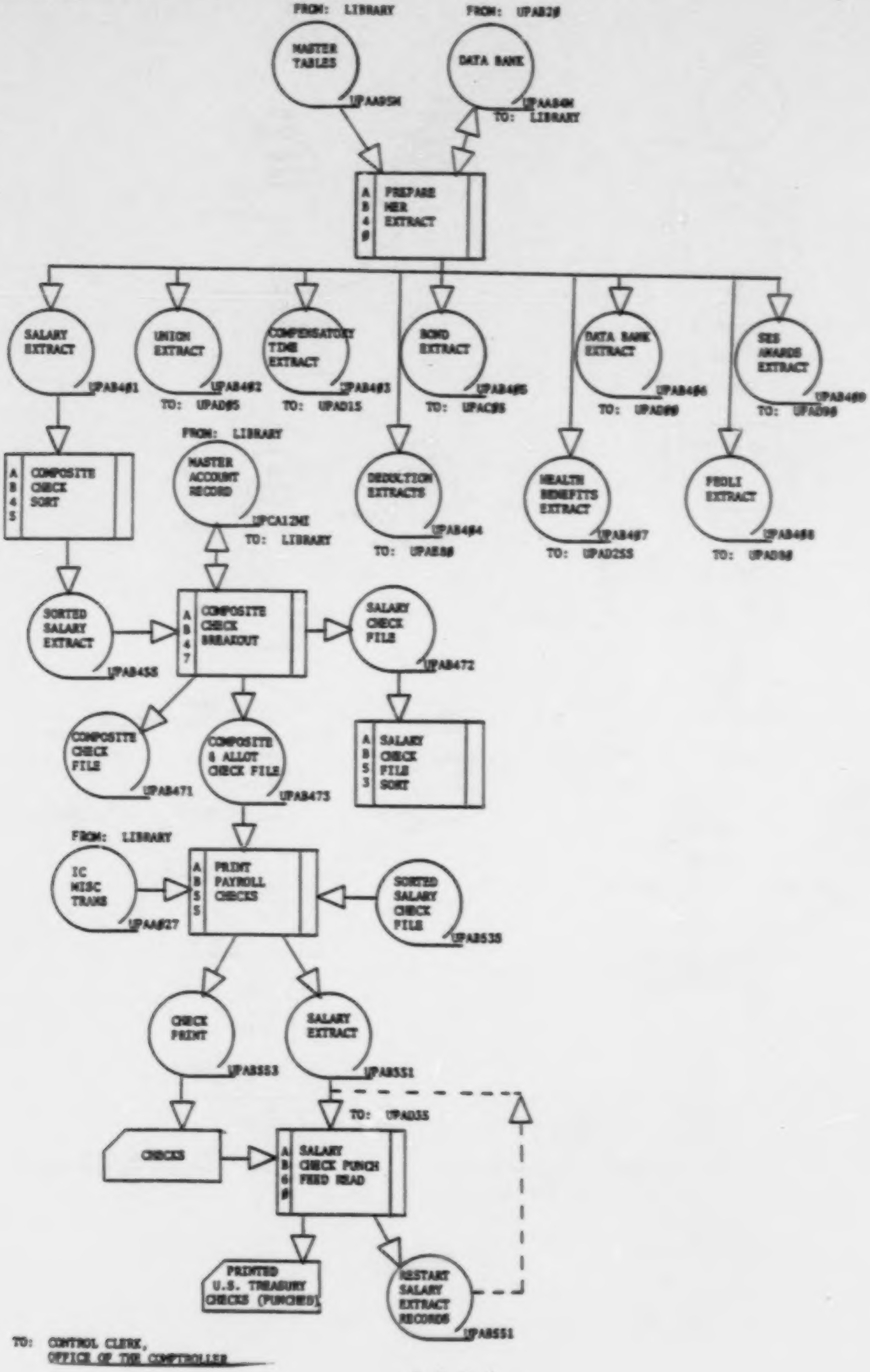
Application Flow Chart Page 1


FROM: LIBRARY
DATA BANK
UPAA84M
FROM: LIBRARY
MASTER TABLES
UPAA95M
FROM: LIBRARY
LEAVE ADJ EXPANDED TRANS
UPAA243
FROM: LIBRARY
TEMP EXPANDED TRANS
UPAA35R
ABØ5 LEAVE EDIT AND UPDATE
FROM: UPAA88
SORTED DATA BANK
UPAA84M
FROM: LIBRARY
MASTER TABLES
UPAA95M
DATA BANK
UPAA84M
T&A DETAIL SUMMARY
UPABØ51
AB21 NORMALS COMPUTE
FROM: LIBRARY
MASTER TABLES
UPAA95M
FROM: LIBRARY
TEMP EXPANDED TRANS
UPAA35R
AB1Ø T&A SORT
T&A EXTRACT
UPAB212
TO: UPAB24
NORMAL DETAIL COUNTS
UPAB211
DATA BANK
UPAA84M
DATA BANK
UPAA84M
AB2Ø COMPUTE ACTUAL PAY
SORTED T&A DETAIL SUMMARY
UPAB1Ø8
AB22 NORMALS SORT
DATA BANK ADJ FILE
UPAA653
OR
DATA BANK
UPAA84M
DETAIL COUNTS
UPAB2Ø1
AB15 PRINT T&A REPORT
SORTED NORMAL DETAIL COUNTS
UPAB228
AB3Ø DATA BANK SORT
AB25 DETAIL COUNT SORT
T&A DETAIL SUMMARY PRINT
UPAB151
AB23 NORMALS PRINT
T&A DETAIL LEAVE REPORT AND SUMMARY REPORT
NORMAL PAY DETAIL & SUMMARY PRINT
UPAB231
SORTED DATA BANK
UPAB3Ø8
TO: UPAB38
FROM: UPAAØ2
IC MISC TRANS
UPAAØ27
SORTED DETAIL COUNT
UPAB258
TO: UPAB36 UPAB37
NORMAL PAY CHANGE
TO: CONTROL CLERK OFFICE OF THE COMPTROLLER
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
AB31 SORT OF TOE REQUEST CARDS
SORTED REQUEST CARDS TOEs
UPAB318
TO: UPAB38

2.1 PAYROLL PROCESSING - UPAB0000
Application Flow Chart Page 2

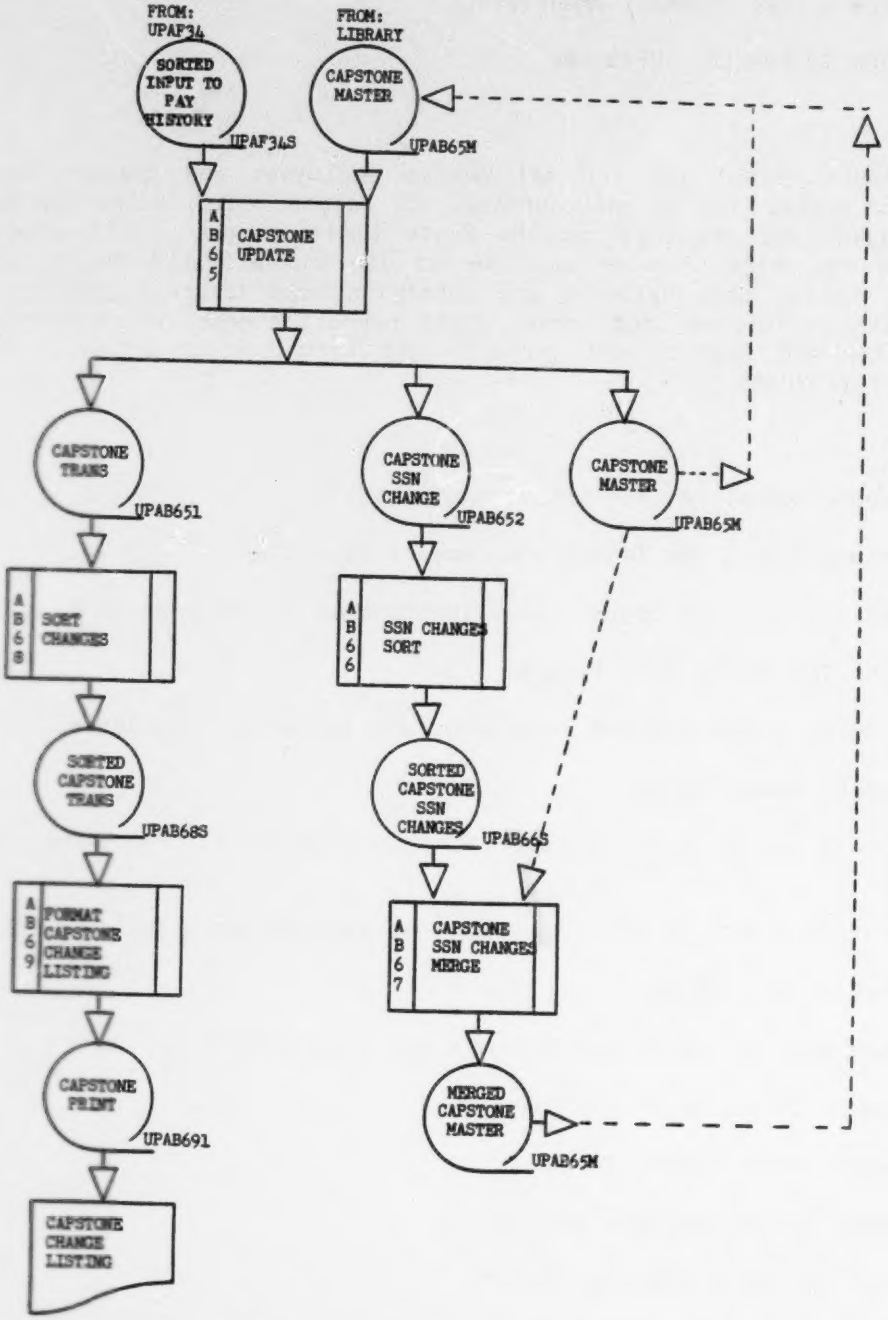

FROM:
UPAB21
T&A
RECORDS
UPAB212
A
B
2
4
T&A CARD
SORT
SORTED
T&A
RECORDS
UPAB24S
A
B
2
6
T&A
FORMAT
T&A
OCR
PRINT
UPAB261
T&A
CARD
PUNCH
UPAB261
T&A OCR
FORMAT
T&A CARDS
TO: CONTROL CLERK,
OFFICE OF THE
COMPTROLLER
FROM:
UPAB25
SORTED
DETAIL
COUNTS
UPAB25S
FROM:
UPAA70
SORTED
DETAIL
COUNTS
UPAA70S
A
B
3
7
YEAR-TO-
DATE
SUMMARY
PSB
DETAIL
COUNTS
UPAB372
TO: UPAM19
YTD
SUMMARY
PRINT
UPAB371
YTD
SUMMARY
TO: CONTROL CLERK
OFFICE OF THE COMPTROLLER
FROM:
UPAB30
SORTED
DATA
BANK
UPAB30S
FROM: UPAB31
SORTED
REQUEST
CARDS
YGZs
UPAB31S
FROM: LIBRARY
DATA
BANK
UPAA54M
A
B
3
8
SELECTIVE
MER
PRINT
MER
PRINT
UPAB381
MER
LISTING
TO: CONTROL CLERK
OFFICE OF THE COMPTROLLER
FROM:
UPAB25
SORTED
DETAIL
COUNT
UPAB25S
FROM:
LIBRARY
MASTER
TABLES
UPAA95M
A
B
3
6
PAYROLL
CERTIFICATION
PAYROLL
CERT
PRINT
UPAB361
TEMP
EXPANDED
TRANS
UPAA35M(+1)
TO: NEXT CYCLE
PAYROLL
CERTIFICATION
TO: CONTROL CLERK,
OFFICE OF THE COMPTROLLER

2.1 PAYROLL PROCESSING - UPAB0000
Application Flow Chart Page 3


FROM: LIBRARY
MASTER TABLES
UPAA05M
FROM: UPAB20
DATA BANK
UPAA04M
TO: LIBRARY
AB40 PREPARE HER EXTRACT
SALARY EXTRACT
UPAB401
UNION EXTRACT
UPAB402
TO: UPAD05
COMPENSATORY TIME EXTRACT
UPAB403
TO: UPAD15
BOND EXTRACT
UPAB405
TO: UPAC05
DATA BANK EXTRACT
UPAB406
TO: UPAD00
SES AWARDS EXTRACT
UPAB409
TO: UPAD90
AB45 COMPOSITE CHECK SORT
FROM: LIBRARY
MASTER ACCOUNT RECORD
UPCA12MI
TO: LIBRARY
DEDUCTION EXTRACTS
UPAB404
TO: UPAE80
HEALTH BENEFITS EXTRACT
UPAB407
TO: UPAD255
FEGLI EXTRACT
UPAB408
TO: UPAD90
SORTED SALARY EXTRACT
UPAB455
AB47 COMPOSITE CHECK BREAKOUT
SALARY CHECK FILE
UPAB472
COMPOSITE CHECK FILE
UPAB471
COMPOSITE & ALLOT CHECK FILE
UPAB473
AB53 SALARY CHECK FILE SORT
FROM: LIBRARY
IC MISC TRANS
UPAA027
AB55 PRINT PAYROLL CHECKS
SORTED SALARY CHECK FILE
UPAB535
CHECK PRINT
UPAB553
SALARY EXTRACT
UPAB551
TO: UPAD35
CHECKS
AB60 SALARY CHECK PUNCH FEED READ
PRINTED U.S. TREASURY CHECKS (PUNCHED)
RESTART SALARY EXTRACT RECORDS
UPAB551
TO: CONTROL CLERK,
OFFICE OF THE COMPTROLLER

2.1 PAYROLL PROCESSING - UPAB0000

Application Flow Chart Page 4


FROM: UPAF34
SORTED INPUT TO PAY HISTORY
UPAF34S
FROM: LIBRARY
CAPSTONE MASTER
UPAB65M
AB65
CAPSTONE UPDATE
CAPSTONE TRANS
UPAB651
CAPSTONE SSN CHANGE
UPAB652
CAPSTONE MASTER
UPAB65M
AB68
SORT CHANGES
AB66
SSN CHANGES SORT
SORTED CAPSTONE TRANS
UPAB68S
SORTED CAPSTONE SSN CHANGES
UPAB66S
AB69
FORMAT CAPSTONE CHANGE LISTING
AB67
CAPSTONE SSN CHANGES MERGE
CAPSTONE PRINT
UPAB691
MERGED CAPSTONE MASTER
UPAB65M
CAPSTONE CHANGE LISTING

TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

READEX FICHE

2.1 PAYROLL PROCESSING - UPAB0000
Application Narrative

APPLICATION TITLE: Payroll Processing

APPLICATION ID NUMBER: UPAB0000

PURPOSE:

To compute normal pay for all active employees and prepare controls for changes to normal pay; to edit, update, and adjust leave; determine hours to be paid; compute current pay; compute State taxes; compute within-grade increase dates and determine when an employee is due and eligible for a within-grade increase; update bond balances and determine bond issues; update year-to-date totals with current pay and leave; print payroll checks; punch payroll checks; prepare the MER Report; and prepare Data Bank Extract Files to be used in subsequent programs.

FUNCTIONS:

a. Compute normal pay for active employees.

b. Prepare Normal Pay Detail and Summary Report.

c. Edit, update, and adjust leave information in the Data Bank.

d. Print T/A Detail Edit Report.

e. Compute current pay and deductions and determine bond issue.

f. Compute state taxes.

g. Compute within-grade increase through date and determine when an employee is eligible.

h. Update current, quarter-to-date, year-to-date money fields in Data Bank.

i. Print payroll checks.

j. Punch payroll checks using punch-read-feed feature.

k. Prepare Composite Check File.

l. Prepare Salary Check File.

m. Update Health Benefits Work File.

n. Print YTD Detail/Summary Report.

o. Print Payroll Certification.

p. Print MER Report.

q. Create Bond Extract File.

r. Create Compensatory Time Extract File.

s. Create Union Extract File.

t. Create Data Bank Short Version.

u. Create State Tax and Charity Summary Extract File.

v. Create FEOLI Extract File.

w. Create SES Extract File.

COMPONENT PROGRAMS AND OPERATIONS:

a. UPAB05: Leave Edit and Update.

Operation: Update Data Bank, prepare extract for T&A Detail Leave Edit Report and compute within grade increases.

b. UPAB10: T&A Sort.

c. UPAB15: Print T&A Report.

Operation: Format two part T&A Detail Leave and T&A Summary Report for print.

d. UPAB20: Compute Actual Pay.

Operation: Compute Actual Pay.

e. UPAB21: Normals Compute.

Operation: Compute Normal Pay for all active employees subject to normal pay controls.

f. UPAB22: Normals Sort.

g. UPAB23: Normals Print.

Operation: Prepares and Prints Normal Pay Detail and Summary Report.

h. UPAB24: T&A Card Sort.

i. UPAB25: Detail Count Sort.

j. UPAB26: T&A Format.

Operation: Format Time and Attendance on Report Files.

k. UPAB30: Data Bank Sort.

l. UPAB31: Sort of YGZ Request Cards.

m. UPAB36: Payroll Certification.

Operation: Format Payroll Certification Report for print.

n. UPAB37: Year to Date Summary.

Operation: Accumulate Year-To-Date Pay, and transfers in/out data, format YTD Summary Report for print.

o. UPAB38: Selective MER Print.

Operation: Format records to selectively print the Master Employee Record. This program can print the entire MER or selectively print records.

p. UPAB40: Prepare MER Extracts.

Operation: Prepare Salary, Union, Compensatory, State Tax and Charity Deduction, Bond and Data Bank Short Version Extract File.

q. UPAB45: Composite Check Sort.

r. UPAB47: Composite Check Breakout.

Operation: Produce Composite Check File and salary Check File.

s. UPAB53: Salary Check File Sort.

t. UPAB55: Print Payroll Check.

Operation: Format records to print Payroll Check.

u. UPAB60: Salary Check Punch Feed Read.

Operation: Punches Net Pay into individual employee's salary check.

v. UPAB65: CAPSTONE Master Update.

Operation: Update CAPSTONE Master with permanent change and drop old records upon separation.

w. UPAB66: SSN Changes Sort.

x. UPAB67: SSN Change Merge.

Operation: To merge SSN changed master records into the CAPSTONE Master.

y. UPAB68: CAPSTONE Changes Sort.

z. UPAB69: Format CAPSTONE Change Listing.

Operation: To format the CAPSTONE listing for printing.

INPUT-OUTPUT SOURCE AND DISPOSITION:

a. Input is from File Maintenance, UPAA0000.

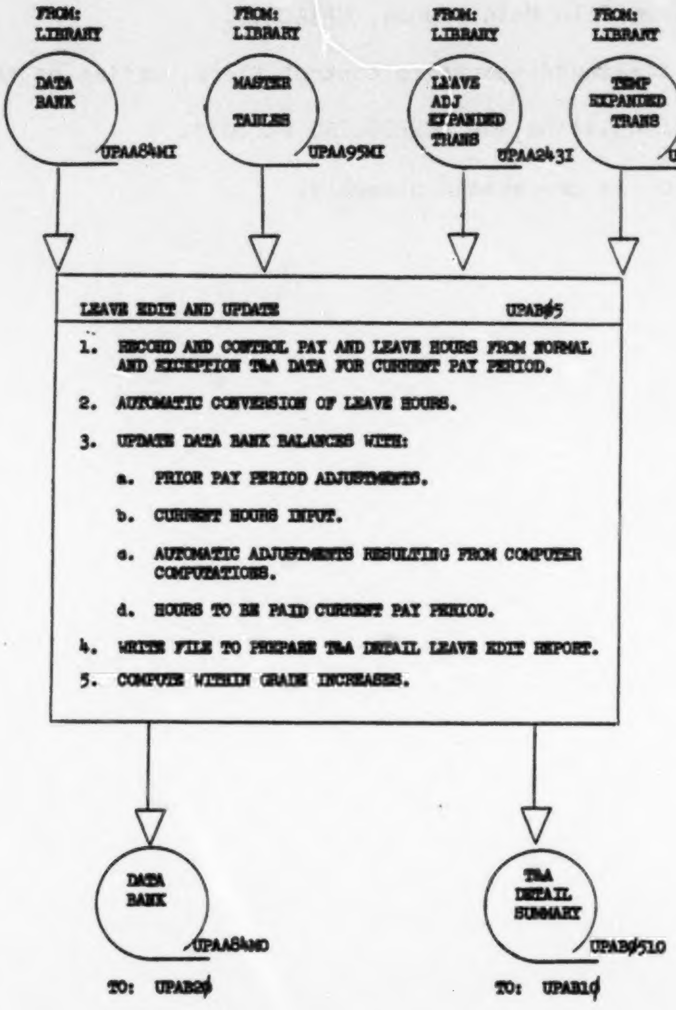
b. Output of listings/reports to Control Clerk, Office of the Comptroller.

FREQUENCY, TIME LIMITATION AND SCHEDULING FACTORS:

This application is processsed biweekly.

SECTION 3 PAYROLL PROCESSING PROGRAMS

3.1 LEAVE EDIT AND UPDATE - UPAB05
Program I/O Chart


FROM: LIBRARY
DATA BANK
UPAA84MI
FROM: LIBRARY
MASTER TABLES
UPAA95MI
FROM: LIBRARY
LEAVE ADJ EXPANDED TRANS
UPAA243I
FROM: LIBRARY
TEMP EXPANDED TRANS
UPAA35RI
LEAVE EDIT AND UPDATE
UPAB05
DATA BANK
UPAA84MO
TO: UPAB20
T&A DETAIL SUMMARY
UPAB0510
TO: UPAB10

1. RECORD AND CONTROL PAY AND LEAVE HOURS FROM NORMAL AND EXCEPTION T&A DATA FOR CURRENT PAY PERIOD.
2. AUTOMATIC CONVERSION OF LEAVE HOURS.
3. UPDATE DATA BANK BALANCES WITH:
   a. PRIOR PAY PERIOD ADJUSTMENTS.
   b. CURRENT HOURS INPUT.
   c. AUTOMATIC ADJUSTMENTS RESULTING FROM COMPUTER COMPUTATIONS.
   d. HOURS TO BE PAID CURRENT PAY PERIOD.
4. WRITE FILE TO PREPARE T&A DETAIL LEAVE EDIT REPORT.
5. COMPUTE WITHIN GRADE INCREASES.

3.1 LEAVE EDIT AND UPDATE - UPAB05
Program Narrative

PROGRAM NAME: Leave Edit and Update

PROGRAM ID NUMBER: UPAB05

PURPOSE:

To control and update pay and leave hours resulting from input of both standard and nonstandard time and attendance data and prior pay period adjustments and to compute within-grade increases.

FUNCTIONS/FEATURES:

a. Accept and process time and attendance data.

b. Accept leave adjustments to all year-to-date and working leave balances.

c. Update leave balances.

d. Determine hours to be paid.

e. Prepare detail records for reporting purposes.

f. Compute within-grade increases.

DESCRIPTION:

a. Input Files:

(1) UPAA84MI: Data Bank.

(2) UPAA95MI: Master Tables.

(3) UPAA243I: Leave Adjustment Expanded Transaction.

(4) UPAA35RI: Temporary Expanded Transactions.

b. Output Files:

(1) UPAA84MO: Data Bank.

(2) UPAB0510: T&A Detail Summary.

c. Processing Description:

(1) Time and attendance data is edited for leave availability unless a no edit code is present.

(2) Automatic conversion of leave hours will be accomplished when necessary.

(3) The Data Bank balances will be updated with prior pay period adjustments to year-to-date and working balances.

(4) The Data Bank will be updated with leave earned and leave used for the current pay period.

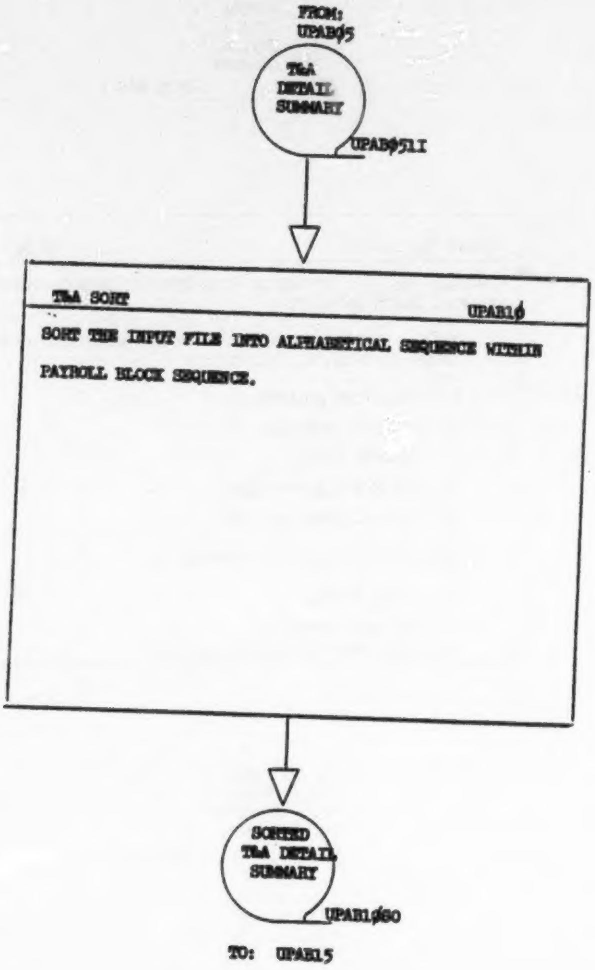
(5) The Data Bank will be updated with hours to be paid for the current pay period.

(6) Detail records necessary to prepare the Time and Attendance Detail Report are prepared.

(7) Compute within grade increase through date, determine when an employee is eligible, set flags for automatic step increases.

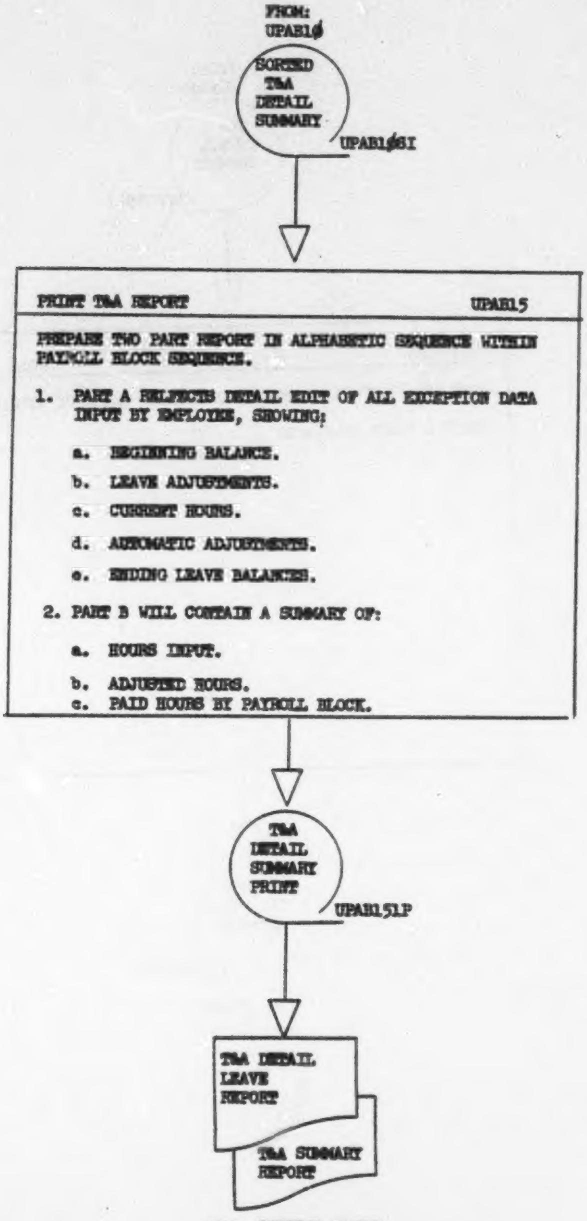
SPECIAL CONDITIONS: None.

3.2 T&A SORT - UPAB10
Program I/O Chart


FROM:
UPAB05
T&A
DETAIL
SUMMARY
UPAB051I
T&A SORT
UPAB10
SORTED
T&A DETAIL
SUMMARY
UPAB1080
TO: UPAB15

SORT THE INPUT FILE INTO ALPHABETICAL SEQUENCE WITHIN PAYROLL BLOCK SEQUENCE.

3.3 PRINT T&A REPORT - UPAB15
Program I/O Chart


FROM:
UPAB10
SORTED
T&A
DETAIL
SUMMARY
UPAB10SI
PRINT T&A REPORT
UPAB15
T&A
DETAIL
SUMMARY
PRINT
UPAB151P
T&A DETAIL
LEAVE
REPORT
T&A SUMMARY
REPORT

PREPARE TWO PART REPORT IN ALPHABETIC SEQUENCE WITHIN PAYROLL BLOCK SEQUENCE.

1. PART A REFLECTS DETAIL EDIT OF ALL EXCEPTION DATA INPUT BY EMPLOYEE, SHOWING;
   - a. BEGINNING BALANCE.
   - b. LEAVE ADJUSTMENTS.
   - c. CURRENT HOURS.
   - d. AUTOMATIC ADJUSTMENTS.
   - e. ENDING LEAVE BALANCES.
2. PART B WILL CONTAIN A SUMMARY OF:
   - a. HOURS INPUT.
   - b. ADJUSTED HOURS.
   - c. PAID HOURS BY PAYROLL BLOCK.

TO: CONTROL CLERK,
OFFICE OF THE COMPTROLLER

3.3 PRINT TIME & ATTENDANCE (T&A) REPORT - UPAB15
Program Narrative

PROGRAM NAME: Print T&A Report

PROGRAM ID NUMBER: UPAB15

PURPOSE:

To report pay and leave hours resulting from the Leave Edit and Update Program.

FUNCTIONS/FEATURES:

a. Part A of the report will reflect the detail edit of data input by individual employee.

b. Part B is a summary of hours by Payroll Block.

DESCRIPTION:

a. Input Files:

UPAB10SI: Sort T&A Detail Summary.

b. Output Files:

UPAB151P: T&A Detail Summary Print.

c. Processing Description:

(1) The employee detail part of this report will reflect:

(a) All leave adjustments recorded on the leave history and Data Bank Record.

(b) The balances of compensatory, military, sick, annual, AWOP, and part-time working balances.

(2) The T&A data as originally input will be printed.

(3) Any automatic T&A hour adjustments resulting from computer computation will be printed.

(4) The net total of T&A adjusted hours will be reflected after automatic updating by the computer.

(5) The Block and Grand Summary part of the report will reflect:

(a) Hours worked and leave used input on T&A data.

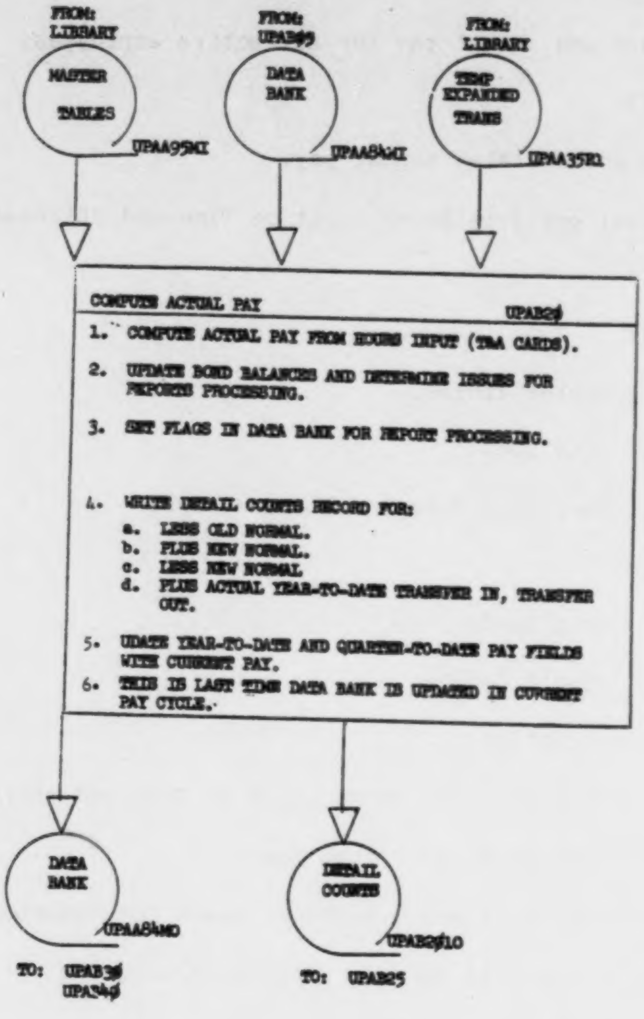
(b) The net total of hours adjusted by the computer.

(c) The T&A hours remaining after computer adjustments.

SPECIAL CONDITIONS: None.

3.4 COMPUTE ACTUAL PAY - UPAB20

Program I/O Chart


FROM:
LIBRARY
MASTER
TABLES
UPAA95MI
FROM:
UPAB05
DATA
BANK
UPAA84MI
FROM:
LIBRARY
TEMP
EXPANDED
TRANS
UPAA35R1
COMPUTE ACTUAL PAY
UPAB20
DATA
BANK
UPAA84MO
TO: UPAB30
UPA340
DETAIL
COUNTS
UPAB2010
TO: UPAB25

1. COMPUTE ACTUAL PAY FROM HOURS INPUT (T&A CARDS).
2. UPDATE BOND BALANCES AND DETERMINE ISSUES FOR REPORTS PROCESSING.
3. SET FLAGS IN DATA BANK FOR REPORT PROCESSING.
4. WRITE DETAIL COUNTS RECORD FOR:
    a. LESS OLD NORMAL.
    b. PLUS NEW NORMAL.
    c. LESS NEW NORMAL
    d. PLUS ACTUAL YEAR-TO-DATE TRANSFER IN, TRANSFER OUT.
5. UDATE YEAR-TO-DATE AND QUARTER-TO-DATE PAY FIELDS WITH CURRENT PAY.
6. THIS IS LAST TIME DATA BANK IS UPDATED IN CURRENT PAY CYCLE.

3.4 COMPUTE ACTUAL PAY - UPAB20
Program Narrative

PROGRAM NAME: Compute Actual Pay

PROGRAM ID NUMBER: UPAB20

PURPOSE:

To compute normal and actual pay for all active employees.

FUNCTIONS/FEATURES:

a. Allow for a precalulated manual pay.

b. Compute actual pay from hours input on Time and Attendance data.

DESCRIPTION:

a. Input Files:

(1) UPAA95MI: Master Tables.

(2) UPAA84MI: Data Bank.

(3) UPAA35RI: Temporary Expanded Transactions.

b. Output Files:

(1) UPAA84MO: Data Bank.

(2) UPAB2010: Detail Counts.

c. Processing Description:

(1) Compute current pay from hours input on Time and Attendance data.

(2) Allow for a precalulated manual pay.

(3) Update bond balances and determine issues for reports processing.

(4) Set flags in the Data Bank for reports processing.

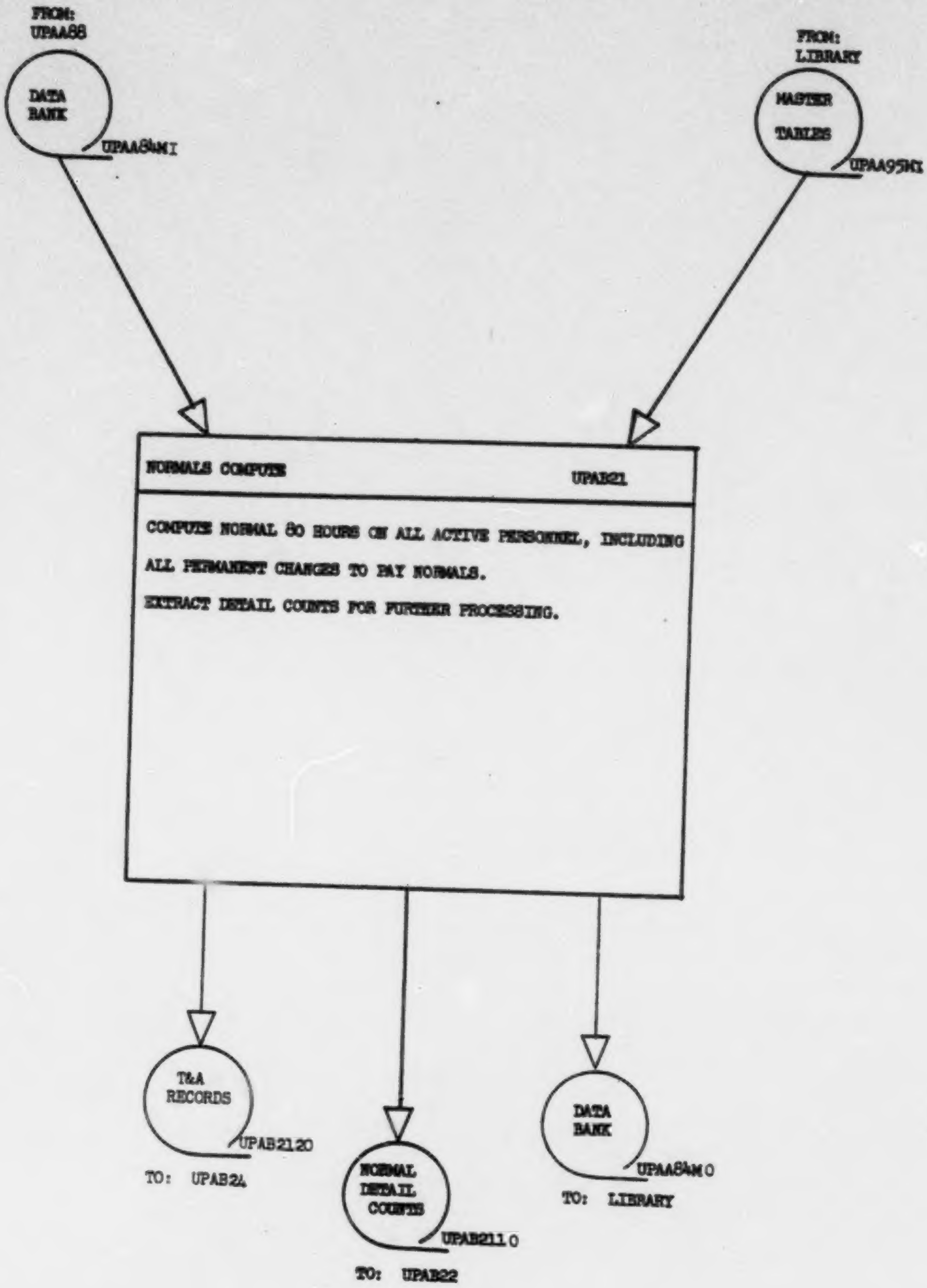
(5) Update Health Benefits File for reports processing.

(6) Write Detail Counts used to prepare the Normal Pay Deduction Summary, the Normal Pay Change, the Payroll Certification, and the Year-to-Date Summary Reports.

(7) Update year-to-date and quarter-to-date fields in the Data Bank with current pay.

SPECIAL CONDITIONS: None.

3.5 NORMALS COMPUTE - UPAB21
Program I/O Chart


FROM: UPAA88
DATA BANK
UPAA84MI
FROM: LIBRARY
MASTER TABLES
UPAA95MI
NORMALS COMPUTE
UPAB21
COMPUTE NORMAL 80 HOURS ON ALL ACTIVE PERSONNEL, INCLUDING ALL PERMANENT CHANGES TO PAY NORMALS.
EXTRACT DETAIL COUNTS FOR FURTHER PROCESSING.
T&A RECORDS
UPAB2120
TO: UPAB24
NORMAL DETAIL COUNTS
UPAB2110
TO: UPAB22
DATA BANK
UPAA84MO
TO: LIBRARY

3.5 NORMALS COMPUTE - UPAB21
Program Narrative

PROGRAM NAME: Normals Compute

PROGRAM ID NUMBER: UPAB21

PURPOSE:

To compute normals for all active employees.

FUNCTIONS/FEATURES:

a. Compute normal pay for all active employees.

b. Compute plus-minus records for all employees who have a normal pay change.

c. Create Detail Counts used to prepare Normals printout.

d. Create T&A Records used to prepare T&A cards or OCR T&A printout.

DESCRIPTION:

a. Input Files:

(1) UPAA84MI: Data Bank.

(2) UPAA95MI: Master Tables.

b. Output Files:

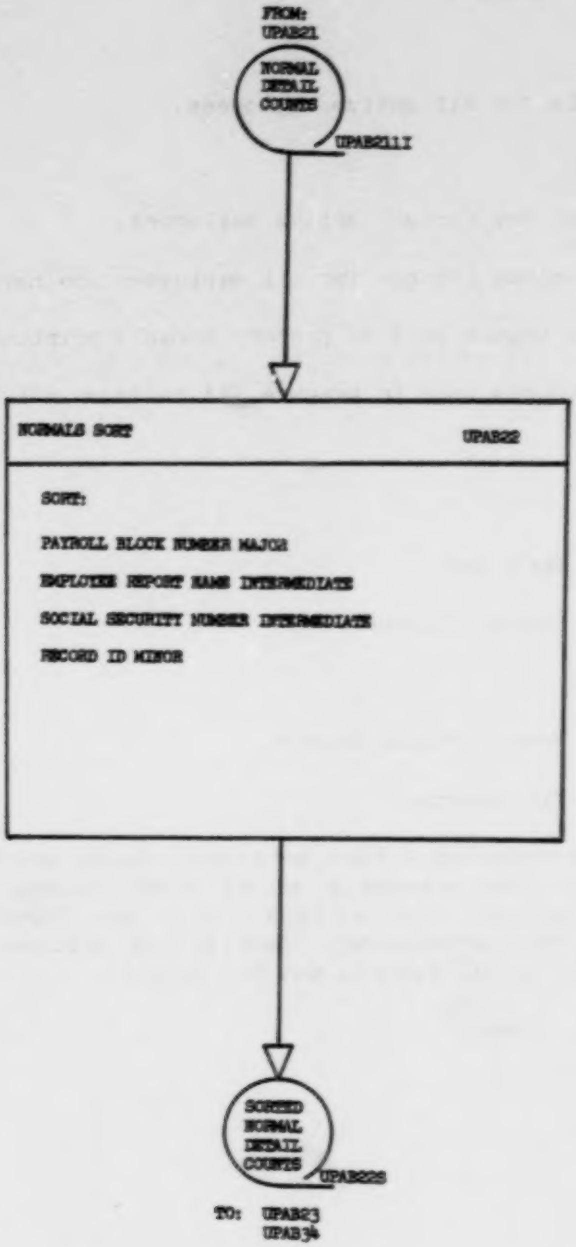
(1) UPAB2110: Normal Detail Counts.

(2) UPAB2120: T&A Records.

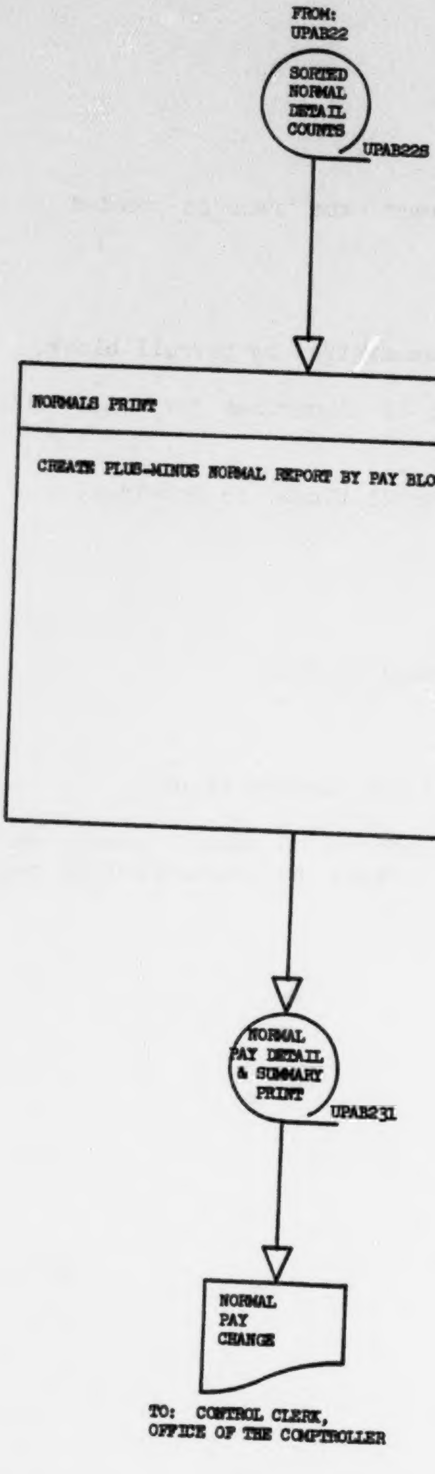
c. Processing Description - Each permanent change which affects pay normals is processed and in turn creates a detail count record. For each change, a minus (less old normal) and a plus (plus new normal) detail record is established for further processing. Each active employee record is processed to create Normal Pay Detail Records and T&A Records.

SPECIAL CONDITIONS: None.

3.6 NORMALS SORT - UPAB22
Program I/O Chart


FROM:
UPAB21
NORMAL
DETAIL
COUNTS
UPAB211I
NORMALS SORT
UPAB22
SORT:
PAYROLL BLOCK NUMBER MAJOR
EMPLOYEE REPORT NAME INTERMEDIATE
SOCIAL SECURITY NUMBER INTERMEDIATE
RECORD ID MINOR
SORTED
NORMAL
DETAIL
COUNTS
UPAB22S
TO: UPAB23
UPAB34

3.7 NORMALS PRINT - UPAB23
Program I/O Chart


FROM:
UPAB22
SORTED
NORMAL
DETAIL
COUNTS
UPAB22S
NORMALS PRINT
UPAB23
CREATE PLUS-MINUS NORMAL REPORT BY PAY BLOCK.
NORMAL
PAY DETAIL
& SUMMARY
PRINT
UPAB231
NORMAL
PAY
CHANGE
TO: CONTROL CLERK,
OFFICE OF THE COMPTROLLER

3.7 NORMALS PRINT - UPAB23
Program Narrative

PROGRAM NAME: Normals Print

PROGRAM ID NUMBER: UPAB23

PURPOSE:

Data are accumulated to format the records needed to print the Normals Reports.

FUNCTIONS/FEATURES:

a. Data are accumulated and summarized by payroll block.

b. A plus and minus record is formatted for each employee's normal pay change.

c. A grand summary of all payroll blocks is provided.

DESCRIPTION:

a. Input File:

UPAB22SI: Sorted Normal Detail Counts.

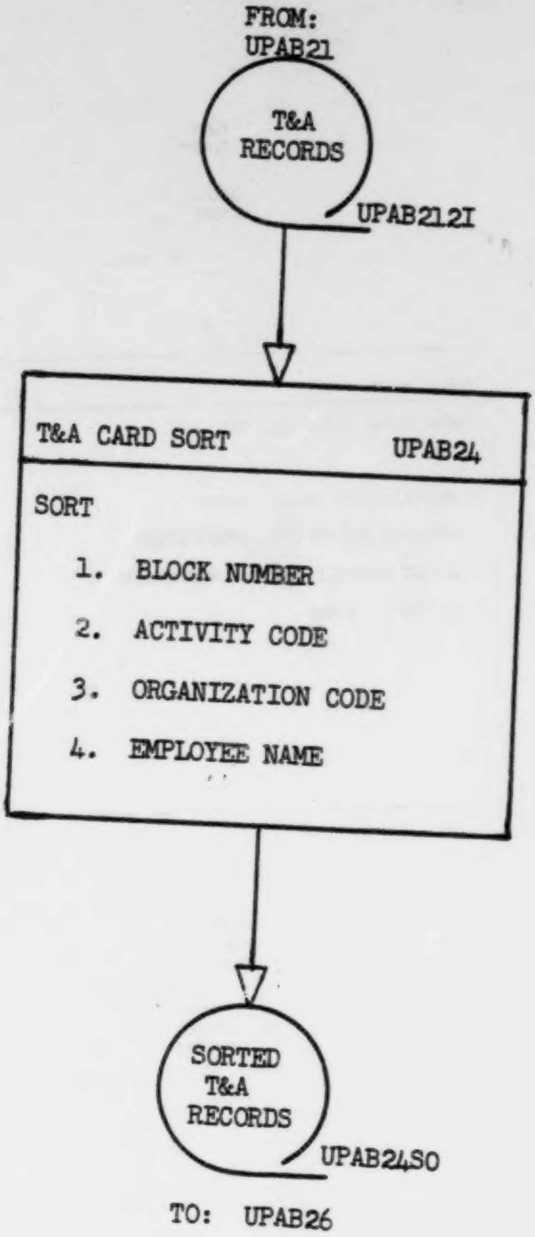
b. Output File:

UPAB231P: Normal Pay Detail and Summary Print.

c. Processing Description - Each normal detail count record is processed for plus and minus print records, normals are summarized by payroll block and then by grand summary.

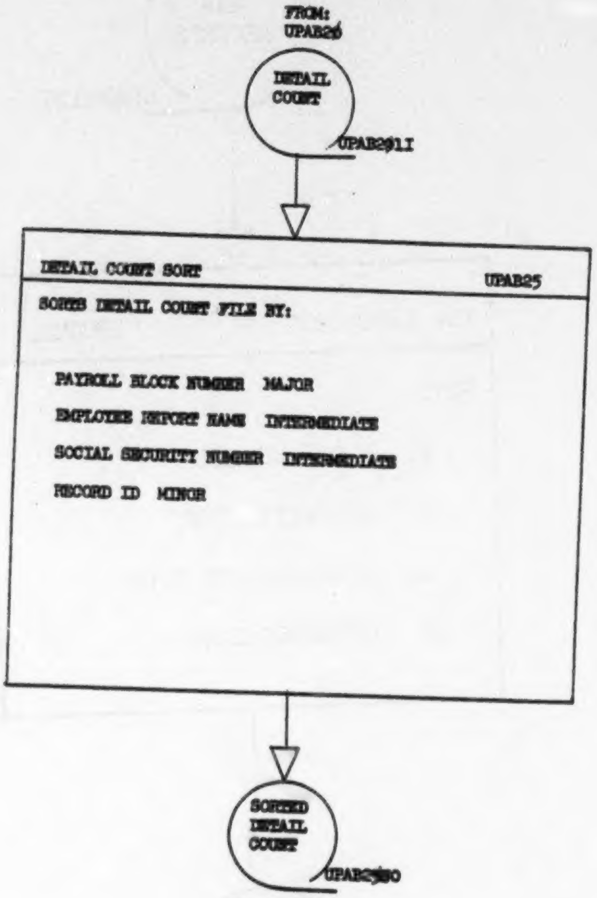
SPECIAL CONDITIONS: None.

3.8 T&A CARD SORT - UPAB24
Program I/O Chart

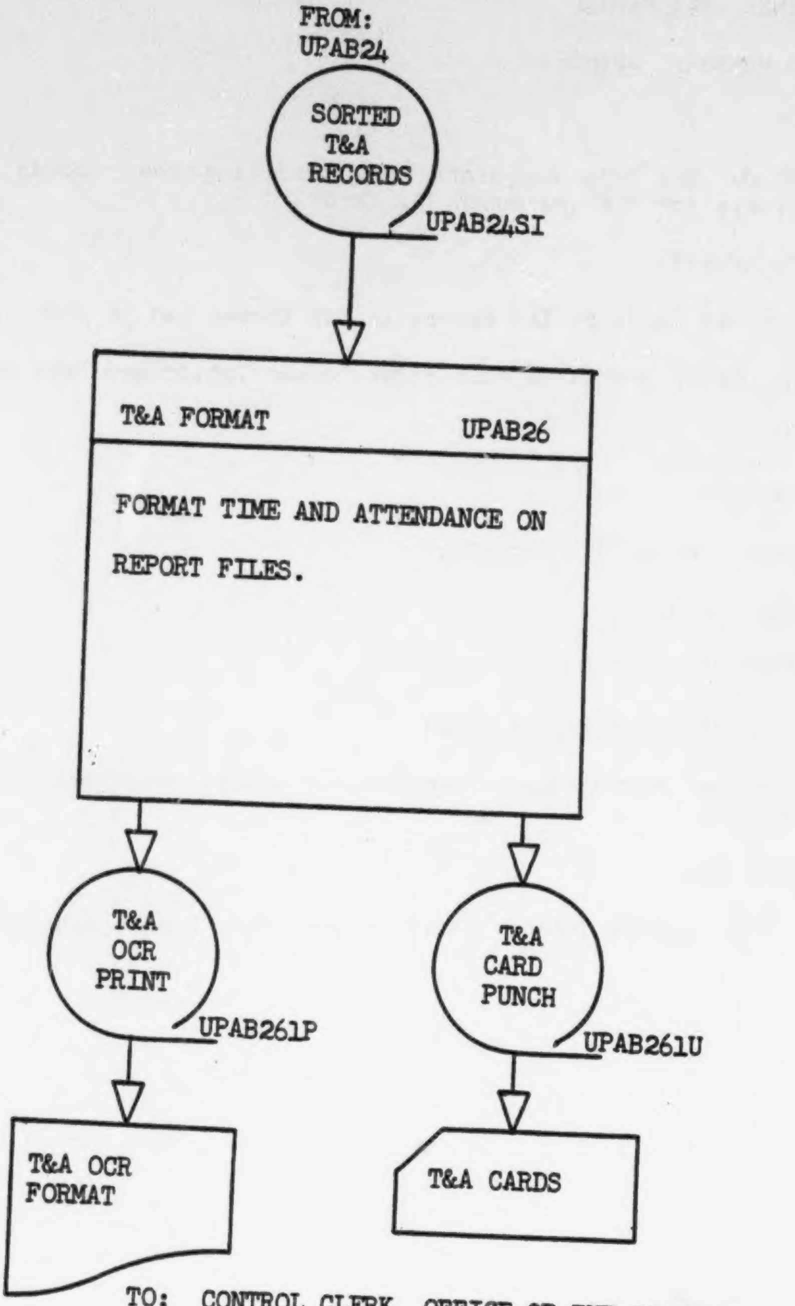

FROM:
UPAB21
T&A
RECORDS
UPAB212I
T&A CARD SORT
UPAB24
SORT
1. BLOCK NUMBER
2. ACTIVITY CODE
3. ORGANIZATION CODE
4. EMPLOYEE NAME
SORTED
T&A
RECORDS
UPAB24SO
TO: UPAB26

3.9 DETAIL COUNT SORT - UPAB25

Program I/O Chart


FROM:
UPAB26
DETAIL
COUNT
UPAB201I
DETAIL COUNT SORT
UPAB25
SORTS DETAIL COUNT FILE BY:
PAYROLL BLOCK NUMBER MAJOR
EMPLOYEE REPORT NAME INTERMEDIATE
SOCIAL SECURITY NUMBER INTERMEDIATE
RECORD ID MINOR
SORTED
DETAIL
COUNT
UPAB2500
TO: UPAB36
UPAB37

3.10 T&A FORMAT - UPAB26
Program I/O Chart


FROM:
UPAB24
SORTED
T&A
RECORDS
UPAB24SI
T&A FORMAT
UPAB26
FORMAT TIME AND ATTENDANCE ON
REPORT FILES.
T&A
OCR
PRINT
UPAB261P
T&A
CARD
PUNCH
UPAB261U
T&A OCR
FORMAT
T&A CARDS

TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.10 T&A FORMAT - UPAB26
Program Narrative

PROGRAM NAME: T&A Format

PROGRAM ID NUMBER: UPAB26

PURPOSE:

To formulate the data necessary for formatting the records needed to print the T&A Reports for OCR and punch T&A Cards.

FUNCTIONS/FEATURES:

a. Either T&A Cards or T&A Report in OCR format can be produced.

b. Both outputs are in Payroll Block, Organization and Name sequence.

DESCRIPTION:

a. Input File:

UPAB24SI: Sorted T&A Records.

b. Output Files:

(1) UPAB261U: T&A Cards Punch.

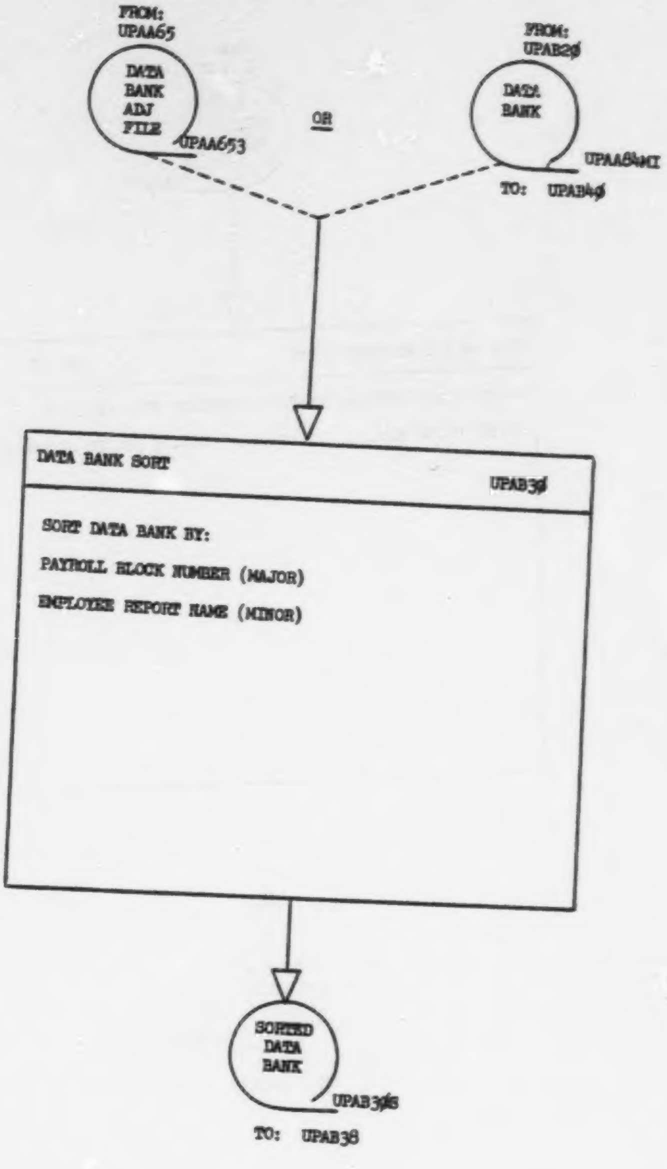
(2) UPAB261P: T&A Report (OCR).

c. Processing Description - Records for active employees are formatted into the two outputs.

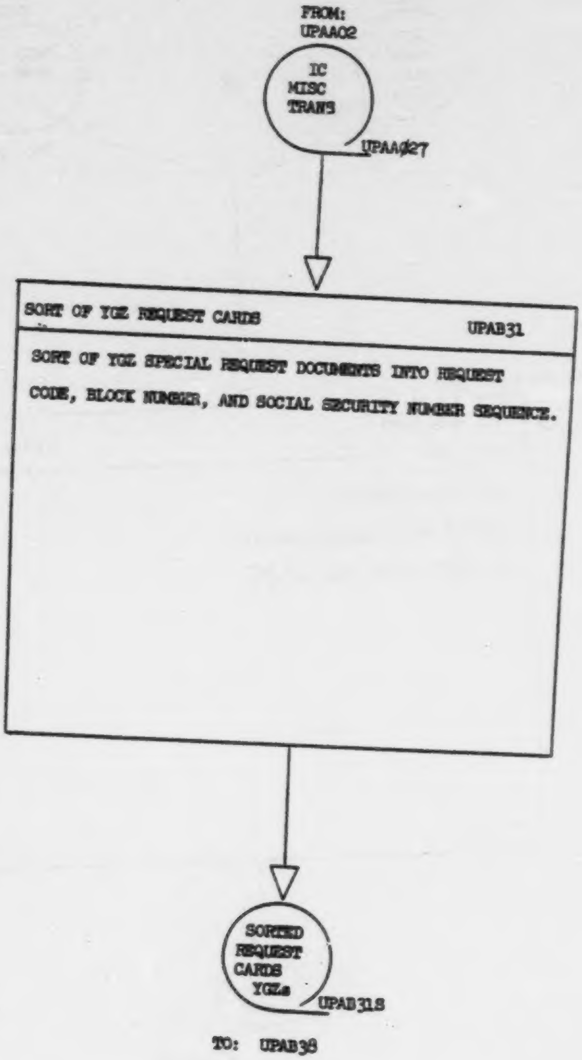
SPECIAL CONDITIONS:

Program is processed during the first Data Bank Update Schedule only.

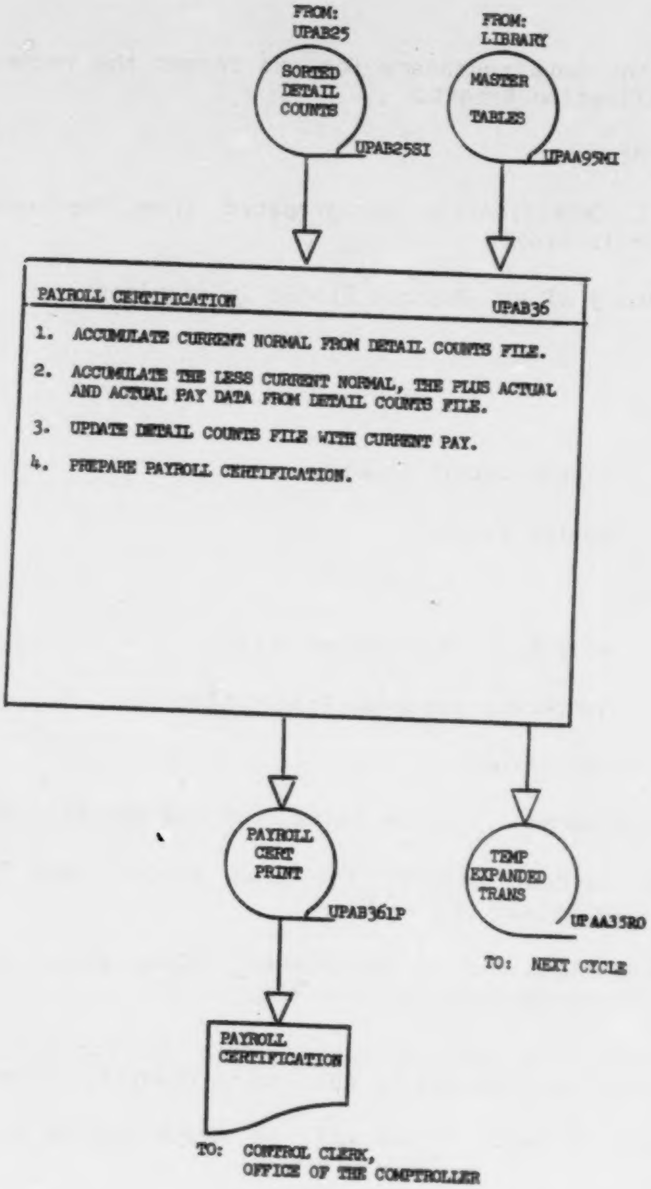
3.11 DATA BANK SORT - UPAB30
Program I/O Chart


FROM:
UPAA65
DATA
BANK
ADJ
FILE
UPAA653
OR
FROM:
UPAB20
DATA
BANK
UPAA84MI
TO: UPAB40
DATA BANK SORT
UPAB30
SORT DATA BANK BY:
PAYROLL BLOCK NUMBER (MAJOR)
EMPLOYEE REPORT NAME (MINOR)
SORTED
DATA
BANK
UPAB30S
TO: UPAB38

3.12 SORT OF YGZ REQUEST CARDS - UPAB31
Program I/O Chart


FROM:
UPAA02
IC
MISC
TRANS
UPAA027
SORT OF YGZ REQUEST CARDS
UPAB31
SORT OF YGZ SPECIAL REQUEST DOCUMENTS INTO REQUEST CODE, BLOCK NUMBER, AND SOCIAL SECURITY NUMBER SEQUENCE.
SORTED
REQUEST
CARDS
YGZs
UPAB31S
TO: UPAB38

3.13 PAYROLL CERTIFICATION - UPAB36
Program I/O Chart


FROM: UPAB25
SORTED DETAIL COUNTS
UPAB25SI
FROM: LIBRARY
MASTER TABLES
UPAA95MI
PAYROLL CERTIFICATION
UPAB36
PAYROLL CERT PRINT
UPAB361P
TEMP EXPANDED TRANS
UPAA35RO
TO: NEXT CYCLE
PAYROLL CERTIFICATION
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

1. ACCUMULATE CURRENT NORMAL FROM DETAIL COUNTS FILE.
2. ACCUMULATE THE LESS CURRENT NORMAL, THE PLUS ACTUAL AND ACTUAL PAY DATA FROM DETAIL COUNTS FILE.
3. UPDATE DETAIL COUNTS FILE WITH CURRENT PAY.
4. PREPARE PAYROLL CERTIFICATION.

3.13 PAYROLL CERTIFICATION - UPAB36
Program Narrative

PROGRAM NAME: Payroll Certification

PROGRAM ID NUMBER: UPAB36

PURPOSE:

To accumulate the data necessary for and format the records needed to print the Payroll Certification Report.

FUNCTIONS/FEATURES:

a. The Payroll Certification is prepared from the accumulated data and summarized by Payroll Block.

b. A Grand Summary of all Payroll Blocks is provided.

DESCRIPTION:

a. Input Files:

(1) UPAB25SI: Sorted Detail Counts.

(2) UPAA95MI: Master Tables.

b. Output Files:

(1) UPAB361P: Payroll Certification Print.

(2) UPAA35RO: Temporary Expanded Transaction.

c. Processing Description:

(1) The current normal is accumulated from the Detail Counts File.

(2) The less current normal, the plus actual, and the actual pay is accumulated from the Detail Counts File.

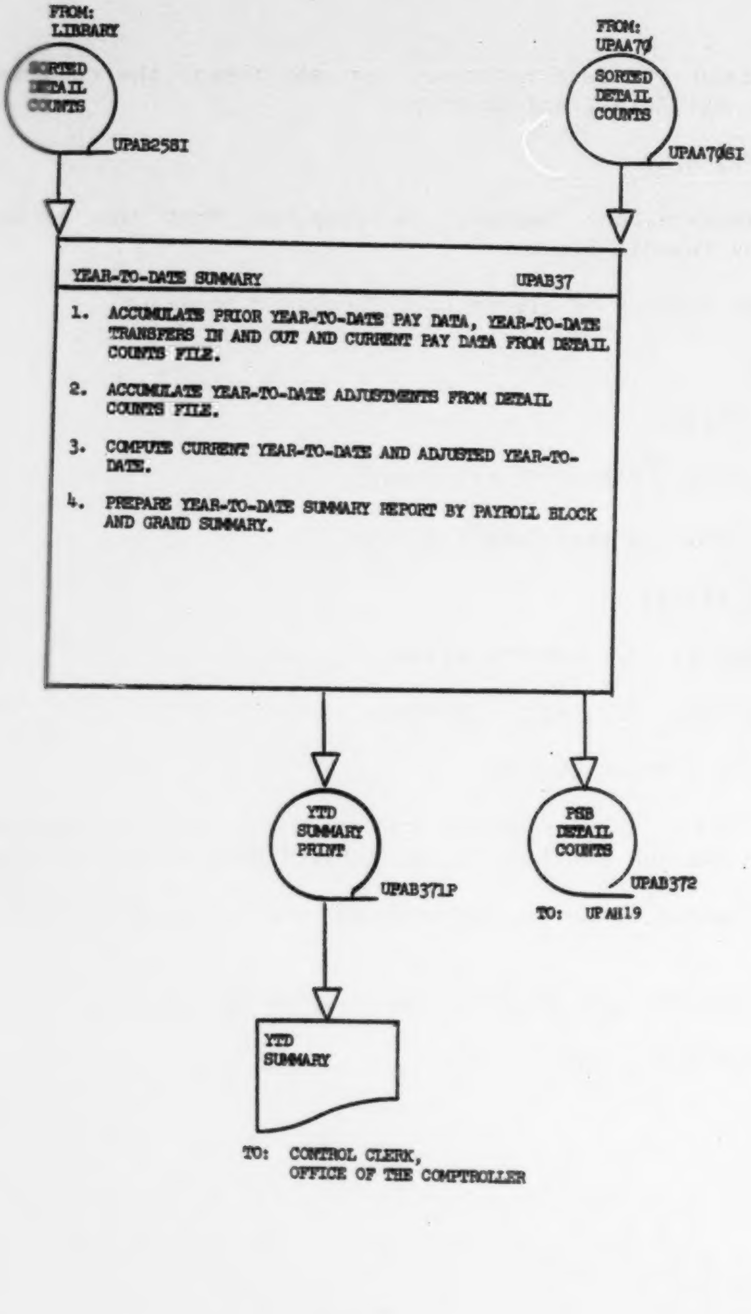
(3) Agency contributions to retirement, FICA, group life insurance, and health benefits are accumulated and printed.

(4) All current pay period dollar data is distributed to the proper Appropriation Symbol and Subsidiary Accounting Classification.

(5) The number of Bonds issued will be summarized by denomination code and will be printed.

SPECIAL CONDITIONS: None.

3.14 YEAR-TO-DATE SUMMARY - UPAB37
Program I/O Chart


FROM:
LIBRARY
SORTED
DETAIL
COUNTS
UPAB258I
FROM:
UPAA70
SORTED
DETAIL
COUNTS
UPAA708I
YEAR-TO-DATE SUMMARY
UPAB37
YTD
SUMMARY
PRINT
UPAB371P
PSB
DETAIL
COUNTS
UPAB372
TO: UPAH19
YTD
SUMMARY
TO: CONTROL CLERK,
OFFICE OF THE COMPTROLLER

1. ACCUMULATE PRIOR YEAR-TO-DATE PAY DATA, YEAR-TO-DATE TRANSFERS IN AND OUT AND CURRENT PAY DATA FROM DETAIL COUNTS FILE.
2. ACCUMULATE YEAR-TO-DATE ADJUSTMENTS FROM DETAIL COUNTS FILE.
3. COMPUTE CURRENT YEAR-TO-DATE AND ADJUSTED YEAR-TO-DATE.
4. PREPARE YEAR-TO-DATE SUMMARY REPORT BY PAYROLL BLOCK AND GRAND SUMMARY.

3.14 YEAR-TO-DATE SUMMARY - UPAB37
Program Narrative

PROGRAM NAME: Year-to-Date Summary

PROGRAM ID NUMBER: UPAB37

PURPOSE:

To accumulate the data necessary for and format the records needed to print the Year-to-Date Detail and Summary.

FUNCTIONS/FEATURES:

a. The Year-to-Date Summary is prepared from the accumulated data and summarized by Payroll Block.

b. A Grand Summary of all Payroll Blocks is provided.

DESCRIPTION:

a. Input Files:

(1) UPAB25SI: Sorted Detail Counts.

(2) UPAA70SI: Sorted Detail Counts.

b. Output Files:

(1) UPAB371P: YTD Summary Print.

(2) UPAB3720: PSB Detail Counts.

c. Processing Description:

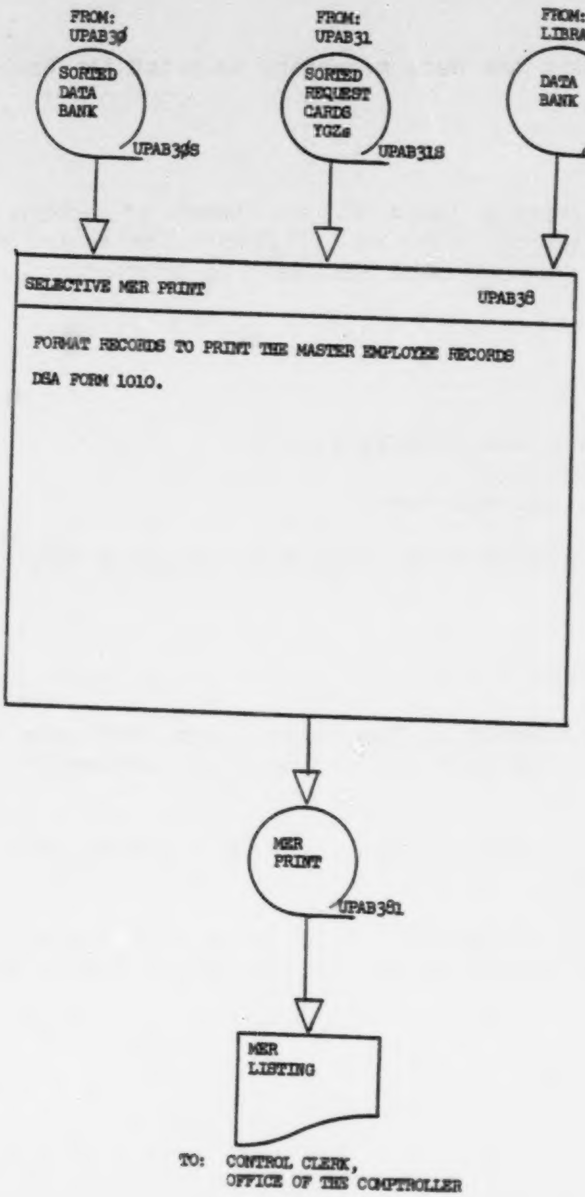
(1) The prior year-to-date, the transfers-in, the year-to-date transfers out, and the current pay data is accumulated from the Detail Counts File.

(2) The year-to-date pay adjustments are accumulated from the Detail Counts File.

(3) The current and adjusted year-to-date is computed.

SPECIAL CONDITIONS: None.

3.15 SELECTIVE MER PRINT - UPAB38
Program I/O Chart


FROM:
UPAB30
SORTED
DATA
BANK
UPAB30S
FROM:
UPAB31
SORTED
REQUEST
CARDS
YGZs
UPAB31S
FROM:
LIBRARY
DATA
BANK
UPAA84M
SELECTIVE MER PRINT
UPAB38
FORMAT RECORDS TO PRINT THE MASTER EMPLOYEE RECORDS
DSA FORM 1010.
MER
PRINT
UPAB381
MER
LISTING
TO: CONTROL CLERK,
OFFICE OF THE COMPTROLLER

3.15 SELECTIVE MER PRINT - UPAB38
Program Narrative

PROGRAM NAME: Selective MER Print

PROGRAM ID NUMBER: UPAB38

PURPOSE:

To selectively format the data necessary to print the Master Employee Records on DLA Form 1010.

FUNCTIONS/FEATURES:

The MER will be printed based on the input of action codes through YGZ documents in Job UPAJAR08. In Job UPAJBW20 the entire MER will be printed and in Job UPAJBW21 only adjusted MERs will be printed.

DESCRIPTION:

a. Input Files:

(1) UPAA84MI: Data Bank (UPAJAR08 only).

(2) UPAB30SI: Sorted Data Bank.

(3) UPAB31SI: Sorted Request Cards YGZs (UPAJAR08 only).

b. Output File:

UPAB381P: MER Print.

c. Processing Description - The output from this run will be controlled either by input of YGZ "action" and/or "selector" documents, or by execution of specific jobs.

(1) YGZ "action" document: This is a YGZ document which contains an action code only in column 24.

(2) YGZ "selector" document: This is a YGZ document with an identifier code of 4 in column 24 and either an SSN in columns 4-12 or payroll block number in column 13-14.

YGZ ACTION CODES CARD COLUMN 24

C	Complete printout of all active employee records is requested.
B	Selective printout is requested for specific payroll block(s). This YGZ card is the action card only. An additional YGZ document is required to select each payroll block to be printed. The selector YGZ card will have the payroll block number punched in columns 13-14 and a 4 punched in column 24. These selector YGZ cards will immediately follow the action YGZ card which contains action code B in column 24.
S	Selective printout is requested for specific individuals by Social Security Number. This YGZ card is the action card only. An additional selector YGZ card is required to indicate the Social Security Number of the individual. Social Security Number will be punched in columns 4-12 and a 4 punched in column 24. These selector YGZ cards will immediately follow the action YGZ card which contains S in column 24.
R	This action code requests a combination of action codes B and S, both payroll block printouts and individual records by Social Security Number. Follow procedures for selector YGZ cards as outlined in second paragraphs of B and S above. All selector cards will immediately follow the action YGZ card which contains an R in column 24.
X	Complete Data Bank Printout (Military - Active and Inactive).

SPECIAL CONDITIONS:

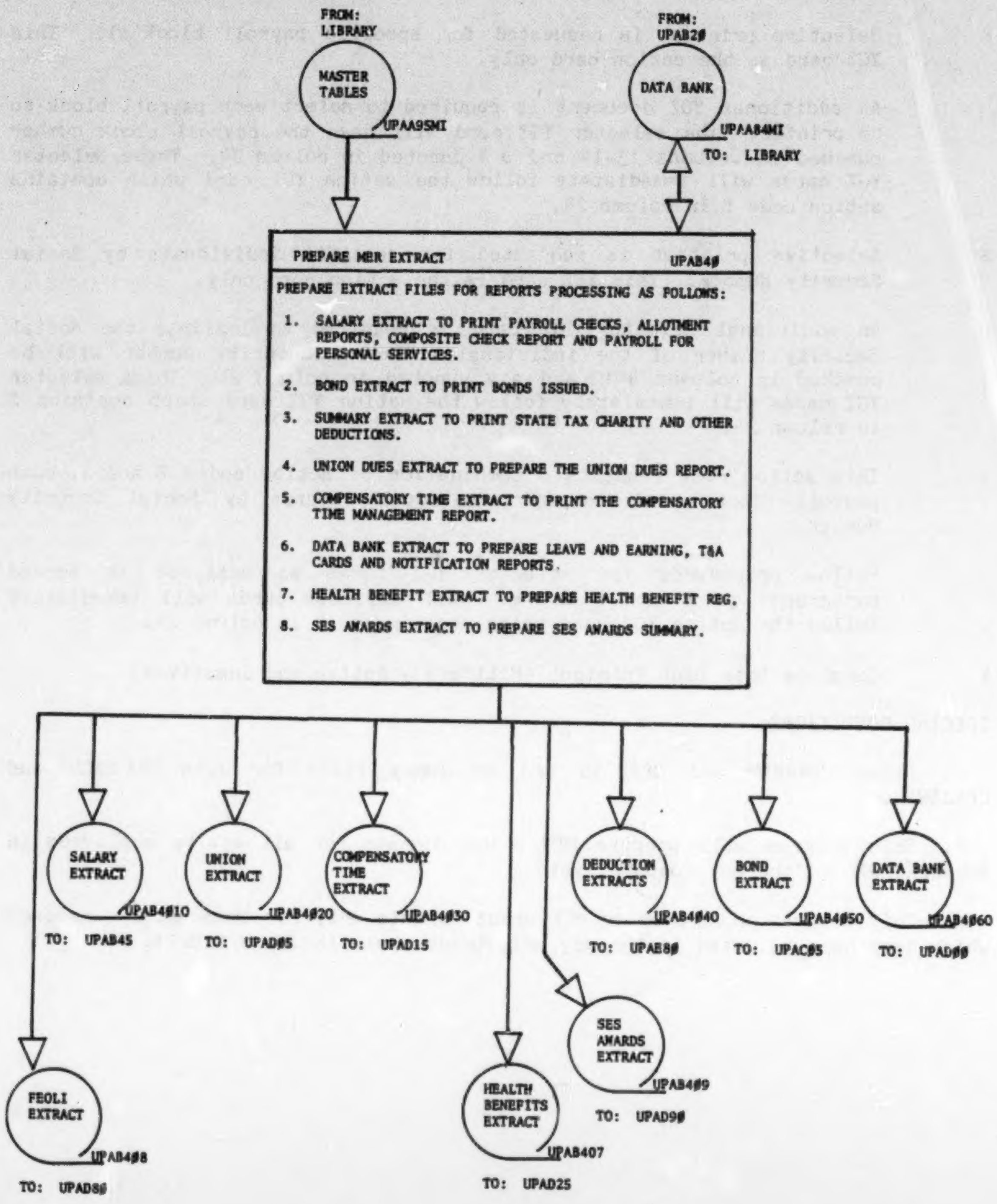
a. Files UPAA84M and UPAB31S are DD dummy files for Jobs UPAJBW20 and UPAJBW21.

b. This program will prepare MER print formats for all active employees in Job UPAJBW20 in the pay compute cycle.

c. This program will prepare MER print formats only for those active records which have been adjusted in the pay adjustment cycle in Job UPAJBW21.

3.15 PREPARE MER EXTRACT - UPAB40

Program I/O Chart


FROM:
LIBRARY
MASTER TABLES
UPAA95MI
FROM:
UPAB20
DATA BANK
UPAA84MI
TO: LIBRARY
PREPARE MER EXTRACT
UPAB40

PREPARE EXTRACT FILES FOR REPORTS PROCESSING AS FOLLOWS:

1. SALARY EXTRACT TO PRINT PAYROLL CHECKS, ALLOTMENT REPORTS, COMPOSITE CHECK REPORT AND PAYROLL FOR PERSONAL SERVICES.
2. BOND EXTRACT TO PRINT BONDS ISSUED.
3. SUMMARY EXTRACT TO PRINT STATE TAX CHARITY AND OTHER DEDUCTIONS.
4. UNION DUES EXTRACT TO PREPARE THE UNION DUES REPORT.
5. COMPENSATORY TIME EXTRACT TO PRINT THE COMPENSATORY TIME MANAGEMENT REPORT.
6. DATA BANK EXTRACT TO PREPARE LEAVE AND EARNING, T&A CARDS AND NOTIFICATION REPORTS.
7. HEALTH BENEFIT EXTRACT TO PREPARE HEALTH BENEFIT REG.
8. SES AWARDS EXTRACT TO PREPARE SES AWARDS SUMMARY.

SALARY EXTRACT
UPAB4010
TO: UPAB45
UNION EXTRACT
UPAB4020
TO: UPAD05
COMPENSATORY TIME EXTRACT
UPAB4030
TO: UPAD15
DEDUCTION EXTRACTS
UPAB4040
TO: UPAE80
BOND EXTRACT
UPAB4050
TO: UPAC05
DATA BANK EXTRACT
UPAB4060
TO: UPAD00
SES AWARDS EXTRACT
UPAB409
TO: UPAD90
FEOLI EXTRACT
UPAB408
TO: UPAD80
HEALTH BENEFITS EXTRACT
UPAB407
TO: UPAD25

3.16 PREPARE MER EXTRACT - UPAB40
Program Narrative

PROGRAM NAME: Prepare MER Extract

PROGRAM ID NUMBER: UPAB40

PURPOSE:

To prepare the working data sets for payroll reports processing.

FUNCTIONS/FEATURES:

The Salary Extract, Bond Extract, Deduction Summary Extract, Union Dues Extract, Compensatory Time Extract, Health Benefits Extract, and the Data Bank Extract Files are prepared in this run.

DESCRIPTION:

a. Input Files:

(1) UPAA95MI: Master Tables.

(2) UPAA84MI: Data Bank.

b. Output Files:

(1) UPAB4010: Salary Extract.

(2) UPAB4020: Union Extract.

(3) UPAB4030: Composite Extract.

(4) UPAB4040: Deduction Extract.

(5) UPAB4050: Bond Extract.

(6) UPAB4060: Data Bank Extract.

(7) UPAB4070: Health Benefits Extract.

(8) UPAB4080: FEOLI Extract.

(9) UPAB4090: SES Awards Extract.

c. Processing Description:

(1) The Salary Extract is used to print the payroll checks, the Allotment Reports, the Composite Check Report and the Payroll for Personal Services.

(2) The Bond Extract is prepared for every bond issued. It is used for printing the bonds.

(3) The Deduction Summary is used to prepare the state tax, charity, and other deduction summaries.

(4) The Union Dues Extract is used to prepare the Union Dues Report.

(5) The Compensatory Time Extract is used to print the Compensatory Time Management Report.

(6) The Data Bank Extract is used in reports processing to prepare the Leave and Earnings Statements, and the Leave Extract File.

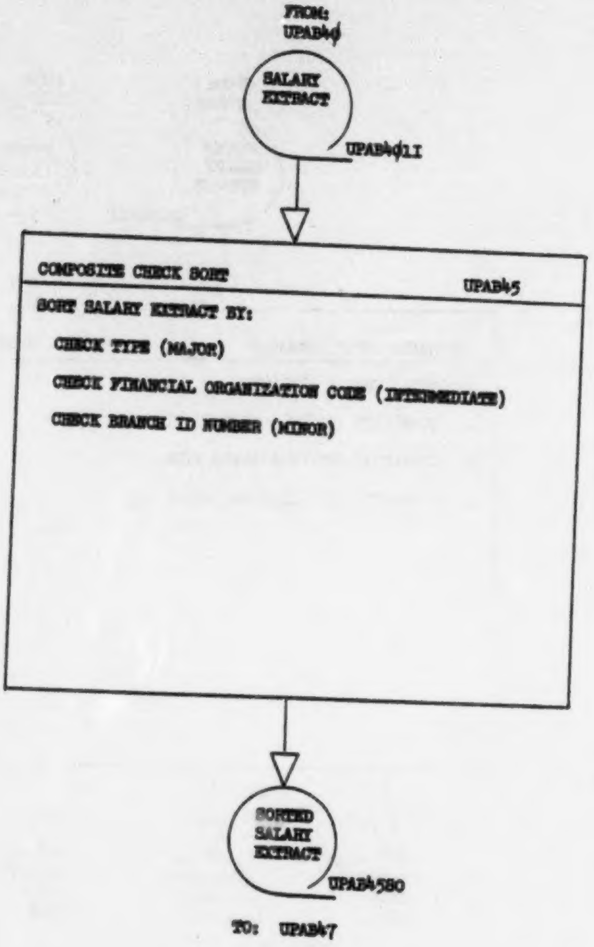
(7) The Health Benefits Extract is used to print the Health Benefits Control Register and Carrier Health Benefits Listing.

(8) The FEOLI Extract is used to print the FEOLI Control Register.

(9) The SES Awards Extract is used to Generate the SES Awards Summary Listing.

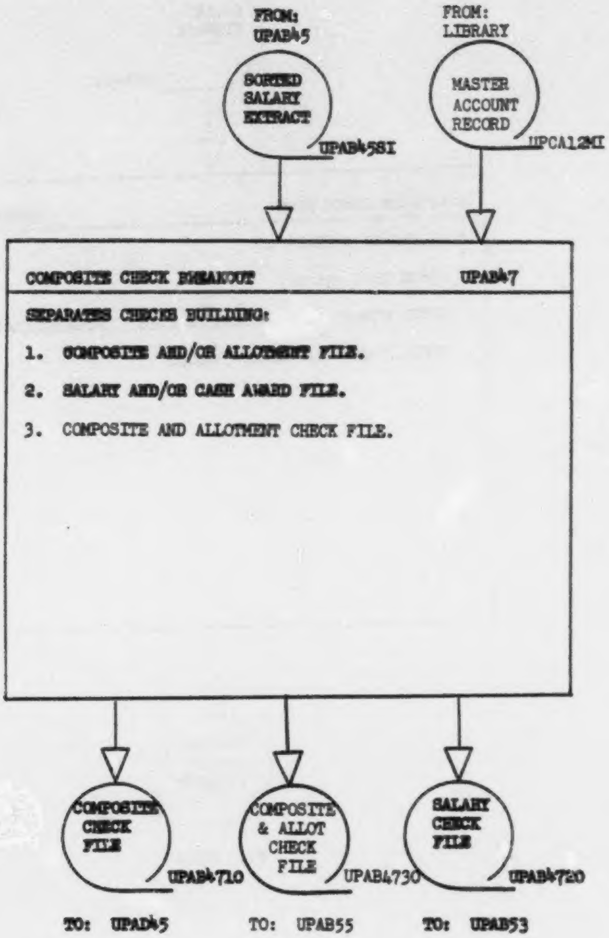
SPECIAL CONDITIONS: None.

3.17 COMPOSITE CHECK SORT - UPAB45
Program I/O Chart


FROM:
UPAB40
SALARY
EXTRACT
UPAB401I
COMPOSITE CHECK SORT
UPAB45
SORT SALARY EXTRACT BY:
CHECK TYPE (MAJOR)
CHECK FINANCIAL ORGANIZATION CODE (INTERMEDIATE)
CHECK BRANCH ID NUMBER (MINOR)
SORTED
SALARY
EXTRACT
UPAB4580
TO: UPAB47

3.18 COMPOSITE CHECK BREAKOUT - UPAB47

Program I/O Chart


FROM:
UPAB45
SORTED
SALARY
EXTRACT
UPAB45SI
FROM:
LIBRARY
MASTER
ACCOUNT
RECORD
UPCA12MI
COMPOSITE CHECK BREAKOUT
UPAB47
SEPARATES CHECKS BUILDING:
1. COMPOSITE AND/OR ALLOTMENT FILE.
2. SALARY AND/OR CASH AWARD FILE.
3. COMPOSITE AND ALLOTMENT CHECK FILE.
COMPOSITE
CHECK
FILE
UPAB4710
COMPOSITE
& ALLOT
CHECK
FILE
UPAB4730
SALARY
CHECK
FILE
UPAB4720
TO: UPAD45
TO: UPAB55
TO: UPAB53

3.18 COMPOSITE CHECK BREAKOUT - UPAB47
Program Narrative

PROGRAM NAME: Composite Check Breakout

PROGRAM ID NUMBER: UPAB47

PURPOSE:

Receive individual check data and create appropriate file for further check processing.

FUNCTIONS/FEATURES:

a. Prepare single check file containing all individual pay and awards.

b. Prepare composite check file containing all composite pay and allotments.

DESCRIPTION:

a. Input Files:

(1) UPAB45SI: Sorted Salary Extract.

(2) UPCA12MI: Master Account Record.

b. Output Files:

(1) UPAB4710: Composite Check.

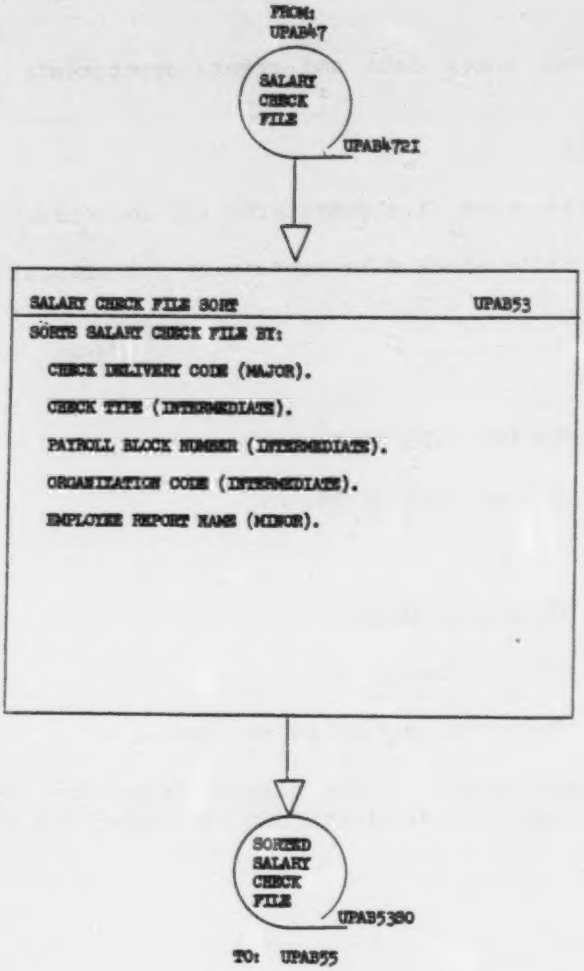
(2) UPAB4720: Salary Check.

(3) UPAB4730: Composite and Allotment Check.

c. Processing Description - The output files are created by check type, financial organization, branch identification number and employee name.

SPECIAL CONDITIONS: None.

3.19 SALARY CHECK FILE SORT - UPAB53
Program I/O Chart


FROM:
UPAB47
SALARY
CHECK
FILE
UPAB4721
SALARY CHECK FILE SORT
UPAB53
SORTED
SALARY
CHECK
FILE
UPAB5380
TO: UPAB55

SORTS SALARY CHECK FILE BY:

CHECK DELIVERY CODE (MAJOR).

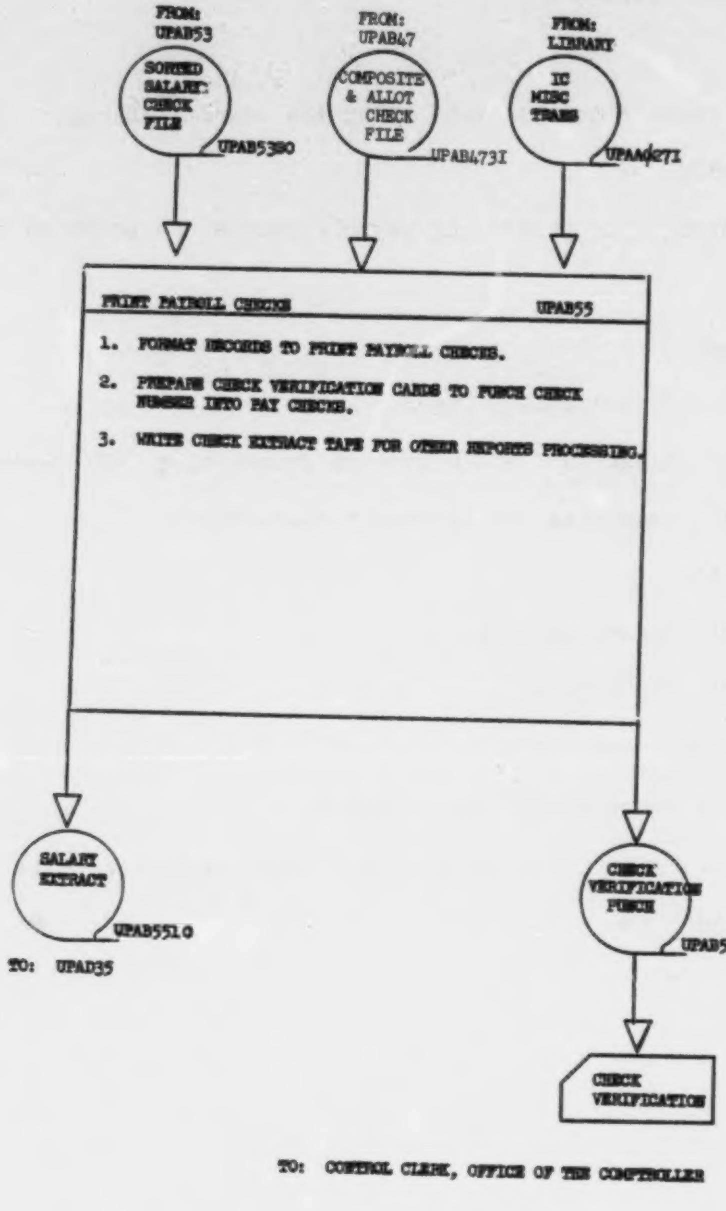
CHECK TYPE (INTERMEDIATE).

PAYROLL BLOCK NUMBER (INTERMEDIATE).

ORGANIZATION CODE (INTERMEDIATE).

EMPLOYEE REPORT NAME (MINOR).

3.20 PRINT PAYROLL CHECKS - UPAB55
Program I/O Chart


FROM:
UPAB53
SORTED
SALARY
CHECK
FILE
UPAB5380
FROM:
UPAB47
COMPOSITE
& ALLOT
CHECK
FILE
UPAB473I
FROM:
LIBRARY
IC
MISC
TRANS
UPAA0271
PRINT PAYROLL CHECKS
UPAB55
1. FORMAT RECORDS TO PRINT PAYROLL CHECKS.
2. PREPARE CHECK VERIFICATION CARDS TO PUNCH CHECK NUMBER INTO PAY CHECKS.
3. WRITE CHECK EXTRACT TAPE FOR OTHER REPORTS PROCESSING.
SALARY
EXTRACT
UPAB5510
TO: UPAD35
CHECK
VERIFICATION
PUNCH
UPAB552U
CHECK
VERIFICATION
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.20 PRINT PAYROLL CHECKS - UPAB55
Program Narrative

PROGRAM NAME: Print Payroll Checks

PROGRAM ID NUMBER: UPAB55

PURPOSE:

To format the records necessary to print the payroll checks.

FUNCTIONS/FEATURES:

All files necessary for processing payroll checks are prepared in this run.

DESCRIPTION:

a. Input Files:

(1) UPAB53SI: Sorted Salary Check.

(2) UPAA027I: Input Card Miscellaneous Transaction (YGX Check Number card).

(3) UPAB473I: Composite and Allotment Check File.

b. Output Files:

(1) UPAB551O: Salary Extract.

(2) UPAB553P: Check Print.

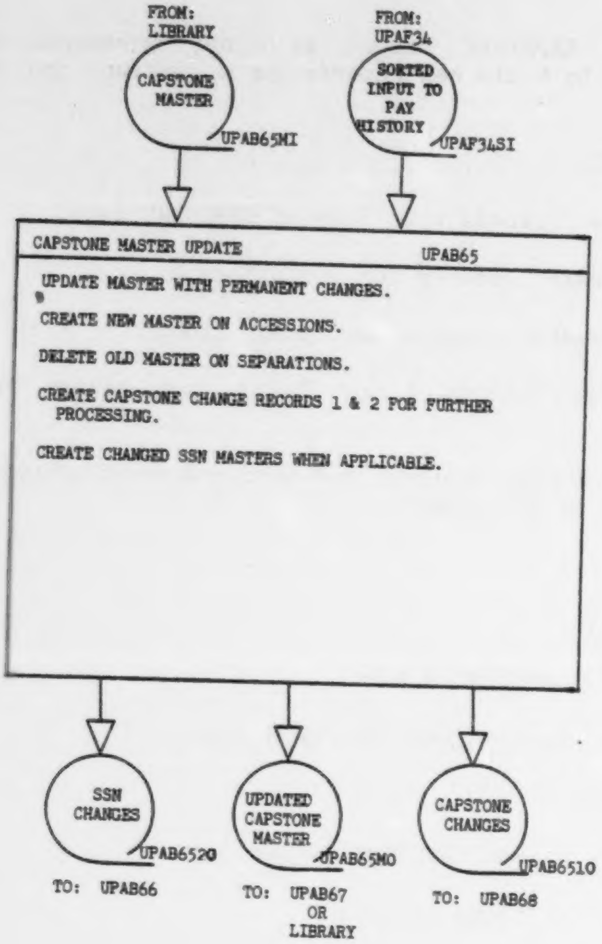
c. Processing Description:

(1) The checks are formated for printing.

(2) A check extract file is written for other payroll reports processing.

SPECIAL CONDITIONS: None.

3.21 CAPSTONE MASTER UPDATE - UPAB65
Program I/O Chart


FROM: LIBRARY
CAPSTONE MASTER
UPAB65MI
FROM: UPAF34
SORTED INPUT TO PAY HISTORY
UPAF34SI
CAPSTONE MASTER UPDATE
UPAB65
SSN CHANGES
UPAB6520
TO: UPAB66
UPDATED CAPSTONE MASTER
UPAB65MO
TO: UPAB67 OR LIBRARY
CAPSTONE CHANGES
UPAB6510
TO: UPAB68

UPDATE MASTER WITH PERMANENT CHANGES.

CREATE NEW MASTER ON ACCESSIONS.

DELETE OLD MASTER ON SEPARATIONS.

CREATE CAPSTONE CHANGE RECORDS 1 & 2 FOR FURTHER PROCESSING.

CREATE CHANGED SSN MASTERS WHEN APPLICABLE.

3.21 CAPSTONE MASTER UPDATE - UPAB65
Program Narrative

PROGRAM NAME: CAPSTONE Master Update

PROGRAM ID NUMBER: UPAB65

PURPOSE:

To update the CAPSTONE Master with all permanent changes which affect CAPSTONE data and to build new records for accessions and drop old records upon separation.

FUNCTIONS/FEATURES:

a. Update master records with changed CAPSTONE data.

b. Build new master records for accessions.

c. Delete old master records upon separation.

d. Create change records 1 and 2 for each master affecting a change in CAPSTONE data.

e. Create SSN change records for sort and merging into the CAPSTONE Master when encountering an SSN change.

DESCRIPTION:

a. Input Files:

(1) UPAB65MI: CAPSTONE Master.

(2) UPAF34SI: Sorted Input to Pay History.

b. Output Files:

(1) UPAB65MO: Update CAPSTONE Master.

(2) UPAB6510: CAPSTONE Changes.

(3) UPAB6520: SSN Changes.

c. Processing Description - Only permanent changes YFA, YFB, and YFC are utilized in the update.

(1) From YFA the following CAPSTONE data elements are affected:

Activity Code
Organization Code
Classification Series

Grade
Pay Plan
Social Security Number (Revised)

(2) From YFB only the name field is utilized.

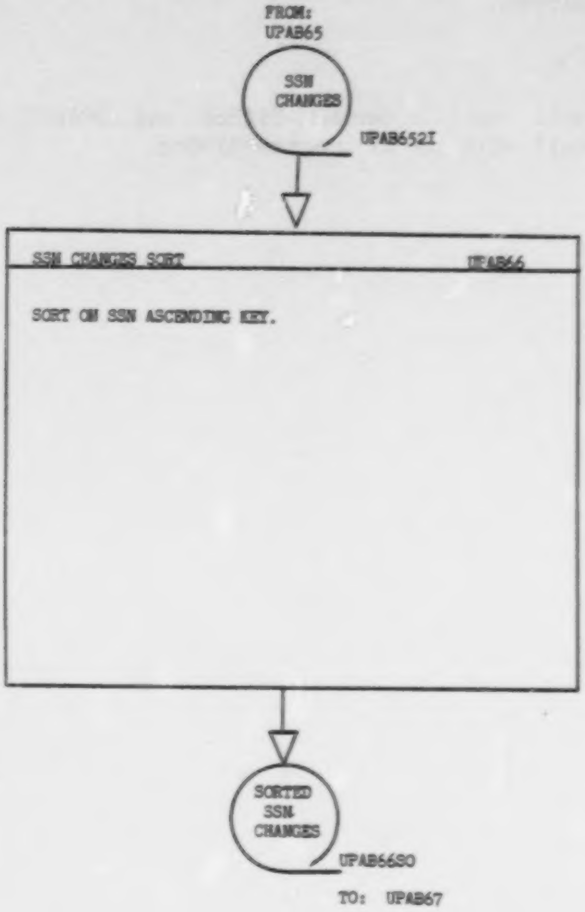
(3) From YFC the Leave-Pay Status Code is interrogated to determine separation of employee.

SPECIAL CONDITIONS:

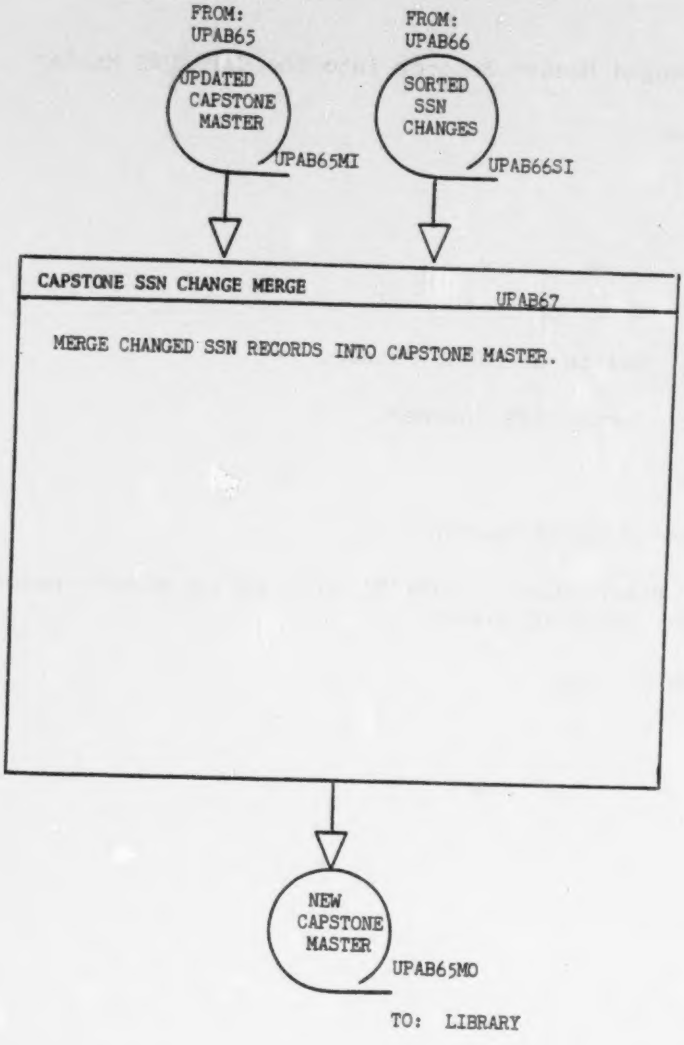
This program will call programs UPAB66 and UPAB67 only if an SSN change occurs. Normal call will be to program UPAB68.

3.22 SSN CHANGES SORT - UPAB66

Program I/O Chart


FROM:
UPAB65
SSN
CHANGES
UPAB652I
SSN CHANGES SORT
UPAB66
SORT ON SSN ASCENDING KEY.
SORTED
SSN
CHANGES
UPAB66SO
TO: UPAB67

3.23 CAPSTONE SSN CHANGES MERGE - UPAB67
Program I/O Chart


FROM:
UPAB65
UPDATED CAPSTONE MASTER
UPAB65MI
FROM:
UPAB66
SORTED SSN CHANGES
UPAB66SI
CAPSTONE SSN CHANGE MERGE
UPAB67
MERGE CHANGED SSN RECORDS INTO CAPSTONE MASTER.
NEW CAPSTONE MASTER
UPAB65MO
TO: LIBRARY

3.23 CAPSTONE SSN CHANGES MERGE - UPAB67
Program Narrative

PROGRAM NAME: CAPSTONE SSN Changes Merge

PROGRAM ID NUMBER: UPAB67

PURPOSE:

To merge SSN Changed Master Records into the CAPSTONE Master.

FUNCTIONS/FEATURES:

Merge.

DESCRIPTION:

a. Input Files:

(1) UPAB65MI: Update CAPSTONE Master.

(2) UPAB66SI: Sorted SSN Changes.

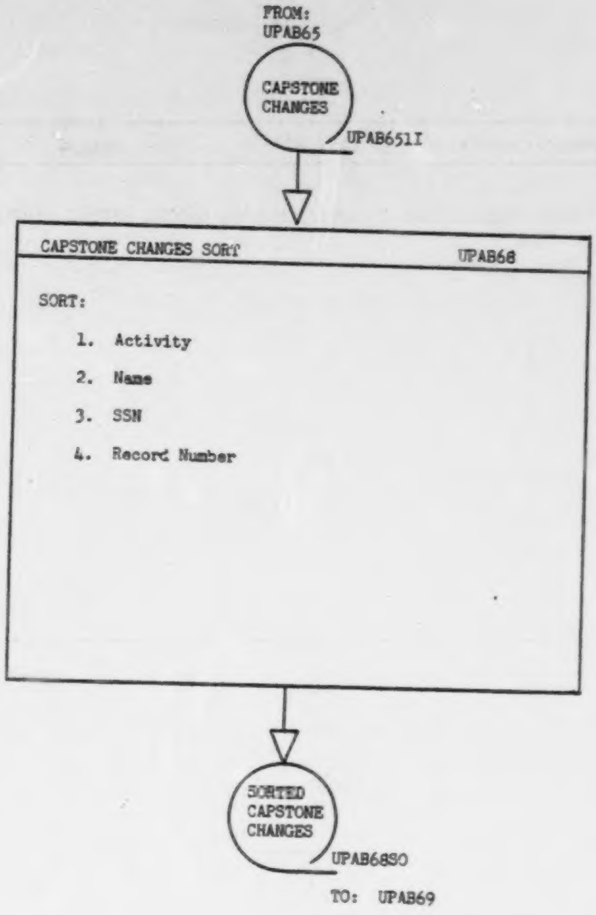
b. Output File:

UPAB65MO: New CAPSTONE Master.

c. Processing Description - UPAB67 will merge master records with changed SSNs back into the CAPSTONE Master.

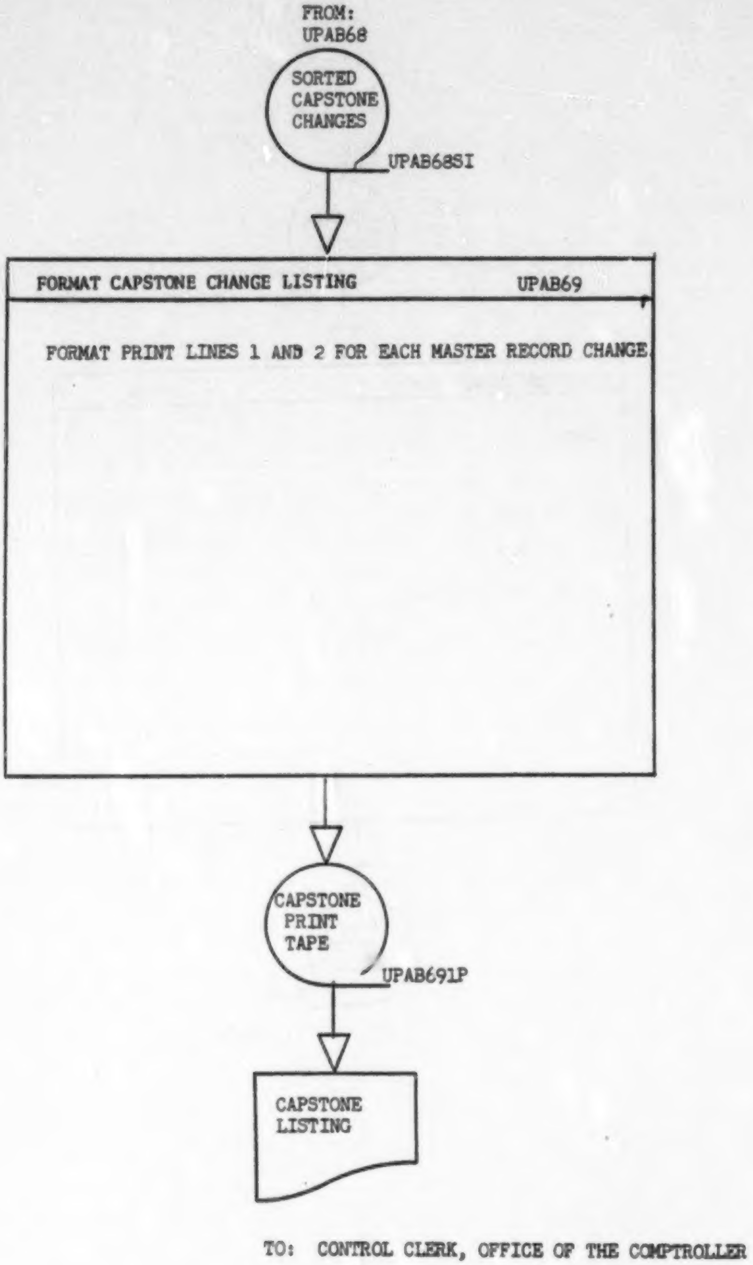
SPECIAL CONDITIONS: None.

3.24 CAPSTONE CHANGES SORT - UPAB68
Program I/O Chart


FROM:
UPAB65
CAPSTONE
CHANGES
UPAB651I
CAPSTONE CHANGES SORT
UPAB68
SORT:
1. Activity
2. Name
3. SSN
4. Record Number
SORTED
CAPSTONE
CHANGES
UPAB68SO
TO: UPAB69

3.25 FORMAT CAPSTONE CHANGE LISTING - UPAB69

Program I/O Chart


FROM:
UPAB68
SORTED CAPSTONE CHANGES
UPAB68SI
FORMAT CAPSTONE CHANGE LISTING
UPAB69
FORMAT PRINT LINES 1 AND 2 FOR EACH MASTER RECORD CHANGE.
CAPSTONE PRINT TAPE
UPAB691P
CAPSTONE LISTING
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.25 FORMAT CAPSTONE CHANGE LISTING - UPAB69
Program Narrative

PROGRAM NAME: Format CAPSTONE Change Listing

PROGRAM ID NUMBER: UPAB69

PURPOSE:

To format the CAPSTONE listing for printing.

FUNCTIONS/FEATURES:

Format print lines for headers, print lines 1 and 2.

DESCRIPTION:

a. Input File:

UPAB68SI: Sorted CAPSTONE Changes.

b. Output File:

UPAB691P: CAPSTONE Print Tape.

c. Processing Description:

(1) Program will add appropriate header and print lines 1 and 2.

(2) Page eject will be on activity.

SPECIAL CONDITIONS: None.

VOLUME I APCAPS ADP SPECIFICATIONS

PART 4 PAYROLL SUBSYSTEM

CHAPTER 4 BONDS - UPAC0000

CHAPTER TABLE OF CONTENTS

SECT	DESCRIPTION	PAGE
1	GENERAL	
1.1	Purpose	I-4-4-1
2	BOND APPLICATIONS	
2.1	Bond Application - UPAC0000	I-4-4-2
3	BOND PROGRAMS	
3.1	Bond Sort - UPAC05	I-4-4-5
3.2	Bond Issue - UPAC10	I-4-4-6
3.3	DIC Sort - UPAC12	I-4-4-8
3.4	Bond Issuance Schedule - UPAC15	I-4-4-9

VOLUME I APCAPS ADP SPECIFICATIONS

PART 4 PAYROLL SUBSYSTEM

CHAPTER 4 BONDS - UPAC0000

SECTION 1 GENERAL

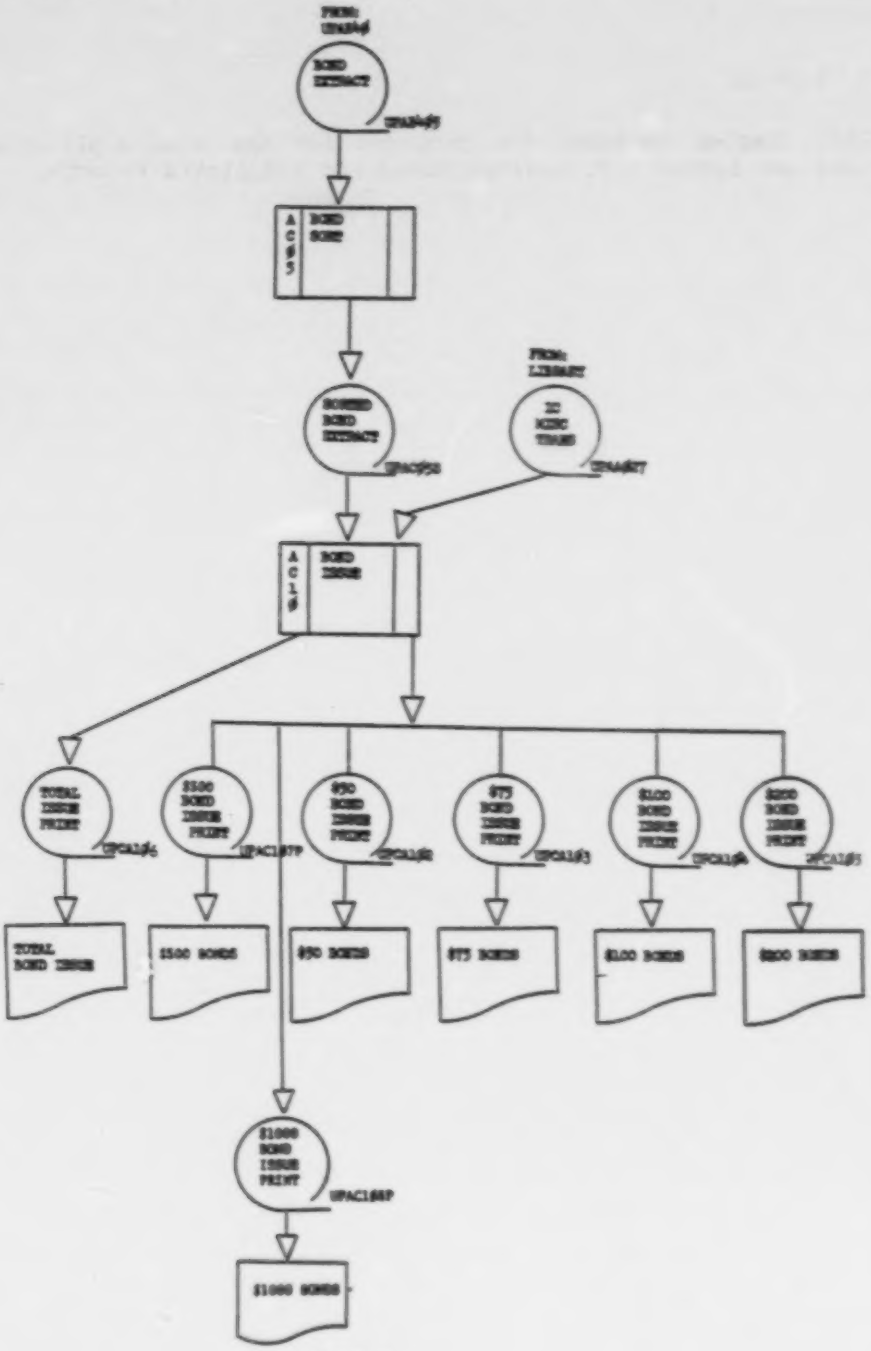
1.1 PURPOSE

This chapter contains the programs for the Bond Application which creates, prints and issues U.S. Savings Bonds and associated reports.

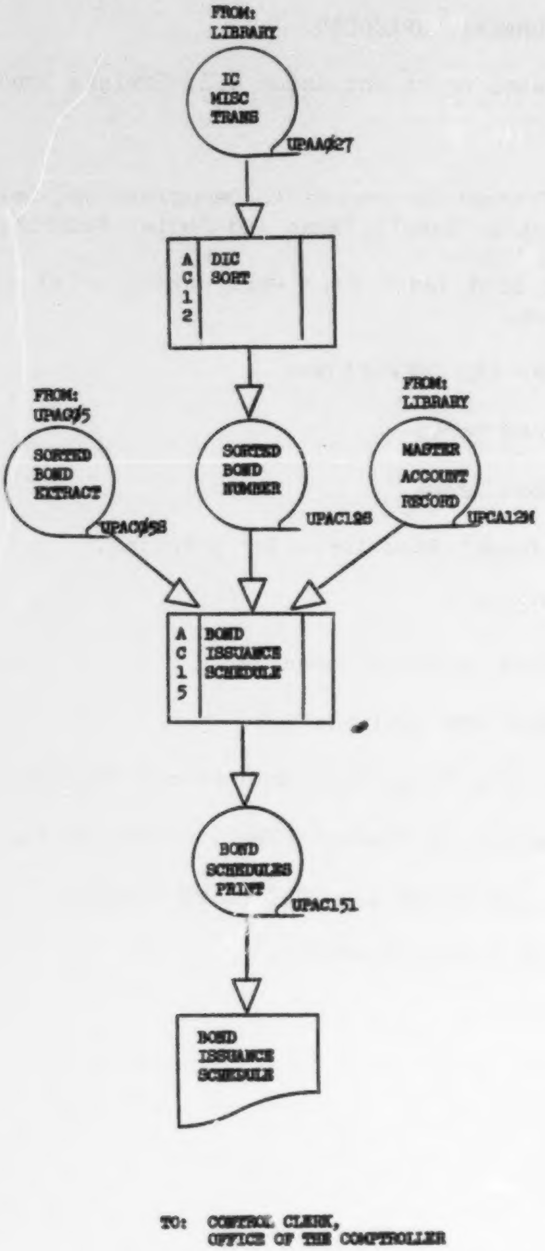
SECTION 2 BOND APPLICATION

2.1 BOND APPLICATION - UPAC0000

Application Flow Chart Page 1


FROM:
BOND
EXTRACT
A C 0 5
BOND
SORT
SORTED
BOND
EXTRACT
UPAC050
FROM:
LIBRARY
IC
MISC
TRANS
A C 1 0
BOND
ISSUE
TOTAL
ISSUE
PRINT
UPCA106
$500
BOND
ISSUE
PRINT
UPAC107P
$50
BOND
ISSUE
PRINT
UPCA102
$75
BOND
ISSUE
PRINT
UPCA103
$100
BOND
ISSUE
PRINT
UPCA104
$200
BOND
ISSUE
PRINT
UPCA105
TOTAL
BOND ISSUE
$500 BONDS
$50 BONDS
$75 BONDS
$100 BONDS
$200 BONDS
$1000
BOND
ISSUE
PRINT
UPAC108P
$1000 BONDS

2.1 BOND APPLICATION - UPAC0000
Application Flow Chart Page 2


FROM:
LIBRARY
IC
MISC
TRANS
UPAA027
A
C
1
2
DIC
SORT
FROM:
UPAC05
SORTED
BOND
EXTRACT
UPAC058
SORTED
BOND
NUMBER
UPAC128
FROM:
LIBRARY
MASTER
ACCOUNT
RECORD
UPCA12M
A
C
1
5
BOND
ISSUANCE
SCHEDULE
BOND
SCHEDULES
PRINT
UPAC151
BOND
ISSUANCE
SCHEDULE
TO: CONTROL CLERK,
OFFICE OF THE COMPTROLLER

2.1 BOND APPLICATION - UPAC0000
Application Narrative

APPLICATION TITLE: Bond

APPLICATION ID NUMBER: UPAC0000

PURPOSE: To create, print and issue U.S. Savings Bonds and associated reports.

FUNCTIONS:

a. The Bond Extract is sorted to Denomination, Delivery Code, Activity Code, Organization (section level), Name and Social Security Number sequence.

b. The sorted Bond Issue File will create print tapes for the Bond Issuance Schedule and Bonds.

COMPONENT PROGRAMS AND OPERATIONS:

a. UPAC05: Bond Sort.

b. UPAC10: Bond Issue.

Operation: Format Bond Issue for printing.

c. UPAC12: DIC Sort.

d. UPAC15: Bond Issuance Schedule.

INPUT-OUTPUT SOURCE AND DISPOSITION:

a. Input from Data Bank, File Maintenance UPAA0000.

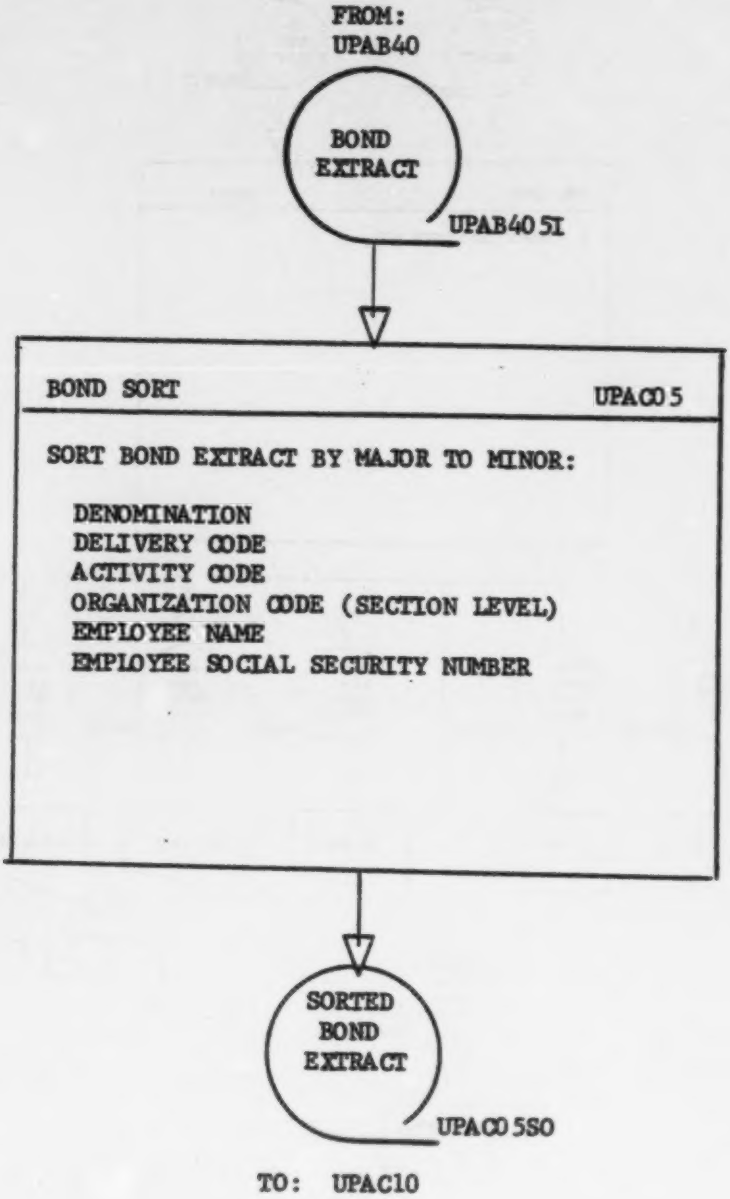
b. Output products to Control Clerk, Office of the Comptroller.

FREQUENCY, TIME LIMITATION AND SCHEDULING FACTORS:

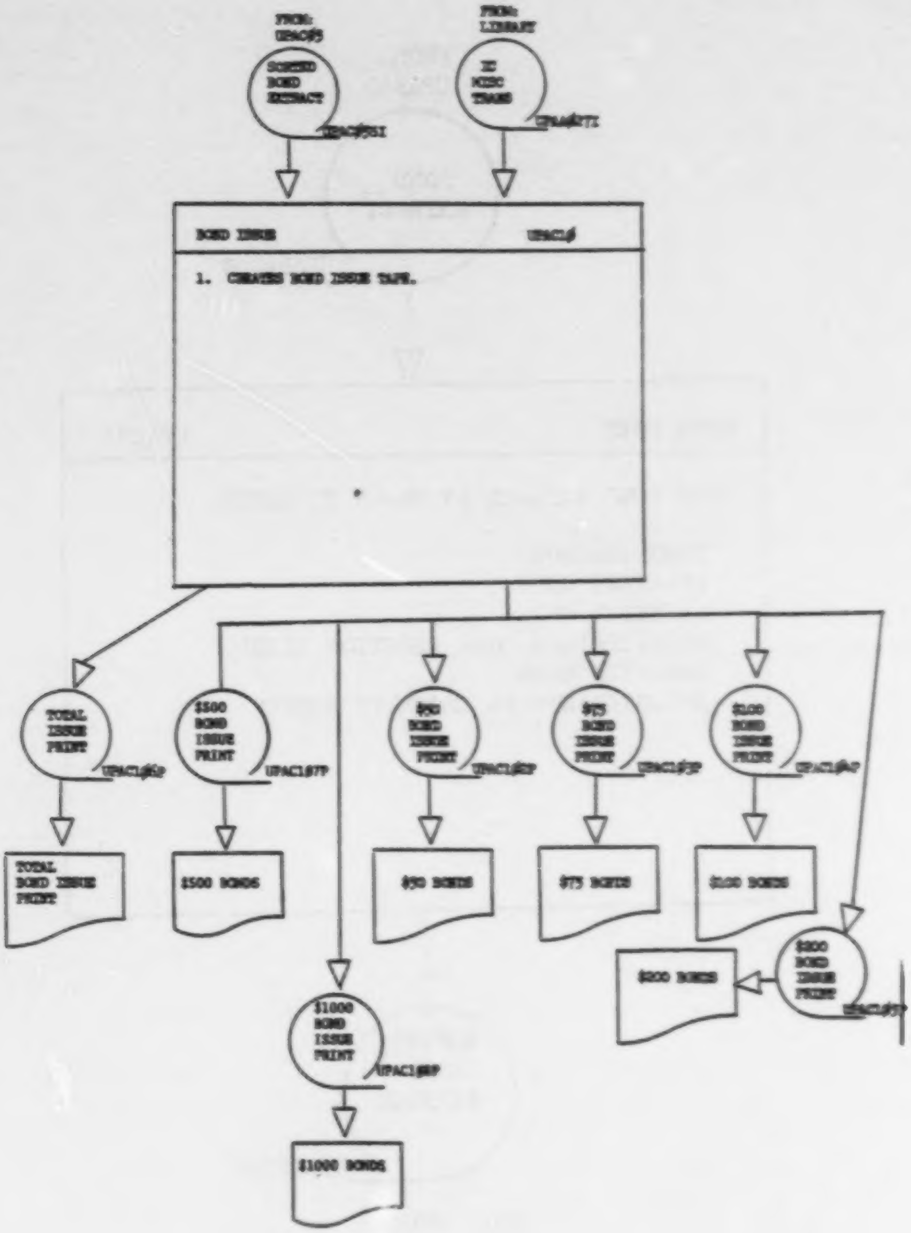
This application occurs biweekly.

SECTION 3 BOND PROGRAMS

3.1 BOND SORT - UPAC05
Program I/O Chart


FROM:
UPAB40
BOND
EXTRACT
UPAB40 5I
BOND SORT
UPAC05
SORT BOND EXTRACT BY MAJOR TO MINOR:
DENOMINATION
DELIVERY CODE
ACTIVITY CODE
ORGANIZATION CODE (SECTION LEVEL)
EMPLOYEE NAME
EMPLOYEE SOCIAL SECURITY NUMBER
SORTED
BOND
EXTRACT
UPAC05SO
TO: UPAC10

3.2 BOND ISSUE - UPAC10
Program I/O Chart


FROM: UPAC05
SORTED BOND EXTRACT
UPAC05SI
FROM: LIBRARY
ID MISC TRANS
BOND ISSUE
UPAC10
1. CREATES BOND ISSUE TAPE.
TOTAL ISSUE PRINT
$500 BOND ISSUE PRINT
UPAC107P
$50 BOND ISSUE PRINT
$75 BOND ISSUE PRINT
$100 BOND ISSUE PRINT
TOTAL BOND ISSUE PRINT
$500 BONDS
$50 BONDS
$75 BONDS
$100 BONDS
$200 BOND ISSUE PRINT
$200 BONDS
$1000 BOND ISSUE PRINT
$1000 BONDS

3.2 BOND ISSUE - UPAC10
Program Narrative

PROGRAM NAME: Bond Issue

PROGRAM ID NUMBER: UPAC10

PURPOSE:

Prepare Bond Issue Print.

FUNCTIONS/FEATURES:

Receives issue data and creates appropriate bond.

DESCRIPTION:

a. Input Files:

(1) UPAA027I: IC Miscellaneous Transaction.

(2) UPAC05SI: Sorted Bond Extract.

b. Output Files:

(1) UPAC102P: $50 Bond Print.

(2) UPAC103P: $75 Bond Print.

(3) UPAC104P: $100 Bond Print.

(4) UPAC105P: $200 Bond Print.

(5) UPAC106P: Total Issue Print.

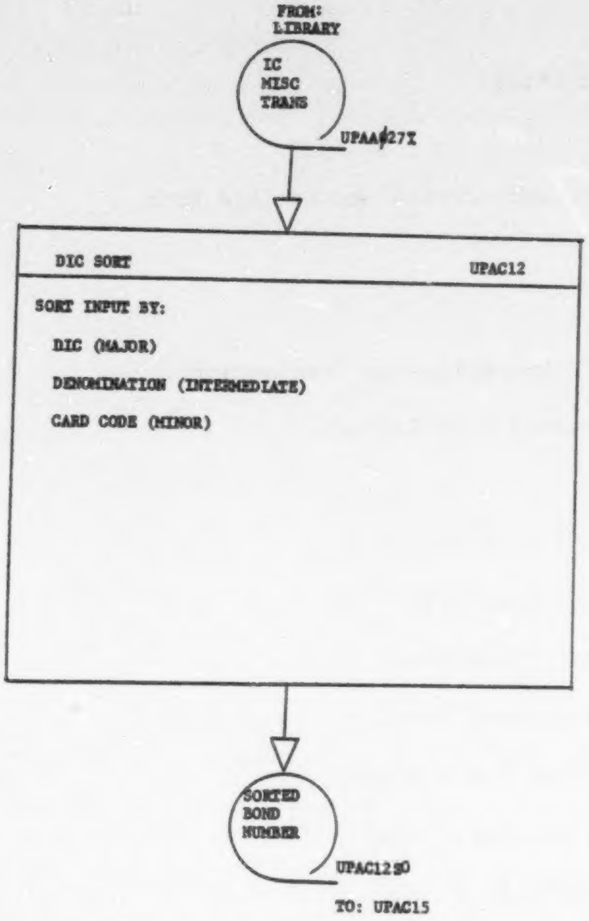
(6) UPAC107P: $500 Bond Print.

(7) UPAC108P: $1000 Bond Print.

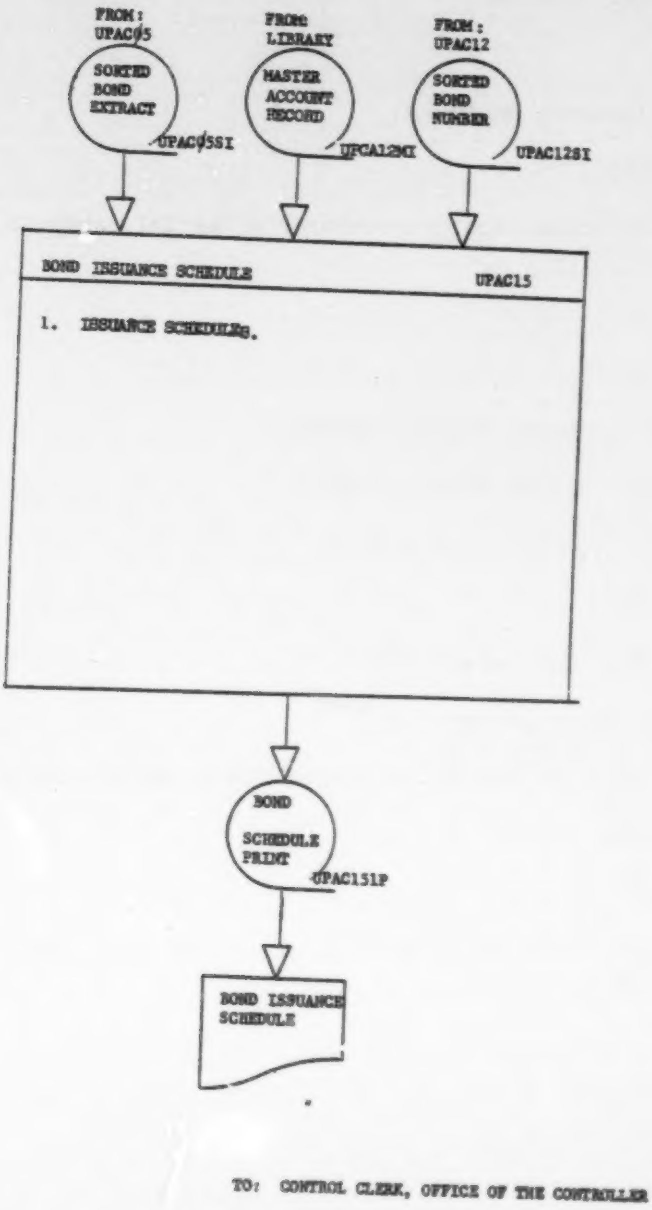
c. Processing Description - The output print files are created by denomination, delivery code, activity code, organization, employee name and Social Security Number sequence.

SPECIAL CONDITIONS: None.

3.3 DIC SORT - UPAC12
Program I/O Chart


FROM:
LIBRARY
IC
MISC
TRANS
UPAA027I
DIC SORT
UPAC12
SORT INPUT BY:
DIC (MAJOR)
DENOMINATION (INTERMEDIATE)
CARD CODE (MINOR)
SORTED
BOND
NUMBER
UPAC12S0
TO: UPAC15

3.4 BOND ISSUANCE SCHEDULE - UPAC15
Program I/O Chart


FROM: UPAC05
SORTED BOND EXTRACT
UPAC05SI
FROM: LIBRARY
MASTER ACCOUNT RECORD
UPCA12MI
FROM: UPAC12
SORTED BOND NUMBER
UPAC12SI
BOND ISSUANCE SCHEDULE
UPAC15
1. ISSUANCE SCHEDULES.
BOND SCHEDULE PRINT
UPAC151P
BOND ISSUANCE SCHEDULE
TO: CONTROL CLERK, OFFICE OF THE CONTROLLER

3.4 BOND ISSUANCE SCHEDULE - UPAC15
Program Narrative

PROGRAM NAME: Bond Issuance Schedule

PROGRAM ID NUMBER: UPAC15

PURPOSE:

Prepare Bond Issuance Schedule.

FUNCTIONS/FEATURES:

Receives issue data and corresponding serial numbers and create report showing same.

DESCRIPTION:

a. Input Files:

(1) UPAC12MI: Master Account Record.

(2) UPAC05SI: Sorted Bond Extract.

(3) UPAC12SI: Sorted Bond Number.

b. Output File:

UPAC151P: Bond Schedule Print.

c. Processing Description:

The output file is created by serial number within denomination.

SPECIAL CONDITIONS:

Form alignment:

Head of form (first line of print) is one line above the statement "BOND ISSUANCE SCHEDULE".

VOLUME I APCAPS ADP SPECIFICATIONS

PART 4 PAYROLL SUBSYSTEM

CHAPTER 5 PAY PERIOD REPORTS - UPAD0000

CHAPTER TABLE OF CONTENTS

SECT DESCRIPTION PAGE

1 GENERAL

1.1 Purpose I-4-5-1

2 PAY PERIOD REPORTS APPLICATION

2.1 Pay Period Reports - UPAD0000 I-4-5-2

3 PAY PERIOD REPORTS PROGRAMS

3.1 Data Bank Extract 1 Sort - UPAD00 I-4-5-10
3.2 Leave and Earning Process - UPAD01 I-4-5-11
3.3 Union Dues Sort - UPAD05 I-4-5-14
3.4 Union Dues Process - UPAD10 I-4-5-15
3.5 Compensatory Time Sort - UPAD15 I-4-5-18
3.6 Compensatory Time Summary Process - UPAD17 I-4-5-19
3.7 Compensatory Time Summary Sort - UPAD18 I-4-5-21
3.8 Compensatory Time Process - UPAD20 I-4-5-22
3.9 Health Benefits Sort - UPAD25 I-4-5-25
3.10 Health Benefits Process - UPAD30 I-4-5-26
3.11 Health Benefits Process (Part-Time) - UPAD31 I-4-5-29
3.12 Health Benefits Listing - UPAD32 I-4-5-32
3.13 Personal Service Process - UPAD35 I-4-5-35
3.14 Composite and Allotment Process - UPAD45 I-4-5-37
3.15 Check Issue Merge - UPAD49 I-4-5-40
3.16 Check Issue Sort - UPAD50 I-4-5-42
3.17 Other Check Sort - UPAD55 I-4-5-43
3.18 YGW Validation Process - UPAD60 I-4-5-44
3.19 Check Issue Update - UPAD65 I-4-5-47
3.20 Check Listing Sort - UPAD66 I-4-5-50
3.21 Check Listing Process - UPAD67 I-4-5-51
3.22 Check Register Sort - UPAD68 I-4-5-54
3.23 Check Issue Register Process - UPAD69 I-4-5-55
3.24 Directorate/Office Leave Sort - UPAD70 I-4-5-58
3.25 Leave Summarization Process - UPAD71 I-4-5-59
3.26 Leave Detail/Summary Sort - UPAD72 I-4-5-61
3.27 Directorate/Office Leave Process - UPAD73 I-4-5-62
3.28 FEOLI Register Sort - UPAD80 I-4-5-65
3.29 FEOLI Register Process - UPAD85 I-4-5-66
3.30 SES Awards Summary Process - UPAD90 I-4-5-69

VOLUME I APCAPS ADP SPECIFICATIONS

PART 4 PAYROLL SUBSYSTEM

CHAPTER 5 PAY PERIOD REPORTS - UPAD0000

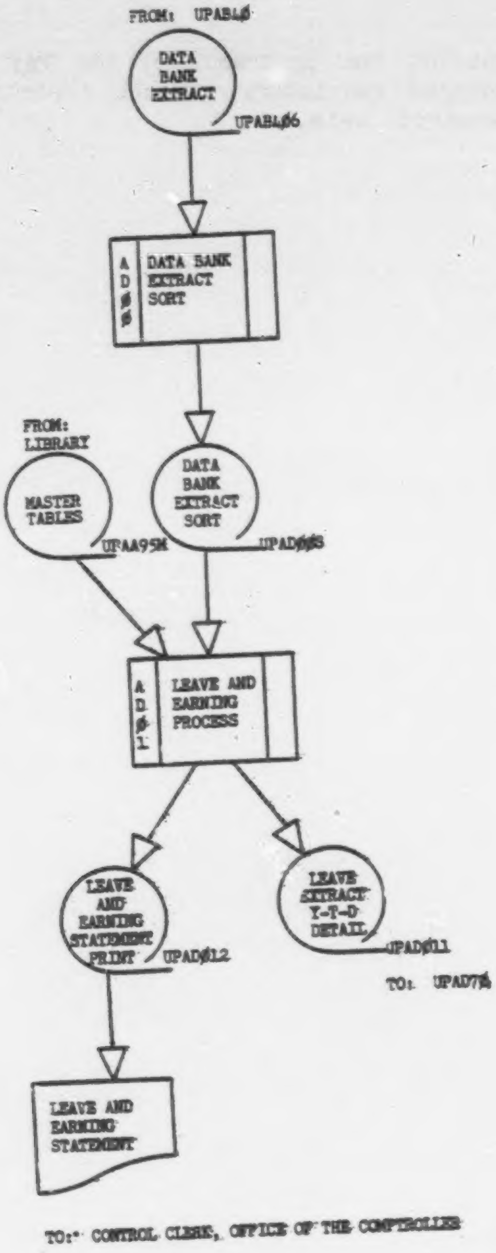
SECTION 1 GENERAL

1.1 PURPOSE

This chapter contains the programs for the Pay Period Reports application which produces required regulatory payroll reports on a biweekly, monthly, quarterly and as required basis.

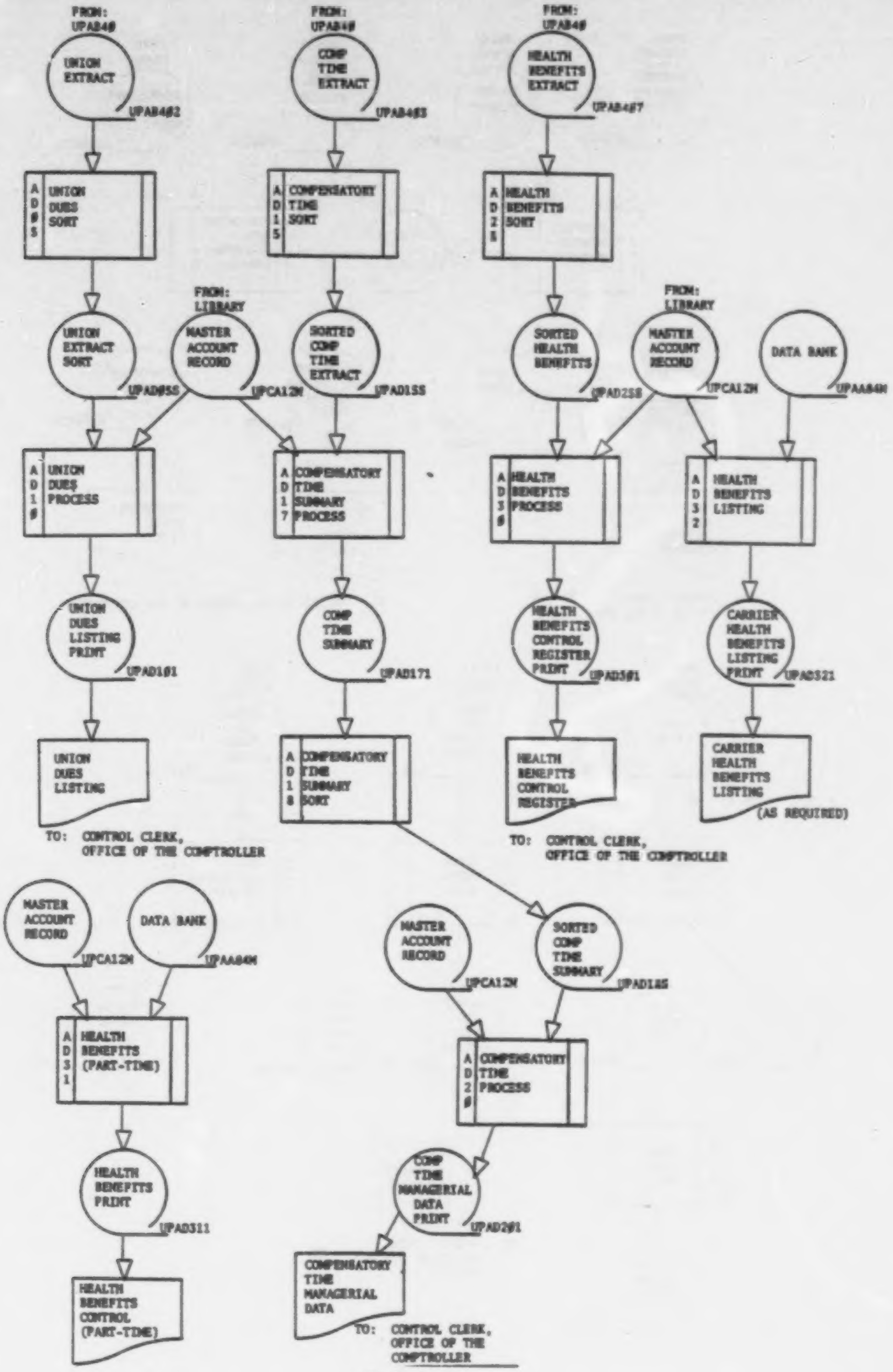
SECTION 2 PAY PERIOD REPORTS APPLICATION

2.1 PAY PERIOD REPORTS - UPAD0000
Application Flow Chart (Biweekly) Page 1


FROM: UPAB40
DATA BANK EXTRACT
UPAB406
A D 0 0
DATA BANK EXTRACT SORT
FROM: LIBRARY
MASTER TABLES
UPAA95M
DATA BANK EXTRACT SORT
UPAD003
A D 0 1
LEAVE AND EARNING PROCESS
LEAVE AND EARNING STATEMENT PRINT
UPAD012
LEAVE EXTRACT Y-T-D DETAIL
UPAD011
TO: UPAD70
LEAVE AND EARNING STATEMENT
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

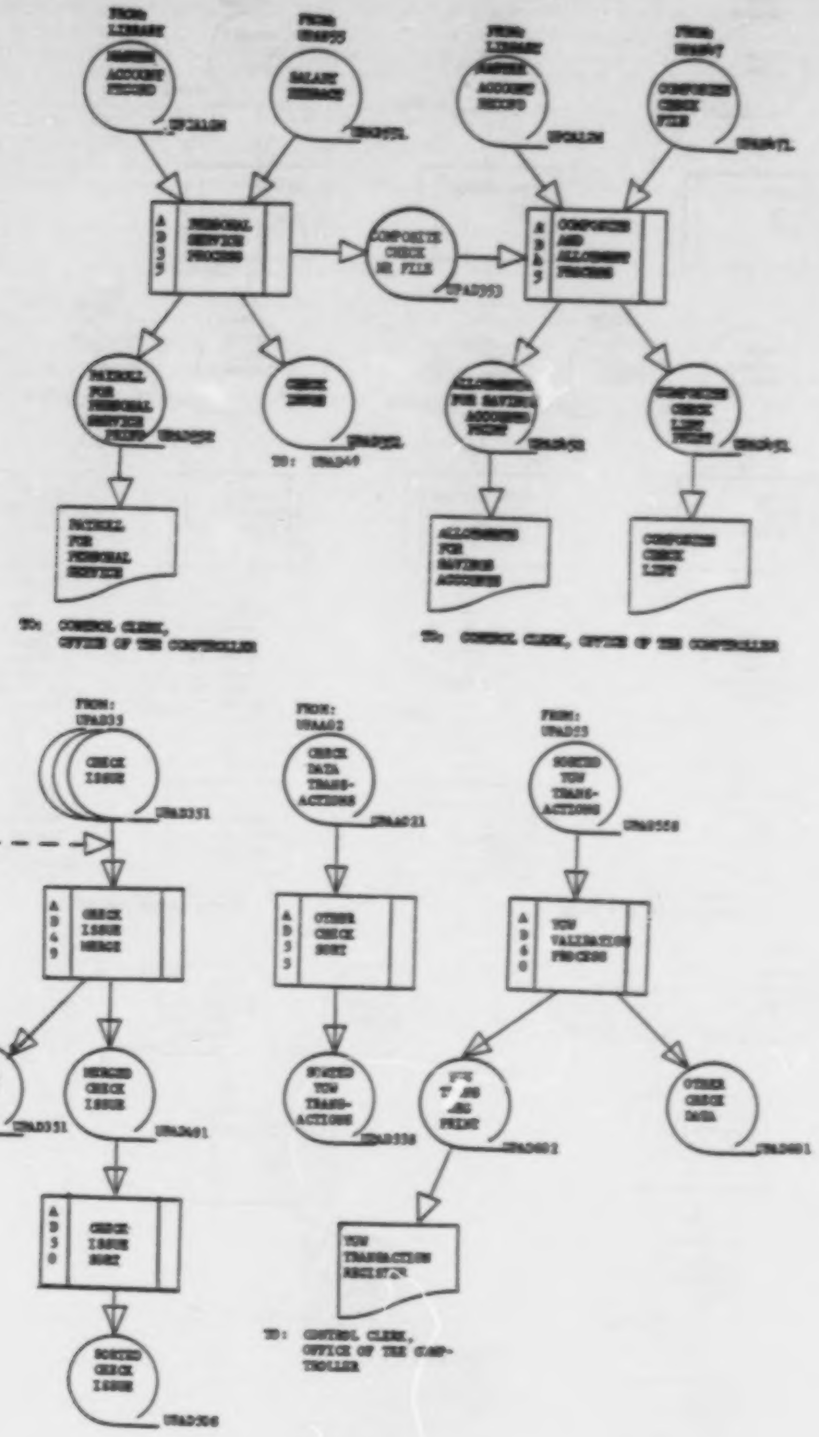
2.1 PAY PERIOD REPORTS - UPAD0000

Application Flow Chart (Biweekly) Page 2

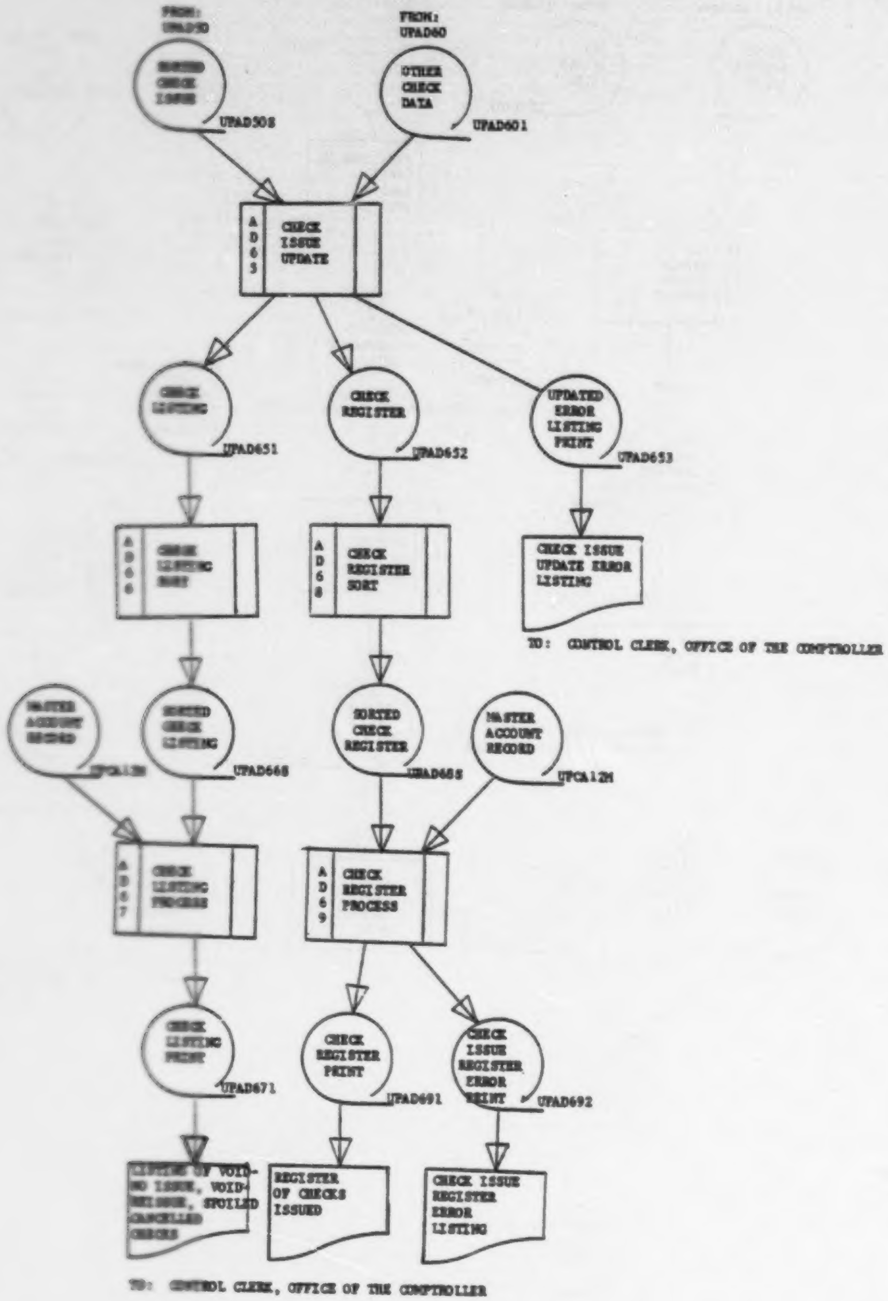

FROM: UPAB40
UNION EXTRACT
UPAB402
FROM: UPAB40
COMP TIME EXTRACT
UPAB403
FROM: UPAB40
HEALTH BENEFITS EXTRACT
UPAB407
A D 0 5
UNION DUES SORT
A D 1 5
COMPENSATORY TIME SORT
A D 2 5
HEALTH BENEFITS SORT
UNION EXTRACT SORT
UPAD055
FROM: LIBRARY
MASTER ACCOUNT RECORD
UPCA12M
SORTED COMP TIME EXTRACT
UPAD155
SORTED HEALTH BENEFITS
UPAD258
FROM: LIBRARY
MASTER ACCOUNT RECORD
UPCA12M
DATA BANK
UPAA84M
A D 1 0
UNION DUES PROCESS
A D 1 7
COMPENSATORY TIME SUMMARY PROCESS
A D 3 0
HEALTH BENEFITS PROCESS
A D 3 2
HEALTH BENEFITS LISTING
UNION DUES LISTING PRINT
UPAD101
COMP TIME SUMMARY
UPAD171
HEALTH BENEFITS CONTROL REGISTER PRINT
UPAD301
CARRIER HEALTH BENEFITS LISTING PRINT
UPAD321
UNION DUES LISTING
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
A D 1 8
COMPENSATORY TIME SUMMARY SORT
HEALTH BENEFITS CONTROL REGISTER
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
CARRIER HEALTH BENEFITS LISTING
(AS REQUIRED)
MASTER ACCOUNT RECORD
UPCA12M
DATA BANK
UPAA84M
MASTER ACCOUNT RECORD
UPCA12M
SORTED COMP TIME SUMMARY
UPAD185
A D 3 1
HEALTH BENEFITS (PART-TIME)
A D 2 0
COMPENSATORY TIME PROCESS
HEALTH BENEFITS PRINT
UPAD311
COMP TIME MANAGERIAL DATA PRINT
UPAD201
HEALTH BENEFITS CONTROL (PART-TIME)
COMPENSATORY TIME MANAGERIAL DATA
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

2.1 PAY PERIOD REPORTS - UPAD0000

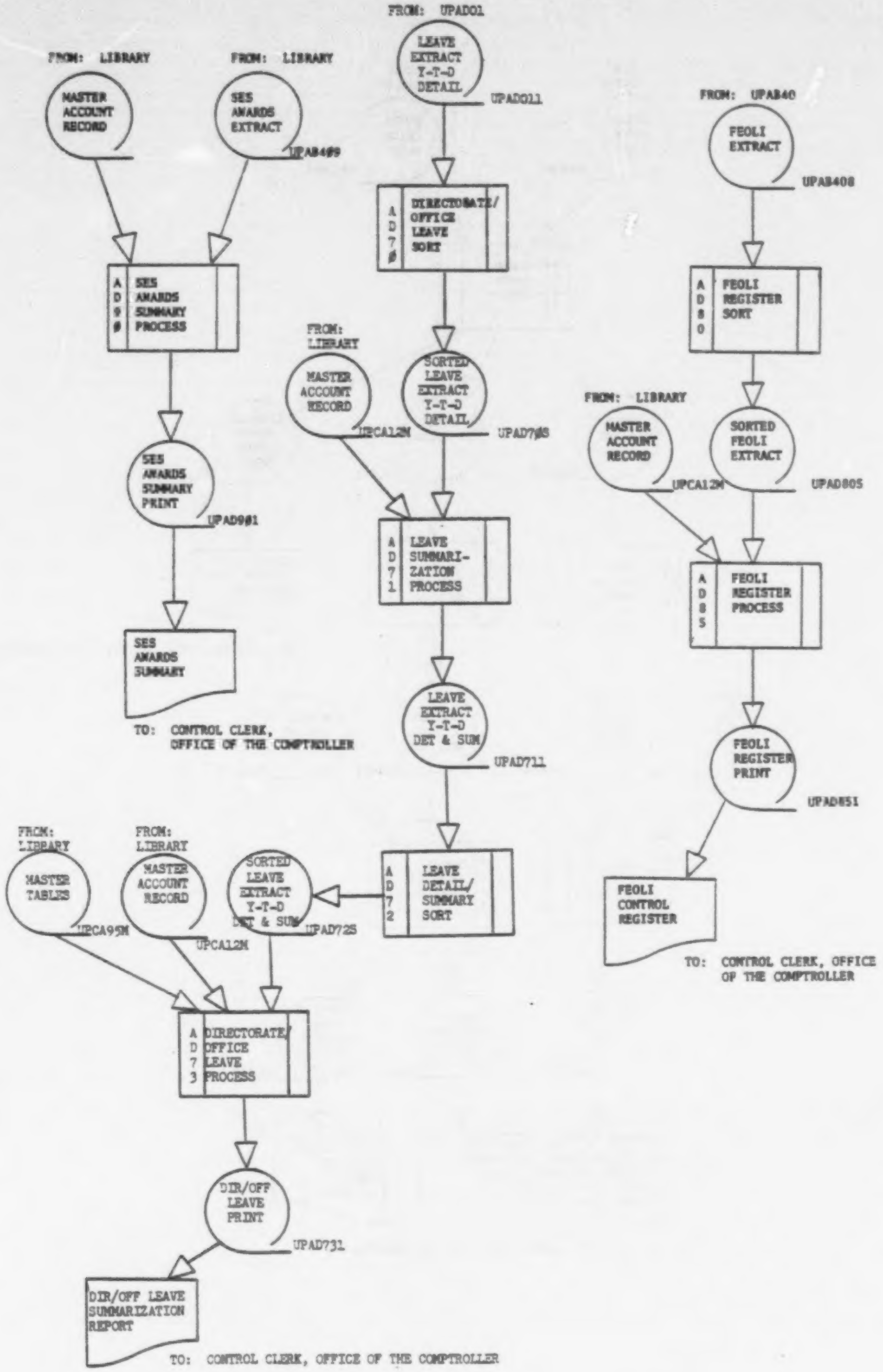
Application Flow Chart (Biweekly and Monthly) Page 3


FROM: LIBRARY
MASTER ACCOUNT RECORD
SALARY
PERSONAL SERVICE PROCESS
COMPOSITE CHECK NR FILE
FROM: LIBRARY
MASTER ACCOUNT RECORD
COMPOSITE CHECK FILE
COMPOSITE AND ALLOTMENT PROCESS
PAYROLL FOR PERSONAL SERVICE PRINT
CHECK ISSUE
TO: UPAD40
ALLOTMENTS FOR SAVINGS ACCOUNTS PRINT
COMPOSITE CHECK LIST PRINT
PAYROLL FOR PERSONAL SERVICE
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
ALLOTMENTS FOR SAVINGS ACCOUNTS
COMPOSITE CHECK LIST
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
FROM: UPAD33
CHECK ISSUE
UPAD351
FROM: UPAA02
CHECK DATA TRANS-ACTIONS
FROM:
SORTED TCW TRANS-ACTIONS
A D 4 9
CHECK ISSUE MERGE
A D 5 5
OTHER CHECK SORT
A D 6 0
TCW VALIDATION PROCESS
CHECK ISSUE
UPAD351
MERGED CHECK ISSUE
UPAD401
SORTED TCW TRANS-ACTIONS
PRINT
UPAD602
OTHER CHECK DATA
UPAD601
A D 5 0
CHECK ISSUE SORT
TCW TRANSACTION REGISTER
TO: CONTROL CLERK, OFFICE OF THE COMP-TROLLER
SORTED CHECK ISSUE

2.1 PAY PERIOD REPORTS - UPAD0000
Application Flow Chart (Monthly) Page 4


FROM:
UPAD50
SORTED
CHECK
ISSUE
UPAD508
FROM:
UPAD60
OTHER
CHECK
DATA
UPAD601
AD65
CHECK
ISSUE
UPDATE
CHECK
LISTING
UPAD651
CHECK
REGISTER
UPAD652
UPDATED
ERROR
LISTING
PRINT
UPAD653
AD66
CHECK
LISTING
SORT
AD68
CHECK
REGISTER
SORT
CHECK ISSUE
UPDATE ERROR
LISTING
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
MASTER
ACCOUNT
RECORD
UPCA12M
SORTED
CHECK
LISTING
UPAD668
SORTED
CHECK
REGISTER
UPAD685
MASTER
ACCOUNT
RECORD
UPCA12M
AD67
CHECK
LISTING
PROCESS
AD69
CHECK
REGISTER
PROCESS
CHECK
LISTING
PRINT
UPAD671
CHECK
REGISTER
PRINT
UPAD691
CHECK
ISSUE
REGISTER
ERROR
PRINT
UPAD692
LISTING OF VOID-
NO ISSUE, VOID-
REISSUE, SPOILED
CANCELLED
CHECKS
REGISTER
OF CHECKS
ISSUED
CHECK ISSUE
REGISTER
ERROR
LISTING
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

2.1 PAY PERIOD REPORTS - UPAD0000
Application Flow Chart (Quarterly or As Required) Page 5


FROM: LIBRARY
MASTER ACCOUNT RECORD
FROM: LIBRARY
SES AWARDS EXTRACT
UPAB409
AD90
SES AWARDS SUMMARY PROCESS
SES AWARDS SUMMARY PRINT
UPAD901
SES AWARDS SUMMARY
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
FROM: UPAD01
LEAVE EXTRACT Y-T-D DETAIL
UPAD011
AD70
DIRECTORATE/ OFFICE LEAVE SORT
FROM: LIBRARY
MASTER ACCOUNT RECORD
UPCA12M
SORTED LEAVE EXTRACT Y-T-D DETAIL
UPAD70S
AD71
LEAVE SUMMARI-ZATION PROCESS
LEAVE EXTRACT Y-T-D DET & SUM
UPAD711
AD72
LEAVE DETAIL/ SUMMARY SORT
FROM: LIBRARY
MASTER TABLES
UPCA95M
FROM: LIBRARY
MASTER ACCOUNT RECORD
UPCA12M
SORTED LEAVE EXTRACT Y-T-D DET & SUM
UPAD72S
AD73
DIRECTORATE/ OFFICE LEAVE PROCESS
DIR/OFF LEAVE PRINT
UPAD731
DIR/OFF LEAVE SUMMARIZATION REPORT
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
FROM: UPAB40
FEOLI EXTRACT
UPAB408
AD80
FEOLI REGISTER SORT
FROM: LIBRARY
MASTER ACCOUNT RECORD
UPCA12M
SORTED FEOLI EXTRACT
UPAD80S
AD85
FEOLI REGISTER PROCESS
FEOLI REGISTER PRINT
UPAD851
FEOLI CONTROL REGISTER
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

2.1 PAY PERIOD REPORTS - UPAD0000
Application Narrative

APPLICATION TITLE: Pay Period Reports

APPLICATION ID NUMBER: UPAD0000:

PURPOSE:

To produce required regulatory payroll reports on a biweekly, monthly, quarterly and as required basis.

FUNCTIONS:

a. Create a Directorate/Office Leave Report.

b. Create Register of Checks Issued.

c. Create payroll for Personal Services.

d. Create Composite Check Listing.

e. Create allotments for Savings Accounts.

f. Create Earnings and Leave Statements.

g. Create Union Dues Listing.

h. Create Compensatory Time Managerial Report.

i. Create Carrier Health Benefit Listing.

j. Create Health Benefits Control Register.

k. Create Listing of Checks.

l. Create YGW Transaction Register.

m. Create Check Issue Register Error Listing.

n. Create Check Issue Update Error Listing.

o. Create FEOLI Control Register Listing.

p. Create SES Awards Summary Listing.

COMPONENT PROGRAMS AND OPERATION:

a. UPAD00: Data Bank Extract 1 Sort.

b. UPAD01: Leave and Earning Process.

Operation: Produce the Leave and Earning Statement and Leave Extract File.

c. UPAD05: Union Dues Sort.

d. UPAD10: Union Dues Process.

Operation: Produce the Union Dues Listing.

e. UPAD15: Compensatory Time Sort.

f. UPAD17: Compensatory Time Summary Process.

Operation: Provide summary totals on work center level.

g. UPAD18: Compensatory Time Summary Sort.

h. UPAD20: Compensatory Time Process.

Operation: Produce the Compensatory Time Managerial Data.

i. UPAD25: Health Benefits Sort.

j. UPAD30: Health Benefits Process.

Operation: Produce the Health Benefits Control Register (Full-Time).

k. UPAD31: Health Benefits Control.

Operation: Produce the Health Benefits Control Register (Part-Time).

l. UPAD32: Health Benefits Listing.

Operation: Produce the Health Benefits Listing.

m. UPAD35: Personal Service Process.

Operation: Produce the Payroll for Personal Services and Check Issue File.

n. UPAD45: Composite and Allotment Process.

Operation: Produce the Composite Check Listing and Allotment for Savings Accounts.

o. UPAD49: Check Issue Merge.

p. UPAD50: Check Issue Sort.

q. UPAD55: Other Check Sort.

r. UPAD60: YGW Validation Process.

Operation: Validate YGW and produce transaction register.

s. UPAD65: Check Issue Update.

Operation: Update Check Issue File and produce Update Error Listing.

t. UPAD66: Check Listing Sort.

u. UPAD67: Check Listing Process.

Operation: Produce Listing of Void-No Issue, Void-Reissue, Spoiled and Canceled Checks.

v. UPAD68: Check Register Sort.

w. UPAD69: Check Register Process.

Operation: Produce Register of Checks Issued and Error Listing.

x. UPAD70: Directorate/Office Leave Sort.

y. UPAD71: Leave Summarization Process.

Operation: Provide summary totals on each work center level.

z. UPAD72: Leave Detail/Summary Sort.

aa. UPAD73: Directorate/Office Leave Process.

Operation: Provide each Directorate/Office with Year-to-Date Leave Date by employee.

ab. UPAD80: FEOLI Register Sort.

ac. UPAD85: FEOLI Register Process.

Operation: Produce the FEOLI Control Register Listing.

ad. UPAD90: SES Awards Summary Process.

Operation: Produce the SES Awards Summary Listing.

INPUT-OUTPUT SOURCE AND DISPOSITION:

a. Input is from File Maintenance, UPAA0000, Payroll Processing, UPAB0000, and MAR Update, UPCA0000.

b. Output Listings/Reports to Control Clerk, Office of the Comptroller.

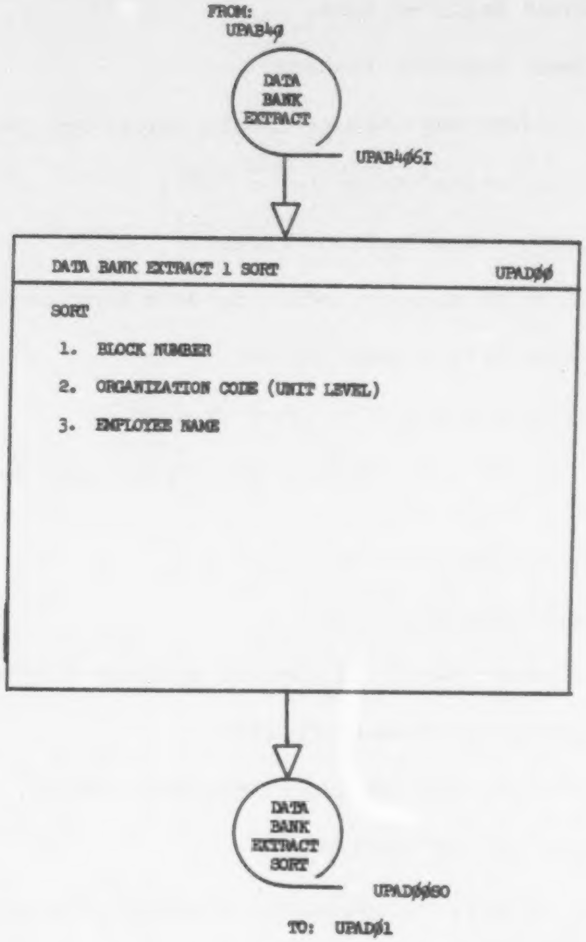
FREQUENCY, TIME LIMITATIONS AND SCHEDULING FACTORS:

The Pay Period Reports Application is processed biweekly, monthly, quarterly and as required.

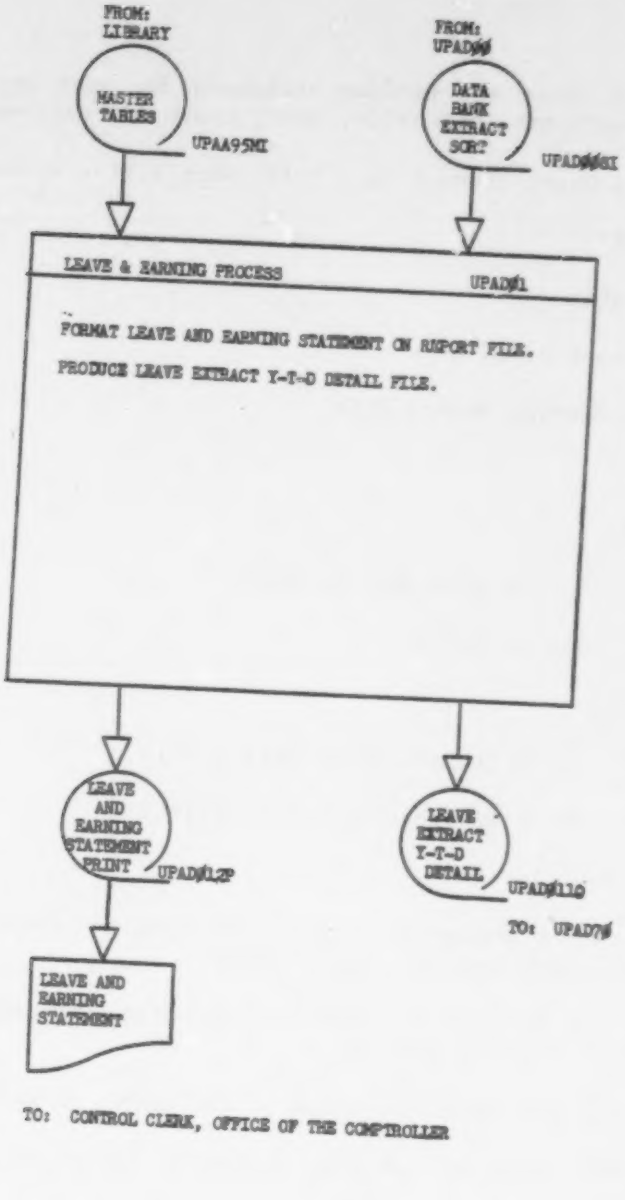
SECTION 3 PAY PERIOD REPORTS PROGRAMS

3.1 DATA BANK EXTRACT 1 SORT - UPAD00

Program I/O Chart


FROM:
UPAB40
DATA BANK EXTRACT
UPAB4061
DATA BANK EXTRACT 1 SORT
UPAD00
SORT
1. BLOCK NUMBER
2. ORGANIZATION CODE (UNIT LEVEL)
3. EMPLOYEE NAME
DATA BANK EXTRACT SORT
UPAD0060
TO: UPAD01

3.2 LEAVE AND EARNING PROCESS - UPAD01
Program I/O Chart


FROM: LIBRARY
MASTER TABLES
UPAA95MI
FROM: UPAD00
DATA BANK EXTRACT SORT
UPAD00SI
LEAVE & EARNING PROCESS
UPAD01
FORMAT LEAVE AND EARNING STATEMENT ON REPORT FILE.
PRODUCE LEAVE EXTRACT Y-T-D DETAIL FILE.
LEAVE AND EARNING STATEMENT PRINT
UPAD012P
LEAVE EXTRACT Y-T-D DETAIL
UPAD0110
TO: UPAD70
LEAVE AND EARNING STATEMENT
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.2 LEAVE AND EARNING PROCESS - UPAD01
Program Narrative

PROGRAM NAME: Leave and Earning Process

PROGRAM ID NUMBER: UPAD01

PURPOSE:

a. To prepare a leave and earning statement for each employee with biweekly and year-to-date earnings, deduction, bond, leave and retirement data.

b. To prepare a Leave Extract Record for each active employee.

FUNCTIONS/FEATURES:

UPAD01 will create:

a. A Leave Extract File.

b. A Leave and Earning Report File.

DESCRIPTION:

a. Input Files:

(1) UPAD00SI: Sorted Data Bank Extract.

(2) UPAA95MI: Master Tables.

b. Output Files:

(1) UPAD0110: Leave Extract Y-T-D Detail File.

(2) UPAD012P: Leave and Earning Report File.

c. Processing Description:

(1) The report is prepared in employee name sequence within organization code (unit level) within payroll block number.

(2) A leave and earning statement is prepared for each active employee or employees separated this pay period.

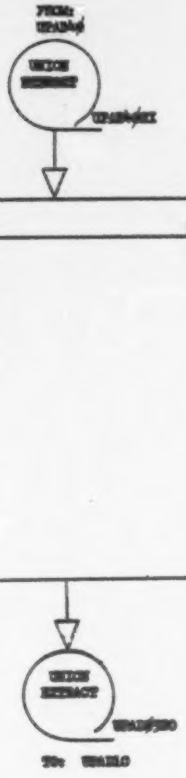
(3) A leave extract record is prepared for each active employee.

(4) A separate leave and earning statement is prepared for each employee with a cash award.

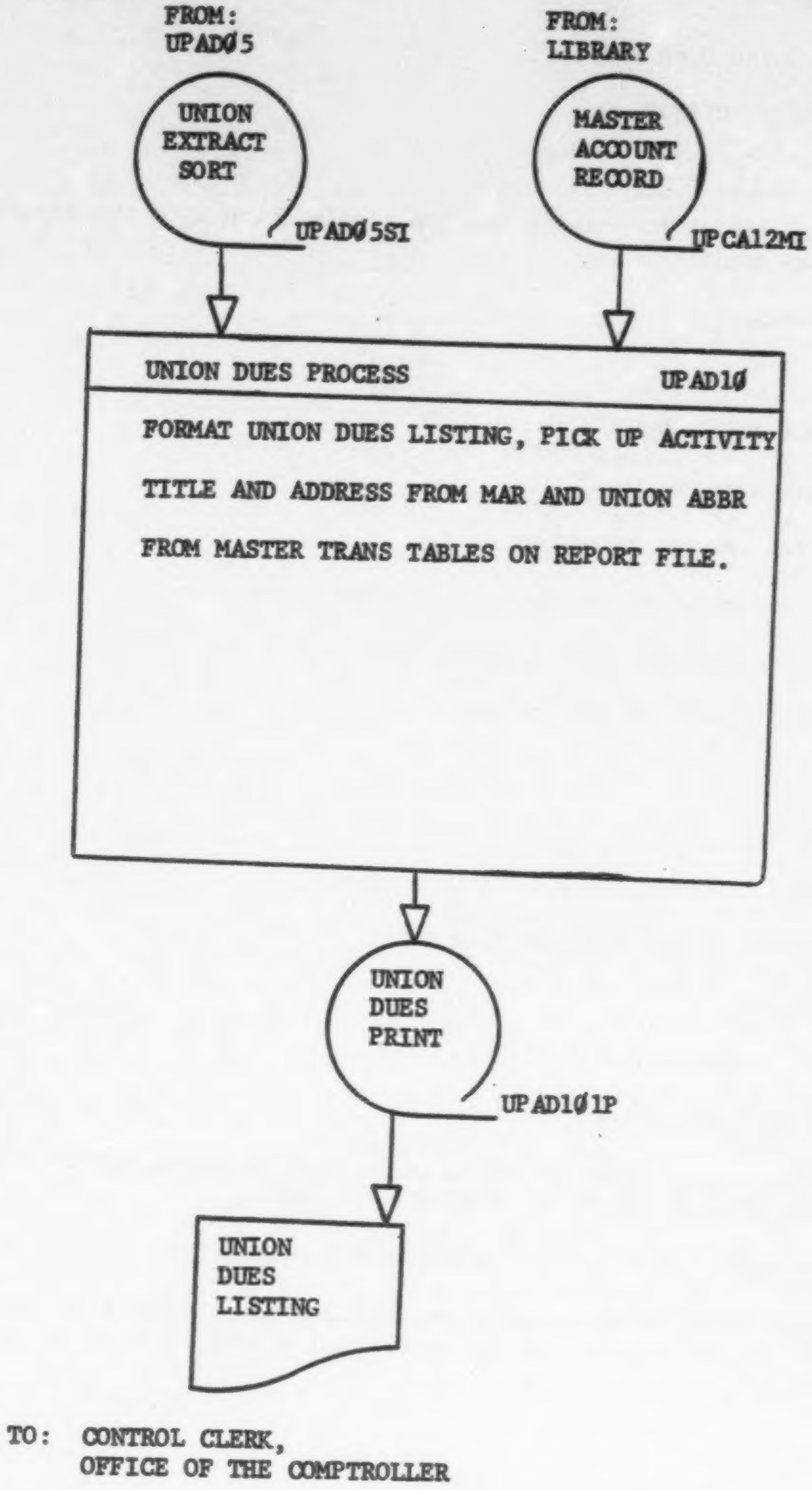
SPECIAL CONDITIONS:

This program requires a key in from the console to produce the Leave Extract Y-T-D Detail File when it is not the end of a quarter. The operator keys in a 5 to bypass the file, or a 4 to produce the file.

3.3 UNION DUES SORT - UPAD05
Program I/O Chart


FROM:
UPAD04
UNION
EXTRACT
UPAD04EX
UNION DUES SORT
UPAD05
SORT
1. UNION CODE
2. BLOCK NUMBER
3. EMPLOYEE NAME
UNION
EXTRACT
UPAD05SO
TO: UPAD10

3.4 UNION DUES PROCESS - UPAD10
Program I/O Chart


FROM:
UPAD05
UNION EXTRACT SORT
UPAD05SI
FROM:
LIBRARY
MASTER ACCOUNT RECORD
UPCA12MI
UNION DUES PROCESS
UPAD10
FORMAT UNION DUES LISTING, PICK UP ACTIVITY TITLE AND ADDRESS FROM MAR AND UNION ABBR FROM MASTER TRANS TABLES ON REPORT FILE.
UNION DUES PRINT
UPAD101P
UNION DUES LISTING
TO: CONTROL CLERK,
OFFICE OF THE COMPTROLLER

3.4 UNION DUES PROCESS - UPAD10
Program Narrative

PROGRAM NAME: Union Dues Process

PROGRAM ID NUMBER: UPAD10

PURPOSE:

To prepare a report to provide the applicable union with the amount of union dues deducted by employee.

FUNCTIONS/FEATURES:

UPAD10 will:

a. Accumulate total deductions.

b. Accumulate service fee.

c. Compute net amount due union.

d. Accumulate number of employees with deductions.

e. Report each employee with a Union Code.

f. Accumulate totals of all Unions.

DESCRIPTION:

a. Input Files:

(1) UPAD05SI: Sorted Union Dues Work File.

(2) UPCA12MI: Master Account Record.

b. Output File:

UPAD101P: Union Dues.

c. Processing Description:

(1) Employees are reported in alphabetical sequence within Payroll Block and Union Code without regard to Organization Code.

(2) A separate report will be prepared for each union.

(3) A union total of the amount deducted for each union will be reported on the last page of the report for the union and a summary total of all unions on the last page.

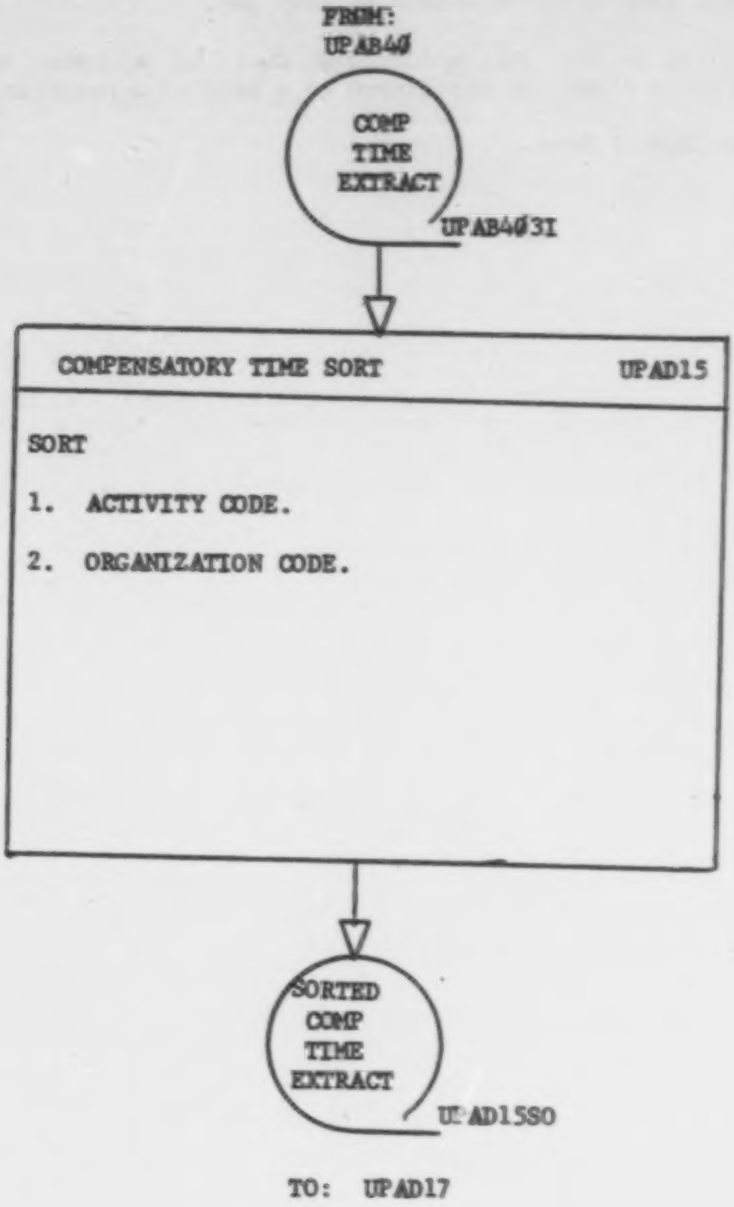
(4) Payroll Block Totals are required.

(5) Notations will be made in the remarks block to indicate revocation, retirement, transfer out, death, pending transfer, severance, new authorization, separation or absent without pay.

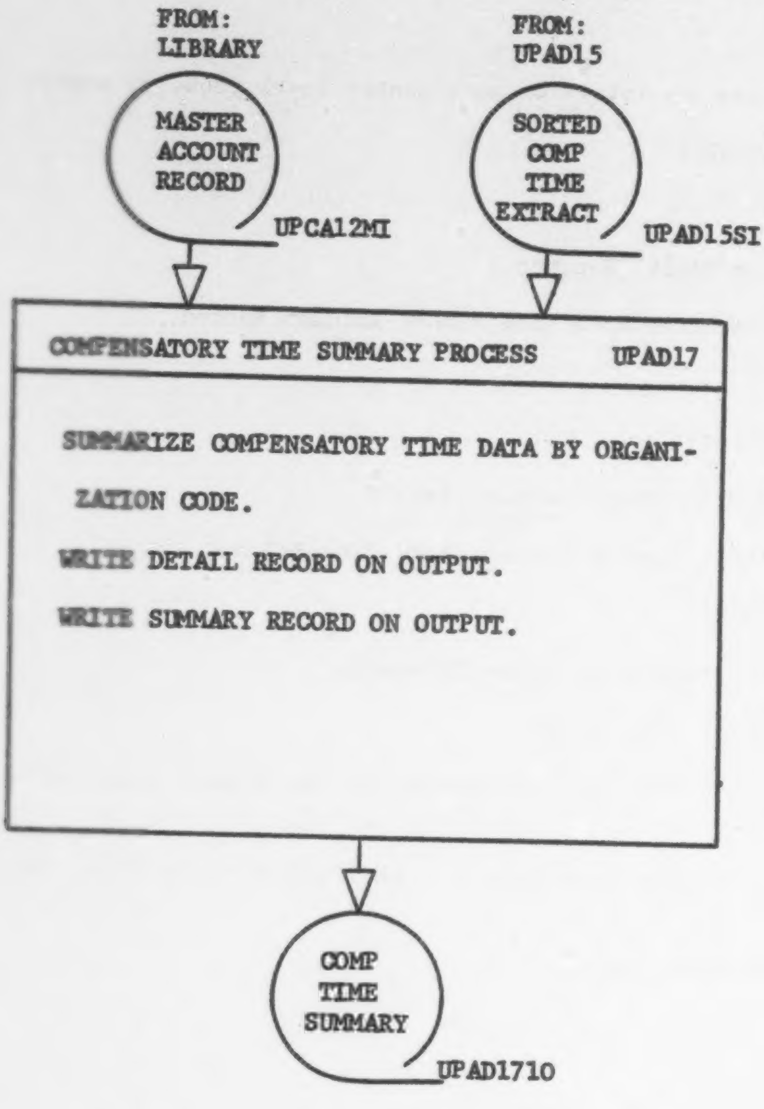
(6) Charging a fee for collecting dues to a labor organization is a negotiable item and will be considered as a part of a negotiated agreement.

SPECIAL CONDITIONS: None.

3.5 COMPENSATORY TIME SORT - UPAD15
Program I/O Chart


FROM:
UPAB40
COMP
TIME
EXTRACT
UPAB403I
COMPENSATORY TIME SORT
UPAD15
SORT
1. ACTIVITY CODE.
2. ORGANIZATION CODE.
SORTED
COMP
TIME
EXTRACT
UPAD15SO
TO: UPAD17

3.6 COMPENSATORY TIME SUMMARY PROCESS - UPAD17
Program I/O Chart


FROM:
LIBRARY
MASTER
ACCOUNT
RECORD
UPCA12MI
FROM:
UPAD15
SORTED
COMP
TIME
EXTRACT
UPAD15SI
COMPENSATORY TIME SUMMARY PROCESS
UPAD17
SUMMARIZE COMPENSATORY TIME DATA BY ORGANIZATION CODE.
WRITE DETAIL RECORD ON OUTPUT.
WRITE SUMMARY RECORD ON OUTPUT.
COMP
TIME
SUMMARY
UPAD1710

3.6 COMPENSATORY TIME SUMMARY PROCESS - UPAD17
Program Narrative

PROGRAM NAME: Compensatory Time Summary Process

PROGRAM ID NUMBER: UPAD17

PURPOSE:

To provide summary totals on work center level (down to branch level).

FUNCTIONS/FEATURES:

UPAD17 will:

a. Summarize Detail Records.

b. Select required data from Master Account Record.

DESCRIPTION:

a. Input Files:

(1) UPCA12MI: Master Account Record.

(2) UPAD15SI: Sorted Compensatory Time Extract.

b. Output File:

UPAD1710: Compensatory Time Summmary.

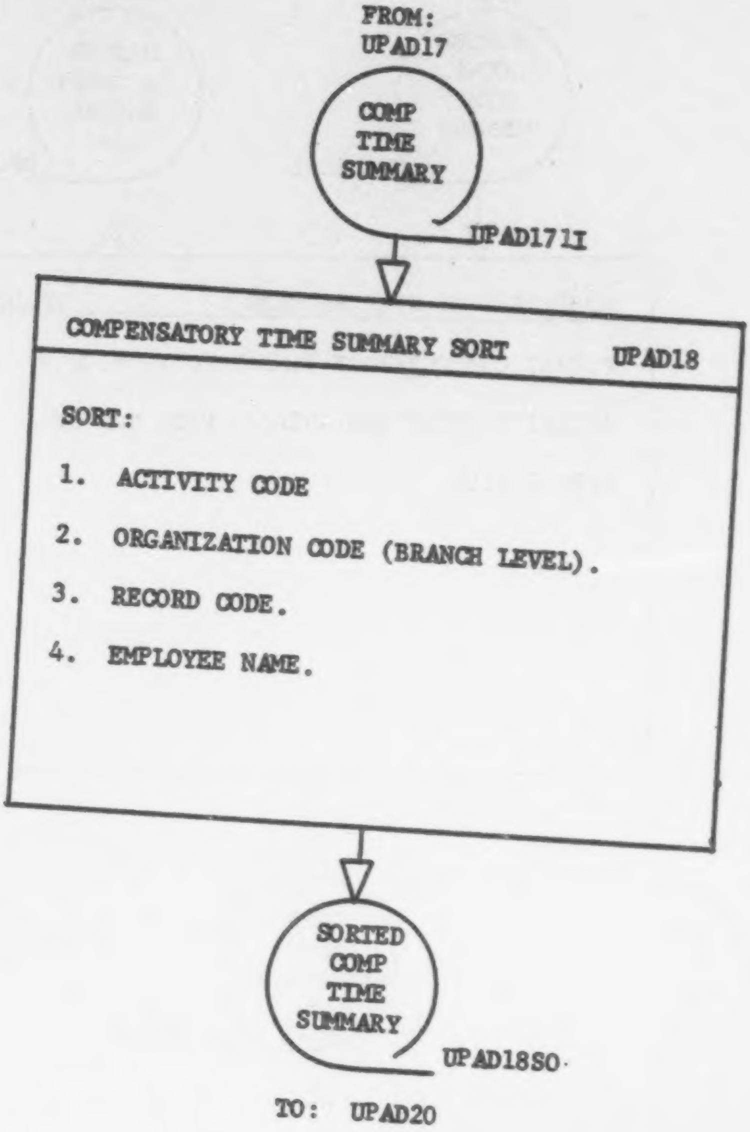
c. Processing Description:

(1) Summarize the detail records to the branch level of the Organization Code assignment.

(2) Pick up the appropriate organization title from the Master Account Record.

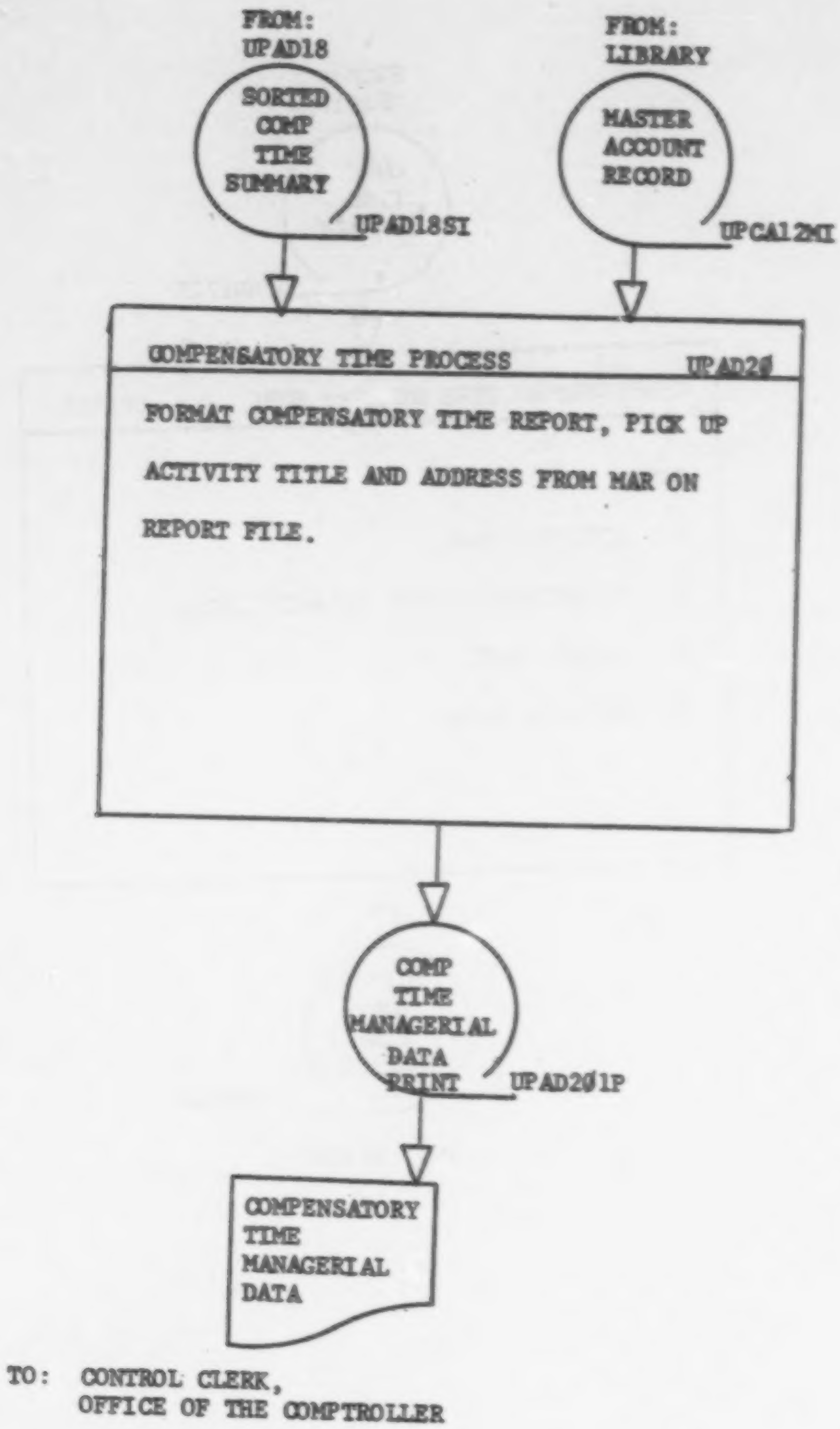
SPECIAL CONDITIONS: None.

3.7 COMPENSATORY TIME SUMMARY SORT - UPAD18
Program I/O Chart


FROM:
UPAD17
COMP
TIME
SUMMARY
UPAD171I
COMPENSATORY TIME SUMMARY SORT
UPAD18
SORT:
1. ACTIVITY CODE
2. ORGANIZATION CODE (BRANCH LEVEL).
3. RECORD CODE.
4. EMPLOYEE NAME.
SORTED
COMP
TIME
SUMMARY
UPAD18SO
TO: UPAD20

3.8 COMPENSATORY TIME PROCESS - UPAD20

Program I/O Chart


FROM:
UPAD18
SORTED COMP TIME SUMMARY
UPAD18SI
FROM:
LIBRARY
MASTER ACCOUNT RECORD
UPCA12MI
COMPENSATORY TIME PROCESS
UPAD20
FORMAT COMPENSATORY TIME REPORT, PICK UP ACTIVITY TITLE AND ADDRESS FROM MAR ON REPORT FILE.
COMP TIME MANAGERIAL DATA PRINT
UPAD201P
COMPENSATORY TIME MANAGERIAL DATA
TO: CONTROL CLERK,
OFFICE OF THE COMPTROLLER

3.8 COMPENSATORY TIME PROCESS - UPAD20
Program Narrative

PROGRAM NAME: Compensatory Time Process

PROGRAM ID NUMBER: UPAD20

PURPOSE:

To prepare a report to provide the Payroll Office, Employees Supervisor and the Budget Officer with factual information relative to Compensatory Time earned and not taken as well as Compensatory Time converted and paid as overtime.

FUNCTIONS/FEATURES:

UPAD20 will:

a. Accumulate Branch Totals.

b. Accumulate Division Totals.

c. Accumulate Directorate Totals.

d. Report each employee with Compensatory Time.

DESCRIPTION:

a. Input Files:

(1) UPCA12MI: Master Account Record.

(2) UPAD18SI: Sorted Compensatory Time Summary.

b. Output File:

UPAD201P: Compensatory Time Managerial Print.

c. Processing Description:

(1) Employees are reported in alphabetical sequence within Organization Code and Activity Code.

(2) Compensatory hours to be used will be reported for each of the four suceeding pay periods, e.g., column 4 of the report will reflect Compensatory Hour to be used by the end of the fourth pay period. If not taken, move to the left to column 3 which will reflect Compensatory Hours to be used by the end of the third pay period and so forth. Column 1 will reflect hours to be used by the end of the current pay period.

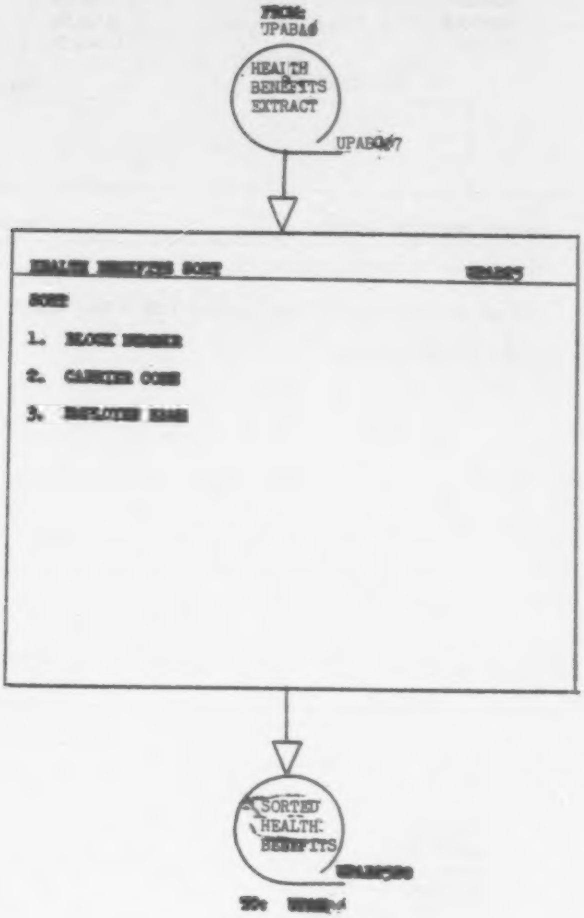
(3) The hours and amount of Compensatory Time converted and paid as overtime during the current pay period will be reported.

SPECIAL CONDITIONS:

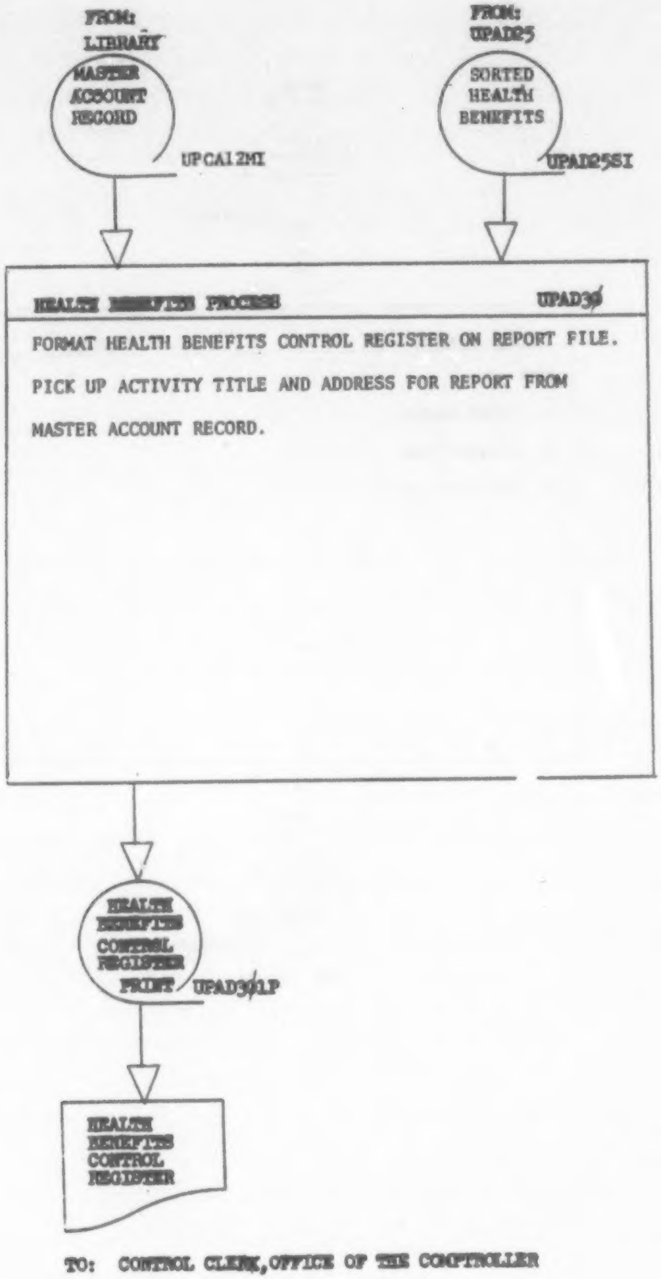
The activity table will only hold 60 activity titles and addresses.

3.9 HEALTH BENEFITS SORT - UPAD25

Program I/O Chart


FROM:
UPAB40
HEALTH BENEFITS EXTRACT
UPAB007
HEALTH BENEFITS SORT
UPAD25
SORT
1. BLOCK NUMBER
2. CARRIER CODE
3. EMPLOYEE NAME
SORTED HEALTH BENEFITS
TO:

3.10 HEALTH BENEFITS PROCESS - UPAD30
Program I/O Chart


FROM:
LIBRARY
MASTER
ACCOUNT
RECORD
UPCA12MI
FROM:
UPAD25
SORTED
HEALTH
BENEFITS
UPAD25SI
HEALTH BENEFITS PROCESS
UPAD30
HEALTH
BENEFITS
CONTROL
REGISTER
PRINT
UPAD301P
HEALTH
BENEFITS
CONTROL
REGISTER
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

FORMAT HEALTH BENEFITS CONTROL REGISTER ON REPORT FILE.

PICK UP ACTIVITY TITLE AND ADDRESS FOR REPORT FROM MASTER ACCOUNT RECORD.

3.10 HEALTH BENEFITS PROCESS - UPAD30
Program Narrative

PROGRAM NAME: Health Benefits Process

PROGRAM ID NUMBER: UPAD30

PURPOSE:

To prepare a register to record, balance and control Health Benefit deductions and contributions for preparation of report to the Civil Service Commission.

FUNCTIONS/FEATURES:

UPAD30 will produce the Health Benefits Control Register with the following totals:

a. Part I.

Carrier Code
Payroll Block
Summary of all Payroll Blocks

b. Part II.

Carrier Code
Summary of all Carrier Codes

DESCRIPTION:

a. Input Files:

(1) UPAD25SI: Sorted Health Benefits.

(2) UPCA12MI: Master Account Record.

b. Output Files:

UPAD301P: Health Benefits Control Register.

c. Processing Description - Health Benefits Control Register:

(1) Report Sequence is Carrier Code within Payroll Block Part I and Carrier Code only Part II.

(2) Enrollees "Brought Forward" data represents the total number of employees enrolled by Carrier Code as of the last pay period.

(3) "Enrollees Added" data represents additions or changes in enrollment status by Carrier Code.

(4) "Enrollees Drop" data represents deletion or change in enrollment status by Carrier Code.

(5) "Total Normal Enrollees" is the sum of Employees Brought Forward, Enrollees Added and Enrollees Dropped.

(6) "Enrollees - No Deduction" represents the total number of Enrollees who are enrolled in the Health Benefit Carrier Code but did not have a pay period deduction because of AWOP or similar status.

(7) "Enrollee Count-Full Deduction" represents the total number of full biweekly deductions or more for the applicable Carrier Code.

(8) "Enrollee Count-Half Deduction" represents the total number of one-half biweekly deductions.

(9) The Enrollee Total Count is the sum of the Enrollee Count-Full Deduction and Enrollee Count-Half Deduction columns.

(10) Determine the rates for employee and agency deductions from the Government Health Benefits Deduction Table and reflect in register.

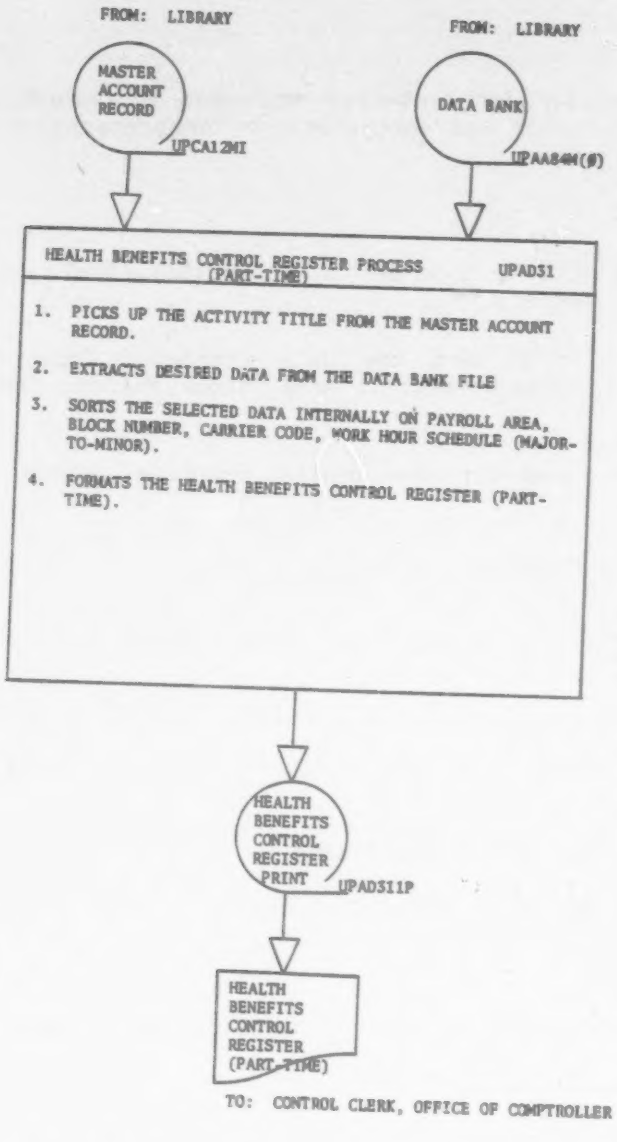
(11) The Enrollee Count-Full Deductions multiplied by the applicable employee deduction and agency contribution plus manual input for exception employee deductions will be reflected as the amounts collected from the employee and the amounts collected from the agency.

(12) Employee deductions plus agency contributions will be shown as the "Total Collected" on the register.

SPECIAL CONDITIONS: None.

3.11 HEALTH BENEFITS CONTROL REGISTER PROCESS (PART-TIME) - UPAD31

Program I/O Chart


FROM: LIBRARY
MASTER ACCOUNT RECORD
UPCA12MI
FROM: LIBRARY
DATA BANK
UPAA84M(0)
HEALTH BENEFITS CONTROL REGISTER PROCESS (PART-TIME)
UPAD31
HEALTH BENEFITS CONTROL REGISTER PRINT
UPAD311P
HEALTH BENEFITS CONTROL REGISTER (PART-TIME)
TO: CONTROL CLERK, OFFICE OF COMPTROLLER

1. PICKS UP THE ACTIVITY TITLE FROM THE MASTER ACCOUNT RECORD.
2. EXTRACTS DESIRED DATA FROM THE DATA BANK FILE
3. SORTS THE SELECTED DATA INTERNALLY ON PAYROLL AREA, BLOCK NUMBER, CARRIER CODE, WORK HOUR SCHEDULE (MAJOR-TO-MINOR).
4. FORMATS THE HEALTH BENEFITS CONTROL REGISTER (PART-TIME).

3.11 HEALTH BENEFITS CONTROL REGISTER PROCESS (PART-TIME) - UPAD31
Program Narrative

PROGRAM NAME: Health Benefits Control Register Process (Part-Time)

PROGRAM ID NUMBER: UPAD31

PURPOSE:

To prepare a register for part-time employees to record, balance and control Health Benefit deductions and contributions for preparation of a report to the Civil Service Commission.

FUNCTIONS/FEATURES:

a. This program will be bypassed by internal controls if there is no one to report for the Pay Period.

b. This program will sort the data extracted from the Data Bank File internally in the program by Payroll Area, Block Number, Carrier Code and hours worked.

c. This program produces the Health Benefits Control Register with the following totals:

Part-Time hours worked
Plan totals
Carrier totals
Block Totals
Summary totals

DESCRIPTION:

a. Input files:

(1) UPCA12MI: Master Account Record.

(2) UPAA84MI: Data Bank File.

b. Output files:

UPAD311P: Health Benefits Control Register (Part-Time).

c. Processing Description:

(1) Logical Description - The program opens UPCA12MI and UPAA84MI. The Master Account Records is read and the desired information is selected and stored for later usage. UPCA12MI is then closed. UPAA84MI is then read and the desired information is extracted and released to a sort routine. This process continues until the end-of-file is reached. Control is then turned over to the output process which checks the Negative Report Indicator. If the

Negative Report Indicator is equal to "N" a Negative Report Message is displayed on the console to the computer operator and the Job is ended. If the Negative Report Indicator is equal to "Y", UPAD311P file is opened and the records are returned from the sort and processed until the end-of-file is reached.

(2) Functional Description:

(a) "Report Sequence" is by Work Schedule hours by Health Benefit Carrier Code within Block Number and Payroll Area.

(b) "Total Enrolled" is the total number enrolled.

(c) "Enrollees - No Deduction" represents the total number of Enrollees who are enrolled in the Health Benefit Carrier Code but did not have a Pay Period Deduction because of AWOP or similar status.

(d) "Enrollee Count-Full Deduction" represents the total number of Full Biweekly Deductions or more for the Applicable Carrier Code.

(e) "Enrollee Count-Half Deduction" represents the total number of one-half Biweekly Deduction.

(f) "Enrollee Total Count" is the sum of the Enrollee Count-Full Deduction and Enrollee Count-Half Deduction columns.

(g) Determine the rates for employees and agency deductions from the Government Health Benefits Deduction Table and reflected on the Register.

(h) The Enrollee Count-Full Deductions multipled by the Applicable Employee Deduction and Agency Contribution plus manual input for Exception Employee Deductions will be reflected as the amounts collected from the employee and the amounts collected from the agency.

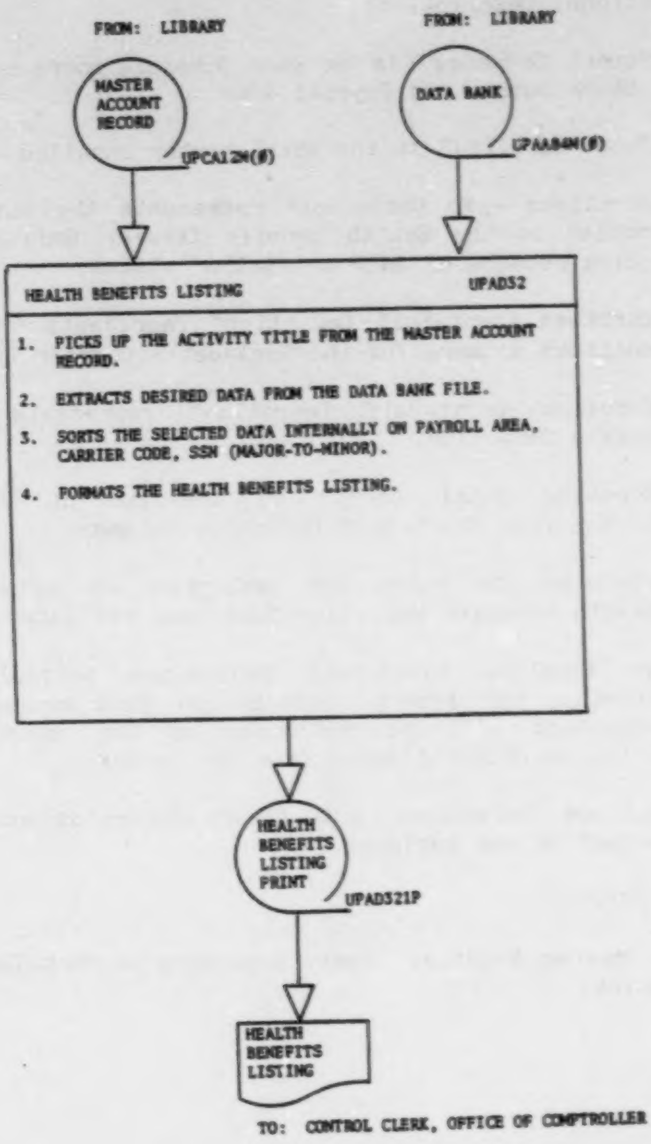
(i) Employee Deductions plus Agency Contributions will be shown as the "Total Collected" on the Register.

SPECIAL CONDITIONS:

UPAD311P: May be Negative Report depending on Part-Time Employees working at the installation.

3.12 HEALTH BENEFITS LISTING - UPAD32

Program I/O Chart


FROM: LIBRARY
MASTER ACCOUNT RECORD
UPCA12M(0)
FROM: LIBRARY
DATA BANK
UPAA84M(0)
HEALTH BENEFITS LISTING
UPAD32
HEALTH BENEFITS LISTING PRINT
UPAD321P
HEALTH BENEFITS LISTING
TO: CONTROL CLERK, OFFICE OF COMPTROLLER

1. PICKS UP THE ACTIVITY TITLE FROM THE MASTER ACCOUNT RECORD.
2. EXTRACTS DESIRED DATA FROM THE DATA BANK FILE.
3. SORTS THE SELECTED DATA INTERNALLY ON PAYROLL AREA, CARRIER CODE, SSN (MAJOR-TO-MINOR).
4. FORMATS THE HEALTH BENEFITS LISTING.

3.12 HEALTH BENEFITS LISTING - UPAD32
Program Narrative

PROGRAM NAME: Health Benefits Listing

PROGRAM ID NUMBER: UPAD32

PURPOSE:

To prepare a report to be used to reconcile Health Benefit enrollment data between the payroll records and the records of the Carrier.

FUNCTIONS/FEATURES:

UPAD32 will produce the Carrier Health Benefit Report with the following totals:

Carrier Code
Plan (First Position of Carrier Code)
Summary of All Carrier Code

DESCRIPTION:

a. Input Files:

(1) UPAA84MI: Data Bank.

(2) UPCA12MI: Master Account Record.

b. Output Files:

UPAD321: Carrier Health Benefits Listing.

c. Processing Description:

(1) The report will be in SSN sequence within each Health Benefit Carrier Code.

(2) The report will only be prepared when the Payroll Office is notified that the Carriers records do not reconcile with the total number of enrollees reported by the enrollment code on the Transmittal and Summary Report to the carrier.

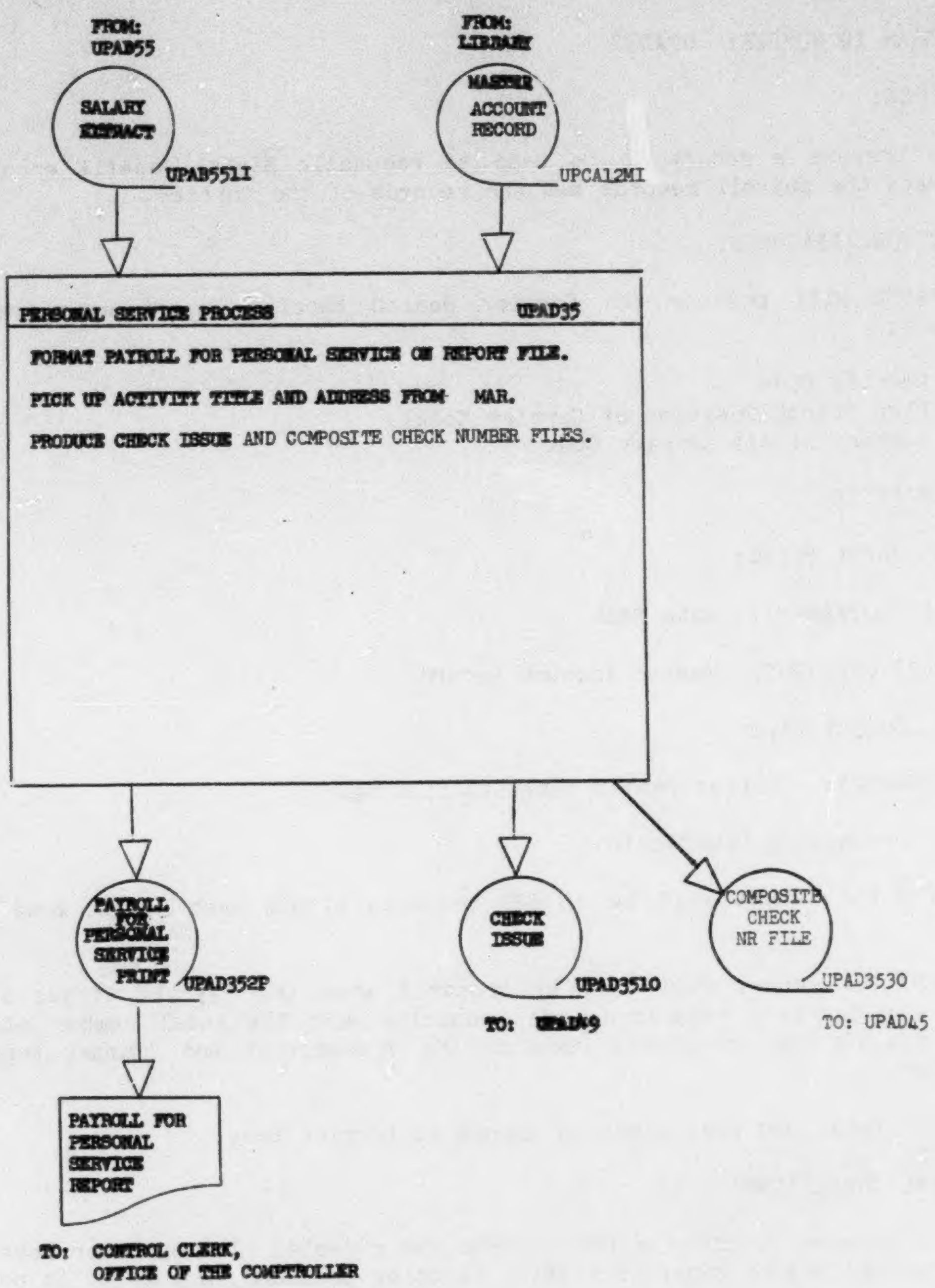
(3) Total and page eject on change in Carrier Code.

SPECIAL CONDITIONS:

This program requires a key in from the console. The operator keys in a 4 if the Carrier Health Benefits Listing is to be produced, a 5 if it is not.

3.13 PERSONAL SERVICE PROCESS - UPAD35

Program I/O Chart


FROM:
UPAD55
SALARY
EXTRACT
UPAB551I
FROM:
LIBRARY
MASTER
ACCOUNT
RECORD
UPCA12MI
PERSONAL SERVICE PROCESS
UPAD35
FORMAT PAYROLL FOR PERSONAL SERVICE ON REPORT FILE.
PICK UP ACTIVITY TITLE AND ADDRESS FROM MAR.
PRODUCE CHECK ISSUE AND COMPOSITE CHECK NUMBER FILES.
PAYROLL
FOR
PERSONAL
SERVICE
PRINT
UPAD352P
CHECK
ISSUE
UPAD3510
TO: UPAD49
COMPOSITE
CHECK
NR FILE
UPAD3530
TO: UPAD45
PAYROLL FOR
PERSONAL
SERVICE
REPORT
TO: CONTROL CLERK,
OFFICE OF THE COMPTROLLER

3.13 PERSONAL SERVICE PROCESS - UPAD35
Program Narrative

PROGRAM NAME: Personal Service Process

PROGRAM ID NUMBER: UPAD35

PURPOSE:

a. To provide a detail listing of employee names, net amount paid and check mailing data.

b. The report supports the payroll for personal services - certification and summary.

FUNCTIONS/FEATURES:

UPAD35 will produce the payroll for personal services with the following totals:

Page Total
Block Total
Part Total
Summary Total
Number of Checks Issued

DESCRIPTION:

a. Input Files:

(1) UPCA12MI: Master Account Record.

(2) UPAD551I: Salary Check File.

b. Output Files:

(1) UPAD3510: Check Issue File.

(2) UPAD352P: Personal Services Report File.

(3) UPAD3530: Composite Check Number File.

c. Processing Description:

(1) The report will be in four parts (Part I, Part II, Part III, and Part IV). Part I will include employees whose checks are to be bulk mailed. Part II will include employees whose checks are to be hand delivered. Part III will include those employees checks which do not have a method of check delivery established on the Data Bank.

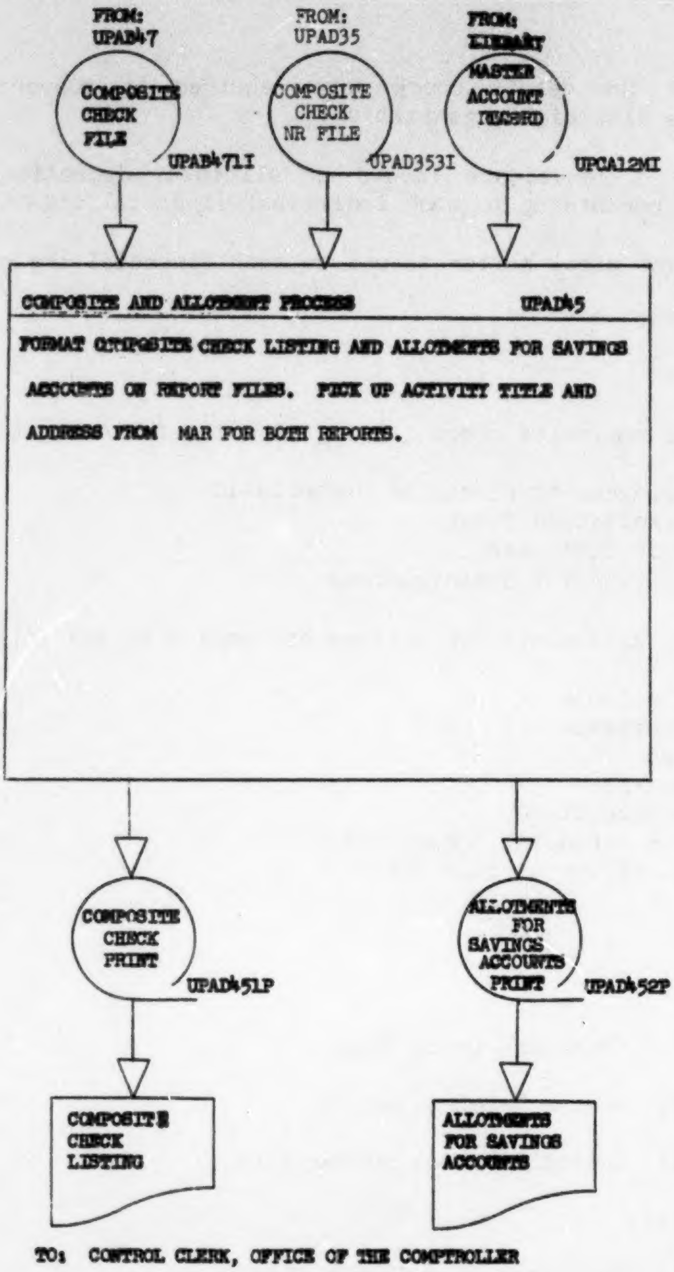
(2) Report sequence is Employee Name, Organization Code (Unit Level), Payroll Block Number and Delivery Code.

(3) List complete address for checks mailed to a bank.

(4) Omit bank name and account number on checks mailed to legal or other address.

SPECIAL CONDITIONS: None.

3.14 COMPOSITE AND ALLOTMENT PROCESS - UPAD45
Program I/O Chart


FROM: UPAB47
COMPOSITE CHECK FILE
UPAB471I
FROM: UPAD35
COMPOSITE CHECK NR FILE
UPAD353I
FROM: LIBRARY
MASTER ACCOUNT RECORD
UPCA12MI
COMPOSITE AND ALLOTMENT PROCESS
UPAD45
FORMAT COMPOSITE CHECK LISTING AND ALLOTMENTS FOR SAVINGS ACCOUNTS ON REPORT FILES. PICK UP ACTIVITY TITLE AND ADDRESS FROM MAR FOR BOTH REPORTS.
COMPOSITE CHECK PRINT
UPAD451P
ALLOTMENTS FOR SAVINGS ACCOUNTS PRINT
UPAD452P
COMPOSITE CHECK LISTING
ALLOTMENTS FOR SAVINGS ACCOUNTS
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.14 COMPOSITE AND ALLOTMENTS PROCESS - UPAD45
Program Narrative

PROGRAM NAME: Composite and Allotments Process

PROGRAM ID NUMBER: UPAD45

PURPOSE:

a. To provide the detail check data required to support a single check disbursement to a financial organization.

b. To provide a remittance record of allotment deductions for deposit to savings accounts pertaining to each individual financial organization.

c. To record the check number issued to each financial organization.

FUNCTIONS/FEATURES:

UPAD45 will:

a. Produce the composite check listing with the following totals:

Number of Employees by Financial Organization
Financial Organization Total
Total Number of Employees
Total of All Financial Organizations

b. Produce the allotments for savings accounts with the following totals:

Number of Allotments
Amount of Allotments
Service Charge
Remittance Charge
Aggregate Service Charge
Net Amount Due Financial Organization
Summary Total of One through Six

DESCRIPTION:

a. Input Files:

(1) UPAB471I: Composite Check File.

(2) UPCA12MI: Master Account Record.

(3) UPAD353I: Composite Check Number File.

b. Output Files:

(1) UPAD451P: Composite List Report File.

(2) UPAD452P: Allotment List Report File.

c. Processing Description:

(1) Composite Check Listing.

(a) Report Sequence is employee name within branch office and Financial Organization Code.

(b) Page eject on branch office or Financial Organization Code change.

(c) A summary of total net amounts listed on all reports will be printed separately on the last page of the report.

(d) The voucher and check numbers will be printed on the report.

(2) Allotment for Savings Accounts.

(a) Report sequence is employee name within branch office and Financial Organization Code.

(b) Page eject on branch office or Financial Organization Code change.

(c) The standard rate for service charge is 6 cents for each payroll deduction stated on the allotment for savings accounts.

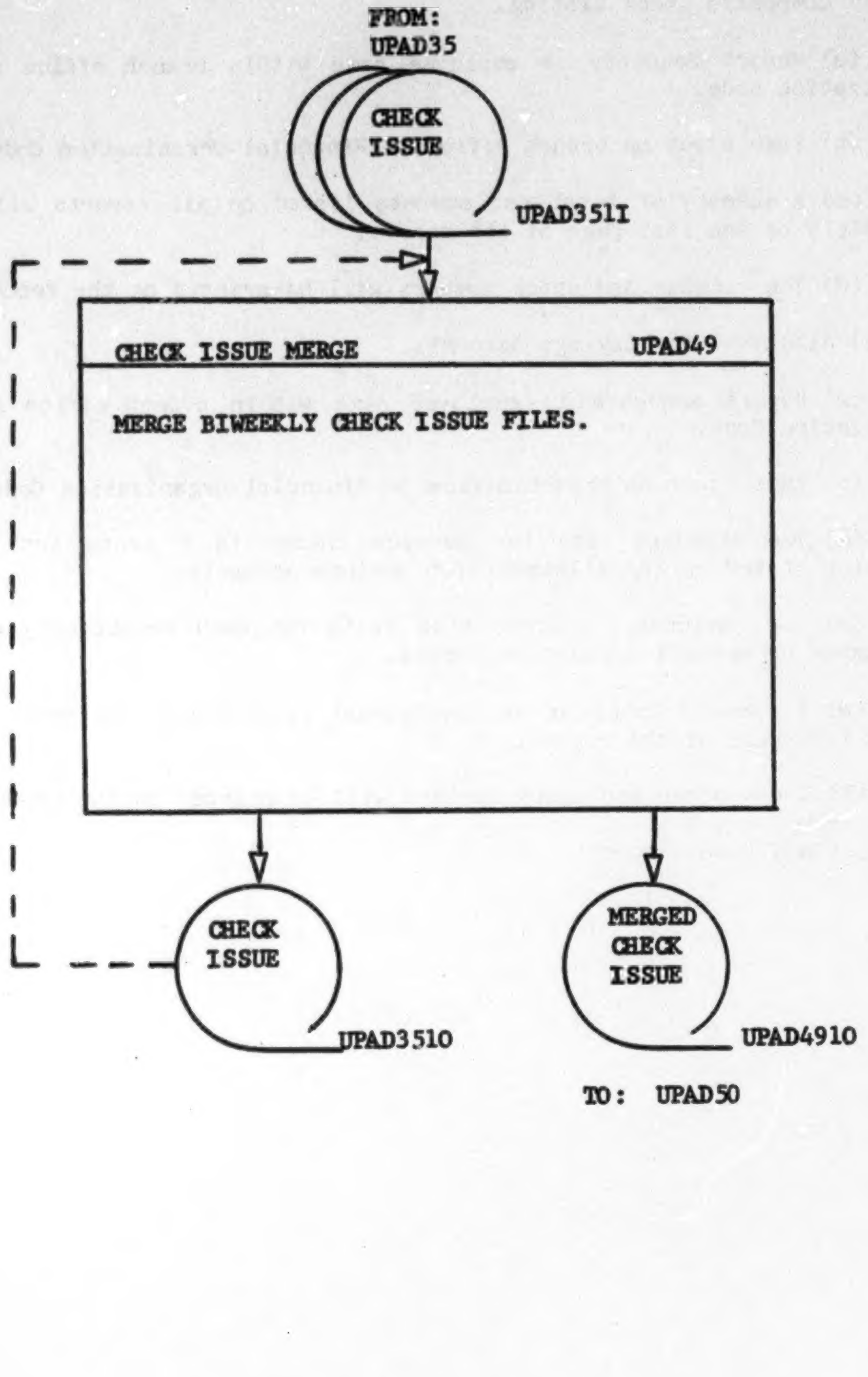
(d) The remittance charge is 12 cents for each remittance, regardless of the number of payroll deductions listed.

(e) A summary total of all individual reports will be printed separately on the last page of the report.

(f) The voucher and check numbers will be printed on the report.

SPECIAL CONDITIONS: None.

3.15 CHECK ISSUE MERGE - UPAD49
Program I/O Chart


FROM:
UPAD35
CHECK ISSUE
UPAD3511
CHECK ISSUE MERGE
UPAD49
MERGE BIWEEKLY CHECK ISSUE FILES.
CHECK ISSUE
UPAD3510
MERGED CHECK ISSUE
UPAD4910
TO: UPAD50

3.15 CHECK ISSUE MERGE - UPAD49
Program Narrative

PROGRAM NAME: Check Issue Merge

PROGRAM ID NUMBER: UPAD49

PURPOSE:

To merge the Biweekly Check Issue Files into a Monthly Check Issue File.

FUNCTIONS/FEATURES:

Merge.

DESCRIPTION:

a. Input File:

UPAD351I: Check Issue Files (biweekly).

b. Output Files:

(1) UPAD3510: Check Issue File.

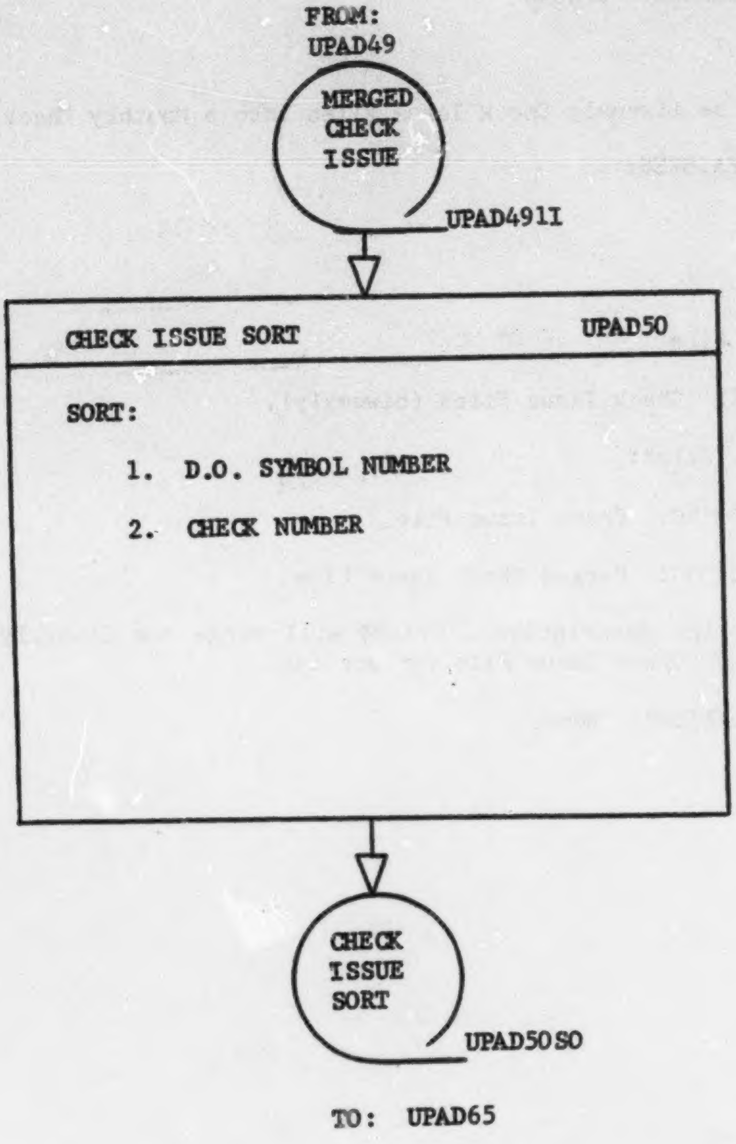
(2) UPAD4910: Merged Check Issue File.

c. Processing Description - UPAD49 will merge the Biweekly Check Issue File into a Monthly Check Issue File for sorting.

SPECIAL CONDITIONS: None.

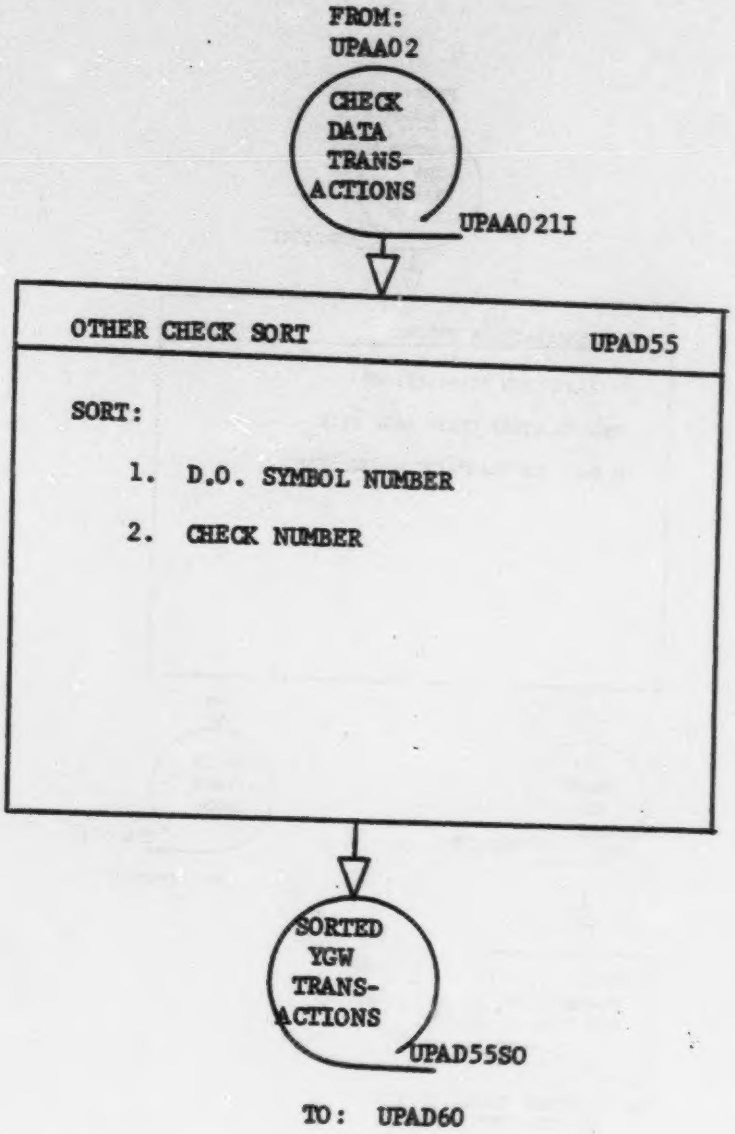
3.16 CHECK ISSUE SORT - UPAD50

Program I/O Chart

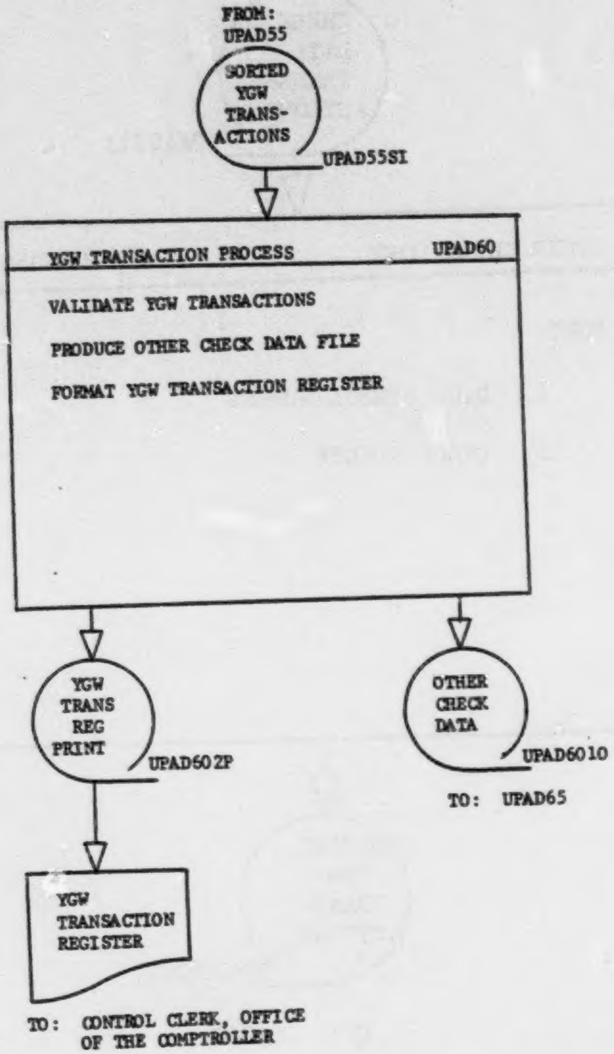

FROM:
UPAD49
MERGED CHECK ISSUE
UPAD49II
CHECK ISSUE SORT
UPAD50
SORT:
1. D.O. SYMBOL NUMBER
2. CHECK NUMBER
CHECK ISSUE SORT
UPAD50SO
TO: UPAD65

3.17 OTHER CHECK SORT - UPAD55

Program I/O Chart


FROM:
UPAA02
CHECK DATA TRANS-ACTIONS
UPAA021I
OTHER CHECK SORT
UPAD55
SORT:
1. D.O. SYMBOL NUMBER
2. CHECK NUMBER
SORTED YGW TRANS-ACTIONS
UPAD55SO
TO: UPAD60

3.18 YGW VALIDATION PROCESS – UPAD60
Program I/O Chart


FROM:
UPAD55
SORTED
YGW
TRANS-
ACTIONS
UPAD55SI
YGW TRANSACTION PROCESS
UPAD60
VALIDATE YGW TRANSACTIONS
PRODUCE OTHER CHECK DATA FILE
FORMAT YGW TRANSACTION REGISTER
YGW
TRANS
REG
PRINT
UPAD602P
OTHER
CHECK
DATA
UPAD6010
TO: UPAD65
YGW
TRANSACTION
REGISTER
TO: CONTROL CLERK, OFFICE
OF THE COMPTROLLER

3.18 YGW VALIDATION PROCESS - UPAD60
Program Narrative

PROGRAM NAME: YGW Validation Process

PROGRAM ID NUMBER: UPAD60

PURPOSE:

To validate all check data transactions input to update the Check Issue File.

FUNCTIONS/FEATURES:

UPAD60 will:

a. Validate each transaction.

b. Write all valid transactions on an output file.

c. Format YGW Transaction Register for all transactions.

d. Reject duplicate transactions.

DESCRIPTION:

a. Input File:

UPAD55SI: Sorted YGW Transactions.

b. Output Files:

(1) UPAD6010: Other Check Data.

(2) UPAD602P: YGW Transaction Register Print.

c. Processing Description: (Validation)

(1) Symbol number must be numeric.

(2) Check number must be numeric.

(3) Voucher number must be numeric.

(4) Check amount must be numeric.

(5) Check issue date must be numeric.

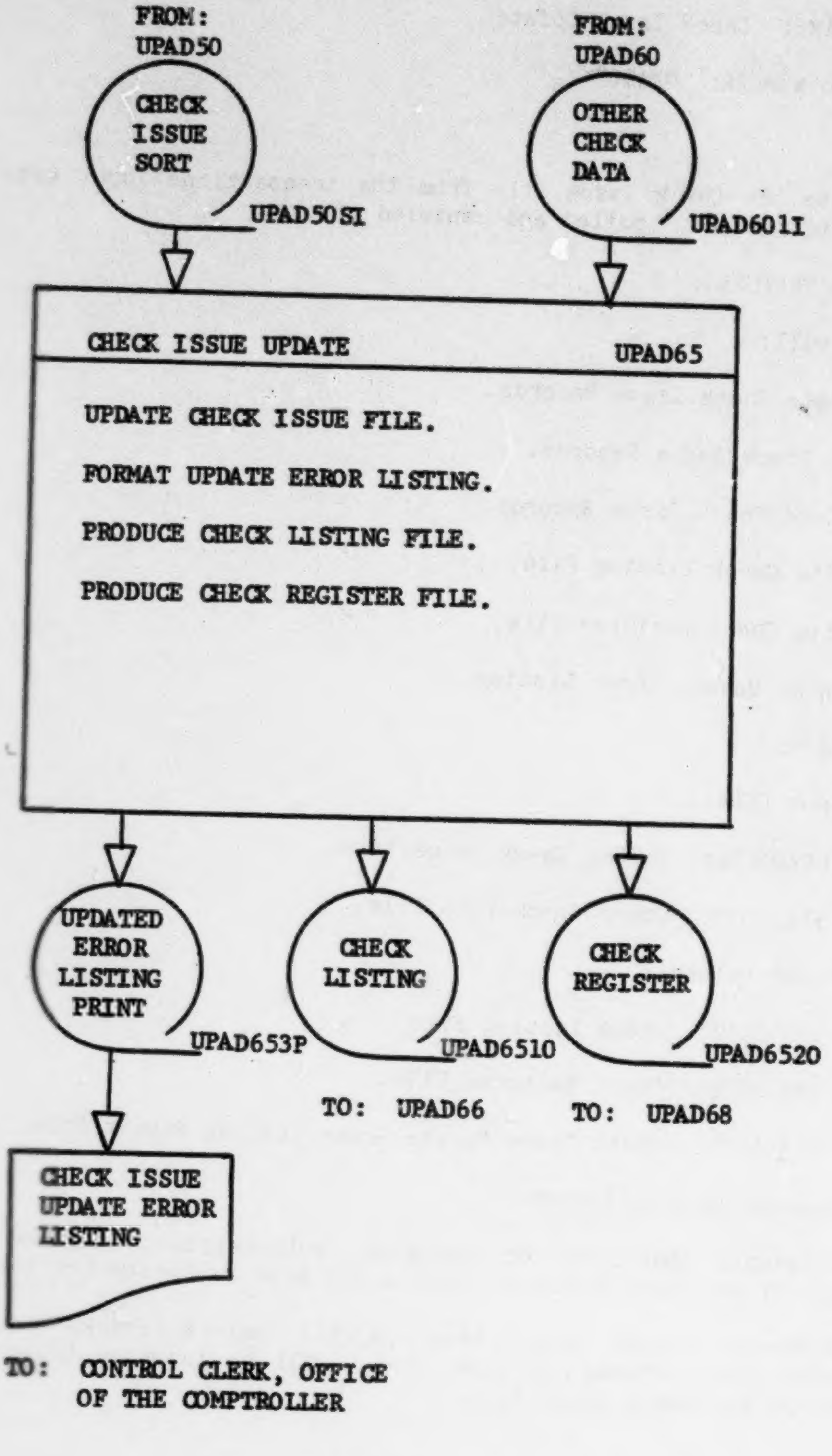
(6) Level number must be 1, 2, 3 or 4.

(7) Action code must be 1, 2, 3, 4 or 5.

(8) Replacement number must be numeric when input.

SPECIAL CONDITIONS: None.

3.19 CHECK ISSUE UPDATE - UPAD65
Program I/O Chart


FROM: UPAD50
CHECK ISSUE SORT
UPAD50SI
FROM: UPAD60
OTHER CHECK DATA
UPAD601I
CHECK ISSUE UPDATE
UPAD65
UPDATE CHECK ISSUE FILE.
FORMAT UPDATE ERROR LISTING.
PRODUCE CHECK LISTING FILE.
PRODUCE CHECK REGISTER FILE.
UPDATED ERROR LISTING PRINT
UPAD653P
CHECK LISTING
UPAD6510
TO: UPAD66
CHECK REGISTER
UPAD6520
TO: UPAD68
CHECK ISSUE UPDATE ERROR LISTING
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.19 CHECK ISSUE UPDATE - UPAD65
Program Narrative

PROGRAM NAME: Check Issue Update

PROGRAM ID NUMBER: UPAD65

PURPOSE:

To update the Check Issue File from the transactions input with add, void-no issue, void reissue, spoiled and canceled checks.

FUNCTIONS/FEATURES:

UPAD65 will:

a. Update Check Issue Records.

b. Add Check Issue Records.

c. Delete Check Issue Records.

d. Write Check Listing File.

e. Write Check Register File.

f. Format Update Error Listing.

DESCRIPTION:

a. Input Files:

(1) UPAD50SI: Sorted Check Issue File.

(2) UPAD601I: Other Check Data File.

b. Output Files:

(1) UPAD6510: Check Listing File.

(2) UPAD6520: Check Register File.

(3) UPAD653P: Check Issue Update Error Listing Report File.

c. Processing Description:

(1) Payroll checks to be canceled, void-reissue, void-no issue, add and spoiled will be input with the other check data to update the Check Issue File.

(2) Checks issued other than payroll salary checks (e.g., checks to commercial firms, checks for cash, etc.) will be input as other check data and recorded on the Check Issue File.

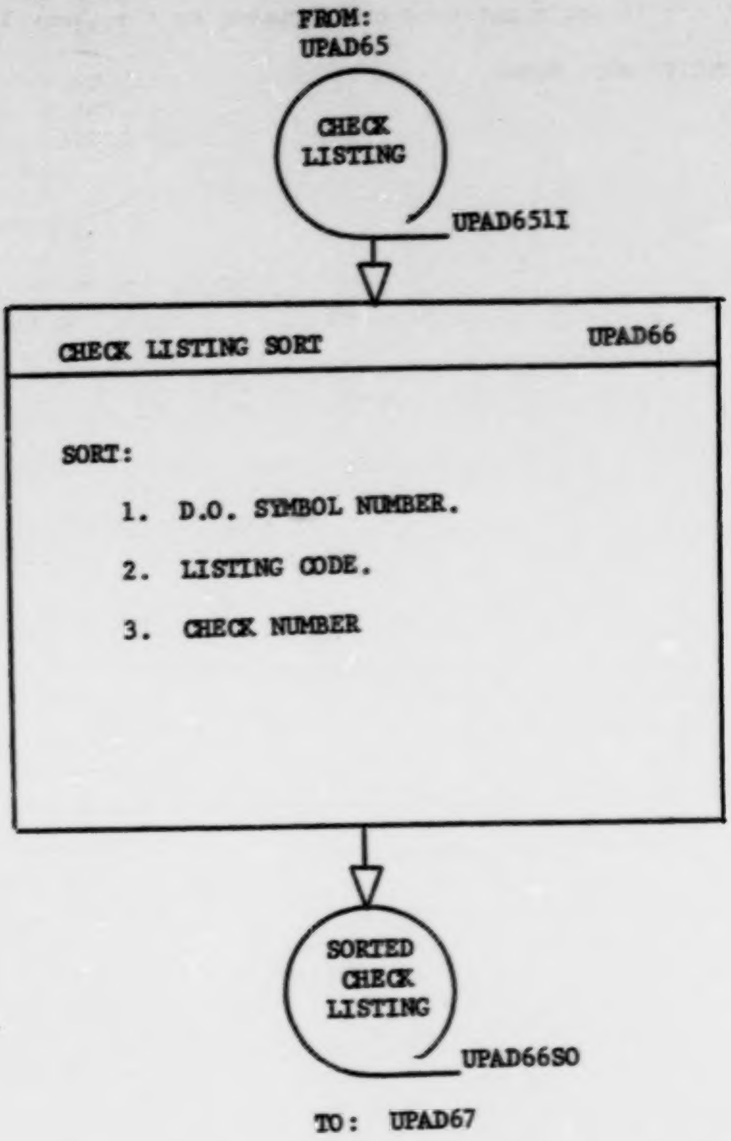
(3) Checks input with action code 1 will be rejected as an error if there is a matching check number on the Check Issue File.

(4) Check input with action codes 2, 3, 4 and 5 will be rejected as an error if there is not a matching check number on the Check Issue File.

SPECIAL CONDITIONS: None.

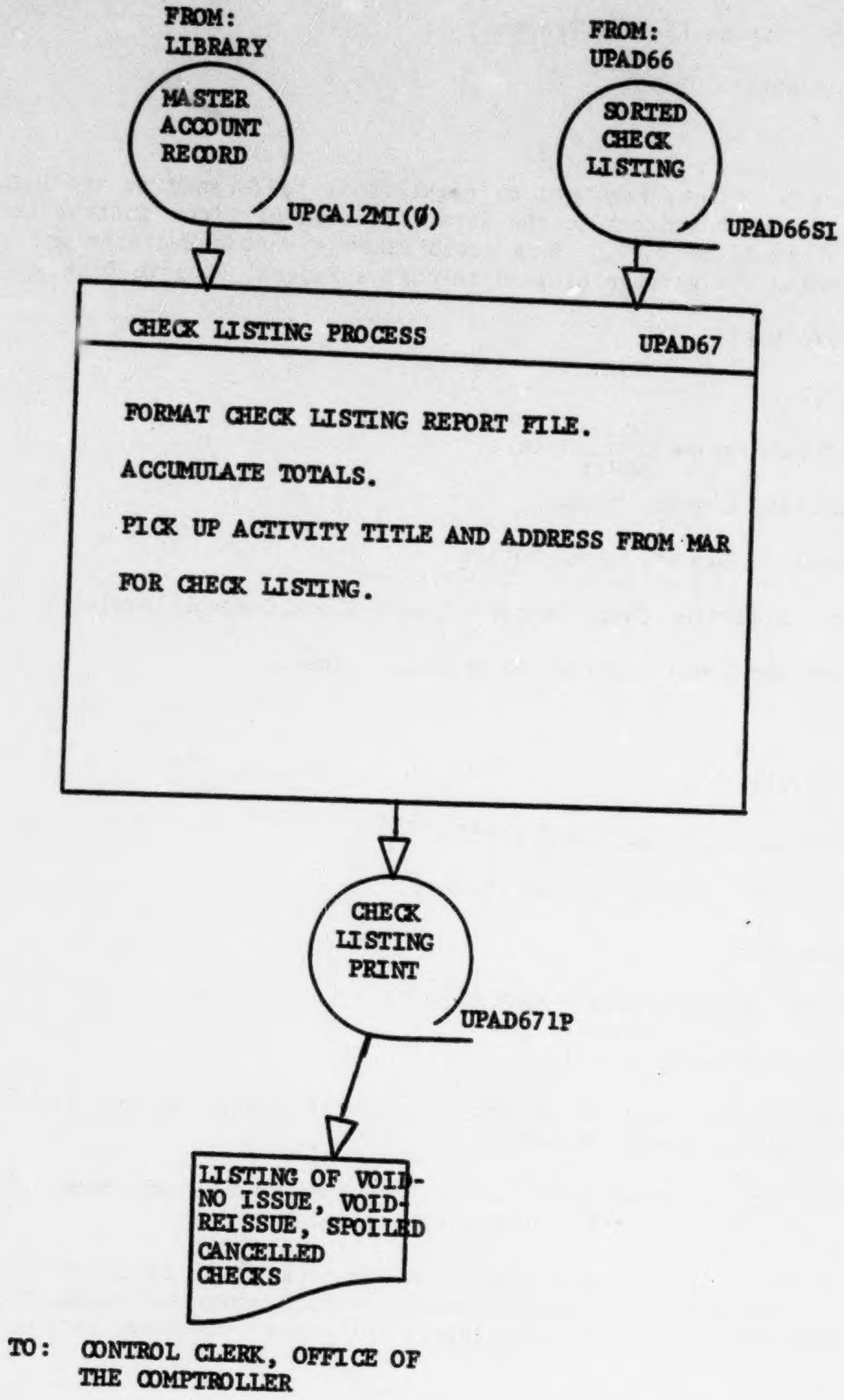
3.20 CHECK LISTING SORT - UPAD66

Program I/O Chart


FROM:
UPAD65
CHECK LISTING
UPAD65I1
CHECK LISTING SORT
UPAD66
SORT:
1. D.O. SYMBOL NUMBER.
2. LISTING CODE.
3. CHECK NUMBER
SORTED CHECK LISTING
UPAD66SO
TO: UPAD67

3.21 CHECK LISTING PROCESS - UPAD67

Program I/O Chart


FROM:
LIBRARY
MASTER ACCOUNT RECORD
UPCA12MI(0)
FROM:
UPAD66
SORTED CHECK LISTING
UPAD66SI
CHECK LISTING PROCESS
UPAD67
FORMAT CHECK LISTING REPORT FILE.
ACCUMULATE TOTALS.
PICK UP ACTIVITY TITLE AND ADDRESS FROM MAR FOR CHECK LISTING.
CHECK LISTING PRINT
UPAD671P
LISTING OF VOID-NO ISSUE, VOID-REISSUE, SPOILED CANCELLED CHECKS
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.21 CHECK LISTING PROCESS - UPAD67
Program Narrative

PROGRAM NAME: Check Listing Process

PROGRAM ID NUMBER: UPAD67

PURPOSE:

To prepare a report, required by regulation, to forward to the U.S. Treasury Department as an attachment to the Recapitulation of Block Control Level Totals of Checks Issued, SF 1179. This establishes a Master Register and control of all outstanding checks when cleared through a Federal Reserve Bank.

FUNCTIONS/FEATURES:

UPAD67 will:

a. Accumulate Block Level Totals.

b. Accumulate Listing Totals.

c. Accumulate Summary Level Totals.

d. Record Beginning Check Number of each Block Control Level.

e. Format the Check Listing for printing later.

DESCRIPTION:

a. Input Files:

(1) UPAD66SI: Sorted Check Listing File.

(2) UPCA12MI: Master Account Record.

b. Output File:

UPAD671P: Check Listing Print File.

c. Processing Description:

(1) The listing will be prepared in check number within listing code and disbursing station symbol number.

(2) Each check issued will relate to a check number and date and the amount of the check will be recorded in a separate column.

(3) Totals will be accumulated and recorded at assigned block control levels for each series of checks issued, e.g., issue for block control level 1,000 should reflect a total immediately following each check ending with 999.

NOTE: Block control levels are assigned by the Treasurer of the United States on the basis of the average monthly volume of checks issued as follows:

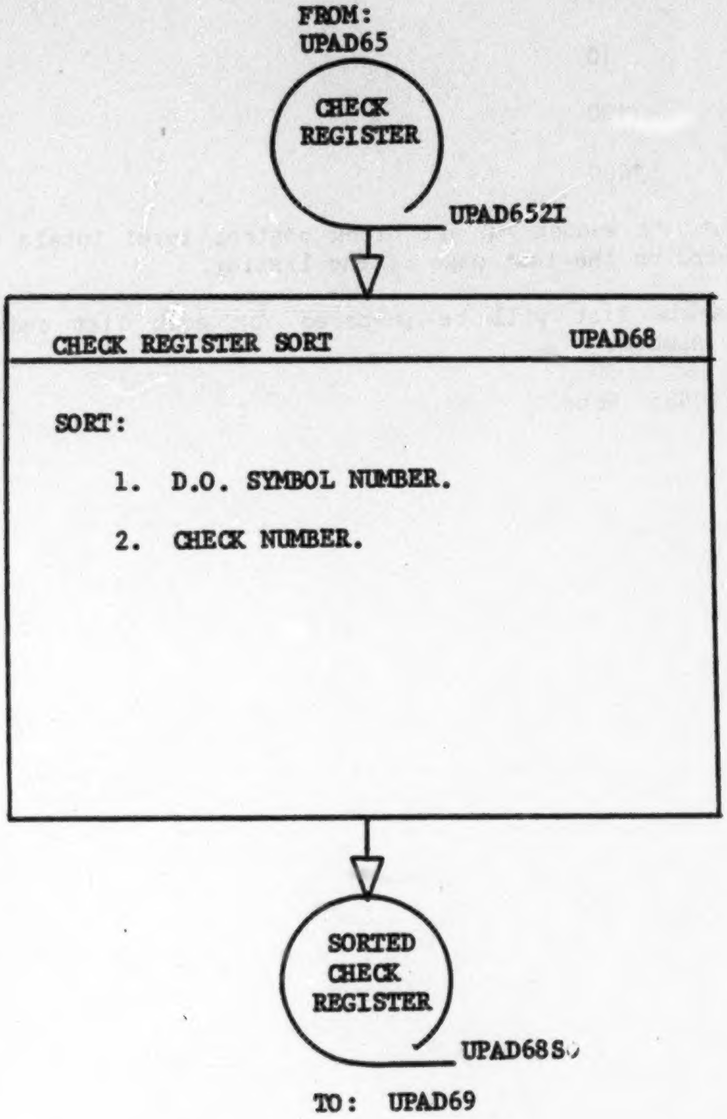
AVERAGE NUMBER OF CHECKS	BLOCK CONTROL LEVEL
25 or less	1
26 thru 174	10
175 thru 2199	100
2200 or more	1000

(4) The summary amount of all block control level totals of checks issued will be reflected on the last page of the listing.

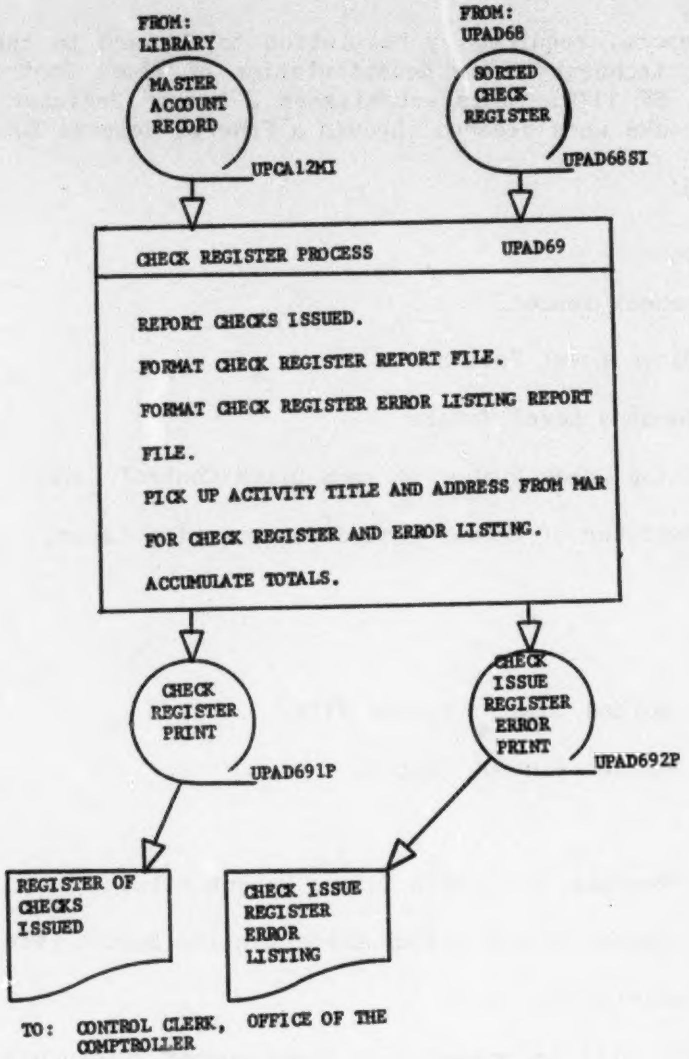
(5) A separate list will be prepared for each list code and disbursing station symbol number.

SPECIAL CONDITIONS: None.

3.22 CHECK REGISTER SORT - UPAD68
Program I/O Chart


FROM:
UPAD65
CHECK
REGISTER
UPAD652I
CHECK REGISTER SORT
UPAD68
SORT:
1. D.O. SYMBOL NUMBER.
2. CHECK NUMBER.
SORTED
CHECK
REGISTER
UPAD68S
TO: UPAD69

3.23 CHECK ISSUE REGISTER PROCESS - UPAD69
Program I/O Chart


FROM: LIBRARY
MASTER ACCOUNT RECORD
UPCA12MI
FROM: UPAD68
SORTED CHECK REGISTER
UPAD68SI
CHECK REGISTER PROCESS
UPAD69
REPORT CHECKS ISSUED.
FORMAT CHECK REGISTER REPORT FILE.
FORMAT CHECK REGISTER ERROR LISTING REPORT FILE.
PICK UP ACTIVITY TITLE AND ADDRESS FROM MAR FOR CHECK REGISTER AND ERROR LISTING.
ACCUMULATE TOTALS.
CHECK REGISTER PRINT
UPAD691P
CHECK ISSUE REGISTER ERROR PRINT
UPAD692P
REGISTER OF CHECKS ISSUED
CHECK ISSUE REGISTER ERROR LISTING
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.23 CHECK ISSUE REGISTER PROCESS - UPAD69
Program Narrative

PROGRAM NAME: Check Issue Register Process

PROGRAM ID NUMBER: UPAD69

PURPOSE:

To prepare a report, required by regulation to forward to the U.S. Treasury Department as an attachment to the Recapitulation of Block Control Level Totals of Checks Issued, SF 1179. This establishes a Master Register and control of all outstanding checks when cleared through a Federal Reserve Bank.

FUNCTIONS/FEATURES:

UPAD69 will:

a. Report each check issued.

b. Accumulate Block Level Totals.

c. Accumulate Summary Level Totals.

d. Record Beginning Check Number of each Block Control Level.

e. Format the Register of Checks Issued for printing later.

DESCRIPTION:

a. Input Files:

(1) UPAD68SI: Sorted Check Register File.

(2) UPCA12MI: Master Account Record.

b. Output Files:

(1) UPAD671P: Register of Checks Issued Report File.

(2) UPAD692P: Check Issue Register Error Listing Report File.

c. Processing Description:

(1) The register will be prepared in check number within disbursing station symbol number.

(2) Each check issue will relate to a check number and date and the amount of the check will be recorded in a separate column.

(3) Totals will be accumulated and recorded at assigned block control levels for each series of checks issued, e.g., issue for block control level 1,000 should reflect a total immediately following each check ending with 999.

NOTE: Block control levels are assigned by the Treasurer of the United States on the basis of the average monthly volume of checks issued as follows:

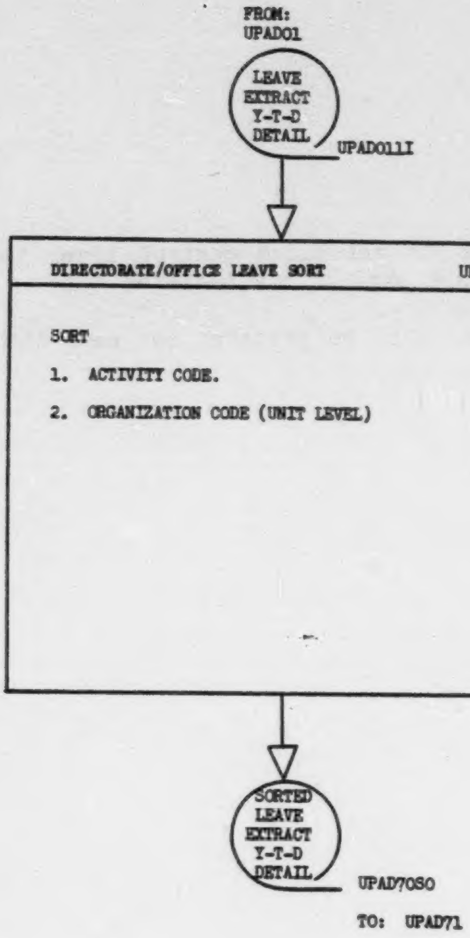
AVERAGE NUMBER OF CHECKS	BLOCK CONTROL LEVEL
25 or less	1
26 thru 174	10
175 thru 2199	100
2200 or more	1000

(4) The summary amount of all block control level totals of checks issued will be reflected on the last page of the register.

(5) A separate register will be prepared for each disbursing station symbol number.

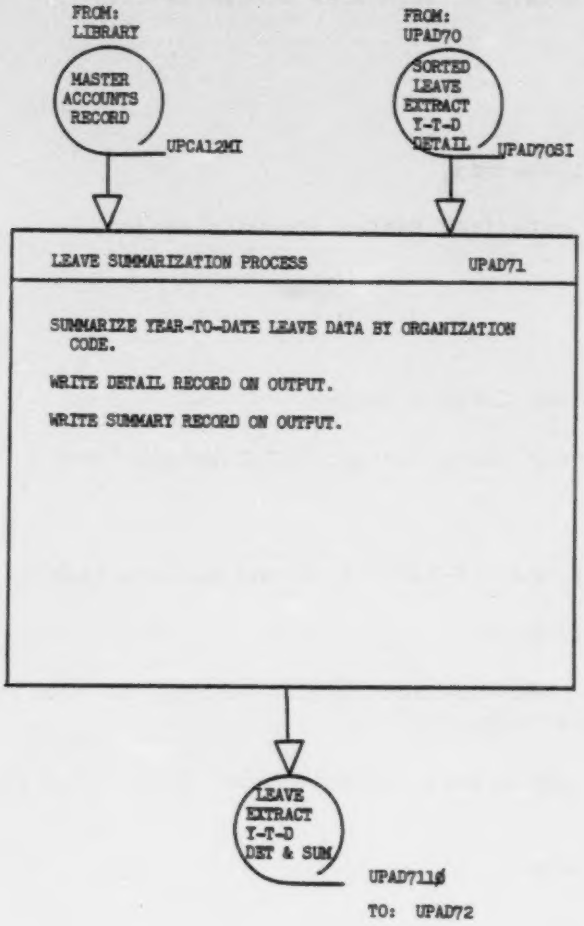
SPECIAL CONDITIONS: None.

3.24 DIRECTORATE/OFFICE LEAVE SORT - UPAD70
Program I/O Chart


FROM:
UPAD01
LEAVE EXTRACT Y-T-D DETAIL
UPAD011I
DIRECTORATE/OFFICE LEAVE SORT
UPAD70
SORT
1. ACTIVITY CODE.
2. ORGANIZATION CODE (UNIT LEVEL)
SORTED LEAVE EXTRACT Y-T-D DETAIL
UPAD70SO
TO: UPAD71

3.25 LEAVE SUMMARIZATION PROCESS - UPAD71

Program I/O Chart


FROM: LIBRARY
MASTER ACCOUNTS RECORD
UPCA12MI
FROM: UPAD70
SORTED LEAVE EXTRACT Y-T-D DETAIL
UPAD70SI
LEAVE SUMMARIZATION PROCESS
UPAD71
LEAVE EXTRACT Y-T-D DET & SUM
UPAD7110
TO: UPAD72

SUMMARIZE YEAR-TO-DATE LEAVE DATA BY ORGANIZATION CODE.

WRITE DETAIL RECORD ON OUTPUT.

WRITE SUMMARY RECORD ON OUTPUT.

3.25 LEAVE SUMMARIZATION PROCESS - UPAD71
Program Narrative

PROGRAM NAME: Leave Summarization Process

PROGRAM ID NUMBER: UPAD71

PURPOSE:

To provide summary totals on each work center level.

FUNCTIONS/FEATURES:

UPAD71 will:

a. Summarize Detail Records.

b. Select required data from Master Accounts Record.

DESCRIPTION:

a. Input Files:

(1) UPCA12MI: Master Account Record.

(2) UPAD70SI: Sorted Leave Extract Y-T-D Detail File.

b. Output File:

UPAD7110: Leave Extract Y-T-D Detail and Summary File.

c. Processing Description:

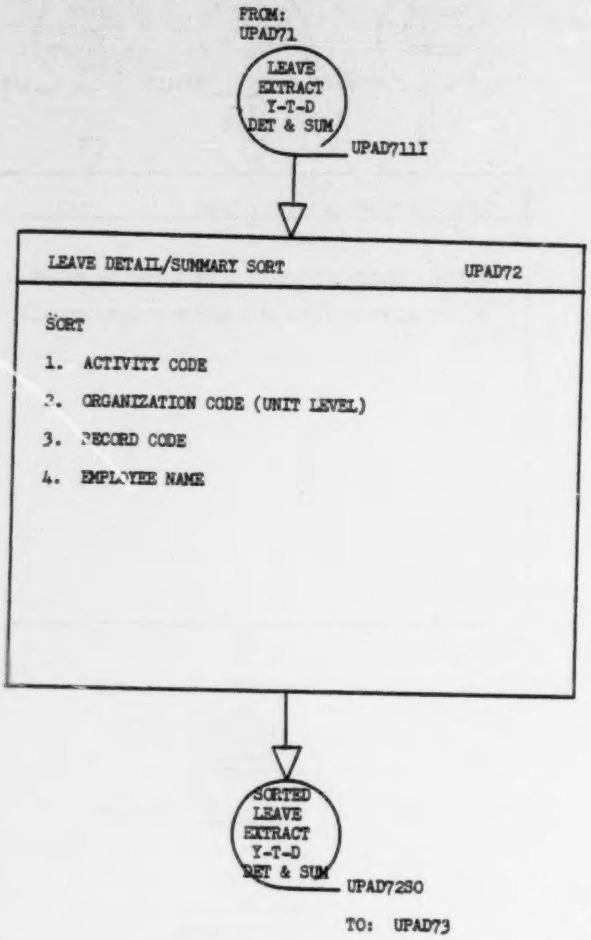
(1) Summarize the Year-to-Date Detail Records to the lowest level of the Organization Code assignment.

(2) Pickup the appropriate organization title from the Master Account Record.

SPECIAL CONDITIONS: None.

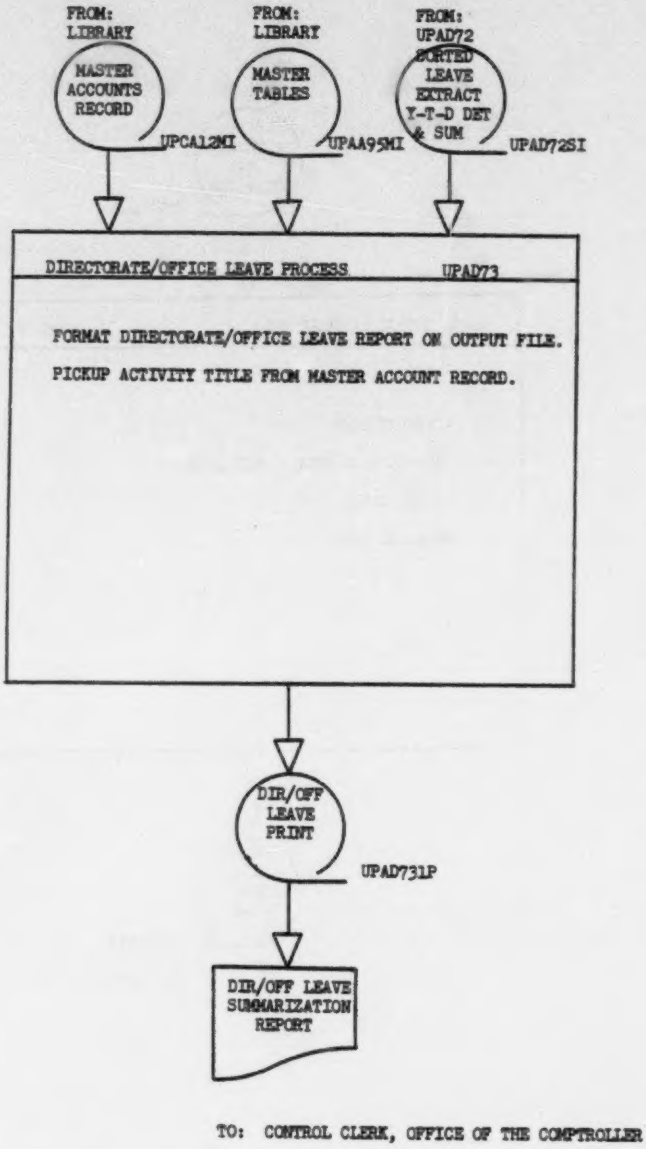
3.26 LEAVE DETAIL/SUMMARY SORT - UPAD72

Program I/O Chart


FROM:
UPAD71
LEAVE
EXTRACT
Y-T-D
DET & SUM
UPAD711I
LEAVE DETAIL/SUMMARY SORT
UPAD72
SORT
1. ACTIVITY CODE
2. ORGANIZATION CODE (UNIT LEVEL)
3. RECORD CODE
4. EMPLOYEE NAME
SORTED
LEAVE
EXTRACT
Y-T-D
DET & SUM
UPAD72SO
TO: UPAD73

3.27 DIRECTORATE/OFFICE LEAVE PROCESS - UPAD73

Program I/O Chart


FROM: LIBRARY
MASTER ACCOUNTS RECORD
UPCA12MI
FROM: LIBRARY
MASTER TABLES
UPAA95MI
FROM: UPAD72
SORTED LEAVE EXTRACT Y-T-D DET & SUM
UPAD72SI
DIRECTORATE/OFFICE LEAVE PROCESS
UPAD73
FORMAT DIRECTORATE/OFFICE LEAVE REPORT ON OUTPUT FILE.
PICKUP ACTIVITY TITLE FROM MASTER ACCOUNT RECORD.
DIR/OFF LEAVE PRINT
UPAD731P
DIR/OFF LEAVE SUMMARIZATION REPORT
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.27 DIRECTORATE/OFFICE LEAVE PROCESS - UPAD73
Program Narrative

PROGRAM NAME: Directorate/Office Leave Process

PROGRAM ID NUMBER: UPAD73

PURPOSE:

To provide each Directorate/Office with Year-To-Date leave data by employee. The report is used as a management tool to assist in forecasting, scheduling and analyzing leave data.

FUNCTIONS/FEATURES:

UPAD73 will produce the Directorate/Office Leave Report with the following totals:

a. Employee Totals:

Annual Leave Used - Y-T-D
Annual Leave - Use/Lose
Sick Leave Used - Y-T-D
Sick Leave Balance - Y-T-D
AWOP Hours - Y-T-D
Annual Leave - Prior Year Balance
Annual Leave Accrued - Y-T-D
Annual Leave - Maximum Hours
Annual Leave Credit Reduction - Y-T-D
Sick Leave Credit Reduction - Y-T-D

b. Organization and Activity Totals:

Annual Leave Used - Y-T-D
Annual Leave - Use/Lose
Sick Leave Used - Y-T-D
Sick Leave Balance - Y-T-D
AWOP Hours - Y-T-D
Annual Leave Credit Reduction - Y-T-D
Sick Leave Credit Reduction - Y-T-D

DESCRIPTION:

a. Input File:

(1) UPAD72SI: Sorted Leave Extract Y-T-D Detail and Summary File.

(2) UPCA12MI: Master Account Record.

(3) UPAA95MI: Master Tables.

b. Output File:

UPAD731P: Directorate/Office Leave Report File.

c. Processing Description:

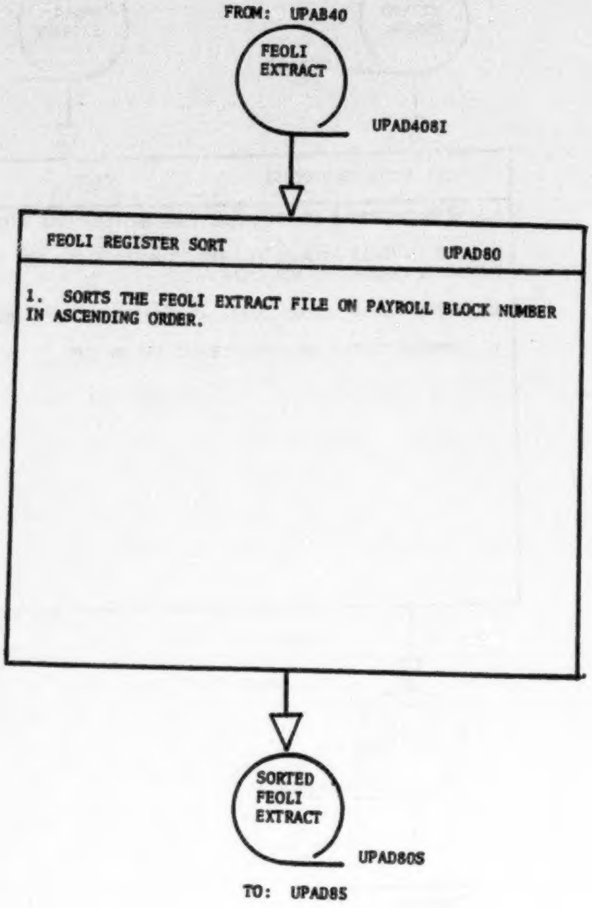
(1) The report is prepared in Employee Name, within Organization Code (Unit level) within Activity Code sequence.

(2) Organization and Activity totals are summarized and printed.

(3) Page eject on change in Organization and Activity Code.

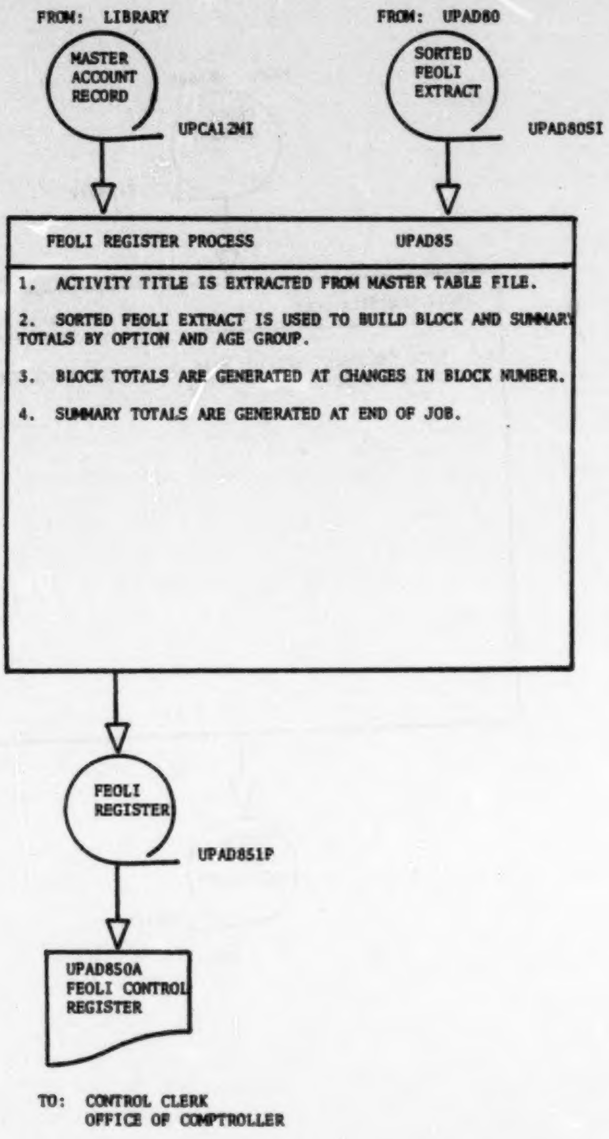
SPECIAL CONDITIONS: None.

3.28 FEOLI REGISTER SORT - UPAD80
Program I/O Chart


FROM: UPAB40
FEOLI EXTRACT
UPAD408I
FEOLI REGISTER SORT
UPAD80
SORTED FEOLI EXTRACT
UPAD80S
TO: UPAD85

1. SORTS THE FEOLI EXTRACT FILE ON PAYROLL BLOCK NUMBER IN ASCENDING ORDER.

3.29 FEOLI REGISTER PROCESS - UPAD85
Program I/O Chart


FROM: LIBRARY
MASTER ACCOUNT RECORD
UPCA12MI
FROM: UPAD80
SORTED FEOLI EXTRACT
UPAD80SI
FEOLI REGISTER PROCESS
UPAD85
FEOLI REGISTER
UPAD851P
UPAD850A FEOLI CONTROL REGISTER
TO: CONTROL CLERK
OFFICE OF COMPTROLLER

1. ACTIVITY TITLE IS EXTRACTED FROM MASTER TABLE FILE.
2. SORTED FEOLI EXTRACT IS USED TO BUILD BLOCK AND SUMMARY TOTALS BY OPTION AND AGE GROUP.
3. BLOCK TOTALS ARE GENERATED AT CHANGES IN BLOCK NUMBER.
4. SUMMARY TOTALS ARE GENERATED AT END OF JOB.

3.29 FEOLI REGISTER PROCESS - UPAD85
Program Narrative

PROGRAM NAME: FEOLI Register Process

PROGRAM ID NUMBER: UPAD85

PURPOSE:

To generate the FEOLI Register by block number. The register will show the block totals by option number and age group with a block summary total as the bottom line of each page. In addition, the register will have a grand total as the last page showing grand totals by option number and age group with the grand summary total as the bottom line.

DESCRIPTION:

a. Input Files:

(1) UPAD80SI: Sorted FEOLI Extract File.

(2) UPCA12MI: Master Account Record.

b. Output File:

UPAD851P: FEOLI Control Register Listing.

c. Processing Description:

(1) Program reads the Master Account Record (UPCA12MI) and extracts the activity title and closes the file.

(2) Reads the first FEOLI extract transaction (UPAD80SI) and stores the block number in working storage.

(3) Loops through the transaction process routine until all records are processed and then accomplishes the end-of-job processing.

(4) Transaction processing encompasses the following:

(a) Checks for out of sequence records; causing program termination on error condition.

(b) Checks for change in block number; causing block totals to be written out and block total areas to be cleared when condition is met.

(c) Checks for invalid transactions; causing process of transaction to be bypassed when condition is met.

(d) Accumulates enrollment and deduction block and summary totals by option and age group.

(e) Reads another extract transaction.

(5) End-of-job processing encompasses the following:

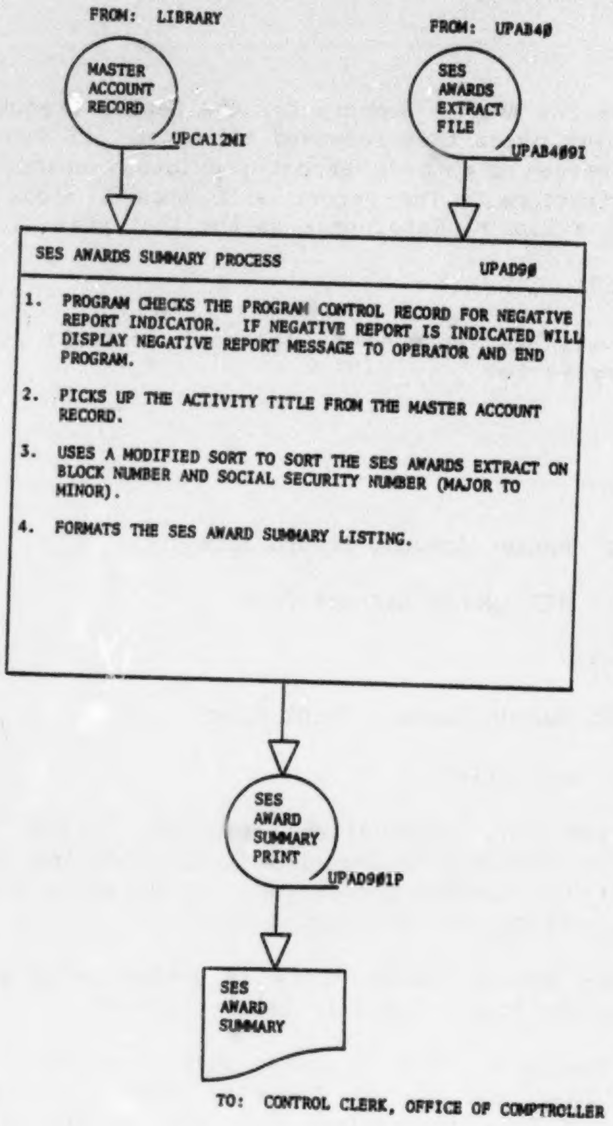
(a) Checks for error condition and display error message on console for operators action when condition is met.

(b) Writes grand total page at normal end-of-job.

(c) Closes input and output files.

SPECIAL CONDITIONS: None.

3.30 SES AWARDS SUMMARY PROCESS - UPAD90
Program I/O Chart


FROM: LIBRARY
MASTER ACCOUNT RECORD
UPCA12MI
FROM: UPAB40
SES AWARDS EXTRACT FILE
UPAB4091
SES AWARDS SUMMARY PROCESS
UPAD90
SES AWARD SUMMARY PRINT
UPAD901P
SES AWARD SUMMARY
TO: CONTROL CLERK, OFFICE OF COMPTROLLER

1. PROGRAM CHECKS THE PROGRAM CONTROL RECORD FOR NEGATIVE REPORT INDICATOR. IF NEGATIVE REPORT IS INDICATED WILL DISPLAY NEGATIVE REPORT MESSAGE TO OPERATOR AND END PROGRAM.
2. PICKS UP THE ACTIVITY TITLE FROM THE MASTER ACCOUNT RECORD.
3. USES A MODIFIED SORT TO SORT THE SES AWARDS EXTRACT ON BLOCK NUMBER AND SOCIAL SECURITY NUMBER (MAJOR TO MINOR).
4. FORMATS THE SES AWARD SUMMARY LISTING.

3.30 SENIOR EXECUTIVE SERVICE AWARDS SUMMARY PROCESS - UPAD90
Program Narrative

PROGRAM NAME: Senior Executive Service Awards Summary Process

PROGRAM ID NUMBER: UPAD90

PURPOSE:

To generate the SES Awards Summary for the Senior Executive Service that will report those SES employees that received either an SES Award during the current Pay Period or received a cutback amount previously awarded but withheld due to compensation limitations. The report will show a Block Total on changes in Block Numbers and a Summary Total page as the last page of the report.

FUNCTIONS/FEATURES:

This program will be bypassed by internal controls if there is no one to report for the Pay Period.

DESCRIPTION:

a. Input Files:

(1) UFCA12MI: Master Account Record File.

(2) UPAB409I: SES Awards Extract File.

b. Output Files:

UPAD901P: SES Awards Summary Print File.

c. Processing Description:

(1) The program opens UPAB409I and reads the Control Record and checks for a Negative Report. If Negative Report is indicated, the file is closed and the program ended without further processing. If Negative Report is not indicated, the program will continue as indicated below.

(2) The Master Account Record File is opened, read and the Activity Title is extracted from the file. The file is then closed.

(3) The SES Awards Extract is sorted with a modified sort on Payroll Area, Payroll Block Number and Social Security Number (major-to-minor ascending order). At end-of-file indication, the sorted records are released to the output process.

(4) The output process includes building the Heading Lines, listing each employee in Social Security Number order, accumulating Block and Summary Totals.

(5) Block Totals will be printed on changes in Block Numbers.

(6) Payroll Area Totals will be printed on changes in Payroll Areas. (Payroll Areas are not presently used in system.)

SPECIAL CONDITIONS:

UPAD901P: A Negative Report is the norm for this program.

VOLUME I APCAPS ADP SPECIFICATIONS

PART 4 PAYROLL SUBSYSTEM

CHAPTER 6 QUARTERLY REPORTS - UPAE0000

CHAPTER TABLE OF CONTENTS

SECT	DESCRIPTION	PAGE
1	GENERAL	

SECT	DESCRIPTION	PAGE
1.1	Purpose	I-4-6-1

SECT	DESCRIPTION	PAGE
2	QUARTERLY REPORTS APPLICATION	

SECT	DESCRIPTION	PAGE
2.1	Quarterly Reports - UPAE0000	I-4-6-2

SECT	DESCRIPTION	PAGE
3	QUARTERLY REPORTS PROGRAMS	

SECT	DESCRIPTION	PAGE
3.1	Biweekly ILR Sort - UPAE01	I-4-6-10
3.2	Biweekly Leave Transfer Sort - UPAE02	I-4-6-11
3.3	Quarterly ILR Sort - UPAE05	I-4-6-12
3.4	Annual ILR Sort - UPAE07	I-4-6-13
3.5	Bond Extract - UPAE10	I-4-6-14
3.6	Quarterly Individual Leave Reports - UPAE15	I-4-6-16
3.7	Quarterly Recap of CSR - UPAE20	I-4-6-19
3.8	Sort Log Extract - UPAE25	I-4-6-21
3.9	Format Employee Log and Locator Lists - UPAE30	I-4-6-22
3.10	Master Employee Log and Locator Lists - UPAE32	I-4-6-24
3.11	Biweekly IPR Sort - UPAE35	I-4-6-26
3.12	Individual Earnings Report - UPAE40	I-4-6-27
3.13	Bond Extract Sort - UPAE45	I-4-6-29
3.14	Pay History Sort - UPAE47	I-4-6-30
3.15	Quarterly Pay History Update - UPAE48	I-4-6-31
3.16	Updated Pay History Sort - UPAE49	I-4-6-33
3.17	Bond Participation Report - UPAE50	I-4-6-34
3.18	Fiscal Update Data Bank - UPAE60	I-4-6-36
3.19	Fiscal Update Cost Data - UPAE61	I-4-6-39
3.20	Quarterly Outlay by Operational Area Sort - UPAE62	I-4-6-42
3.21	Fiscal Year-To-Date Process - UPAE65	I-4-6-43
3.22	Deduction Summary Sort - UPAE80	I-4-6-45
3.23	Biweekly Deduction Summary - UPAE85	I-4-6-46
3.24	City Tax Sort - UPAE90	I-4-6-48
3.25	Occupational Tax Summary - UPAE95	I-4-6-49

VOLUME I APCAPS ADP SPECIFICATIONS

PART 4 PAYROLL SUBSYSTEM

CHAPTER 6 QUARTERLY REPORTS - UPAE0000

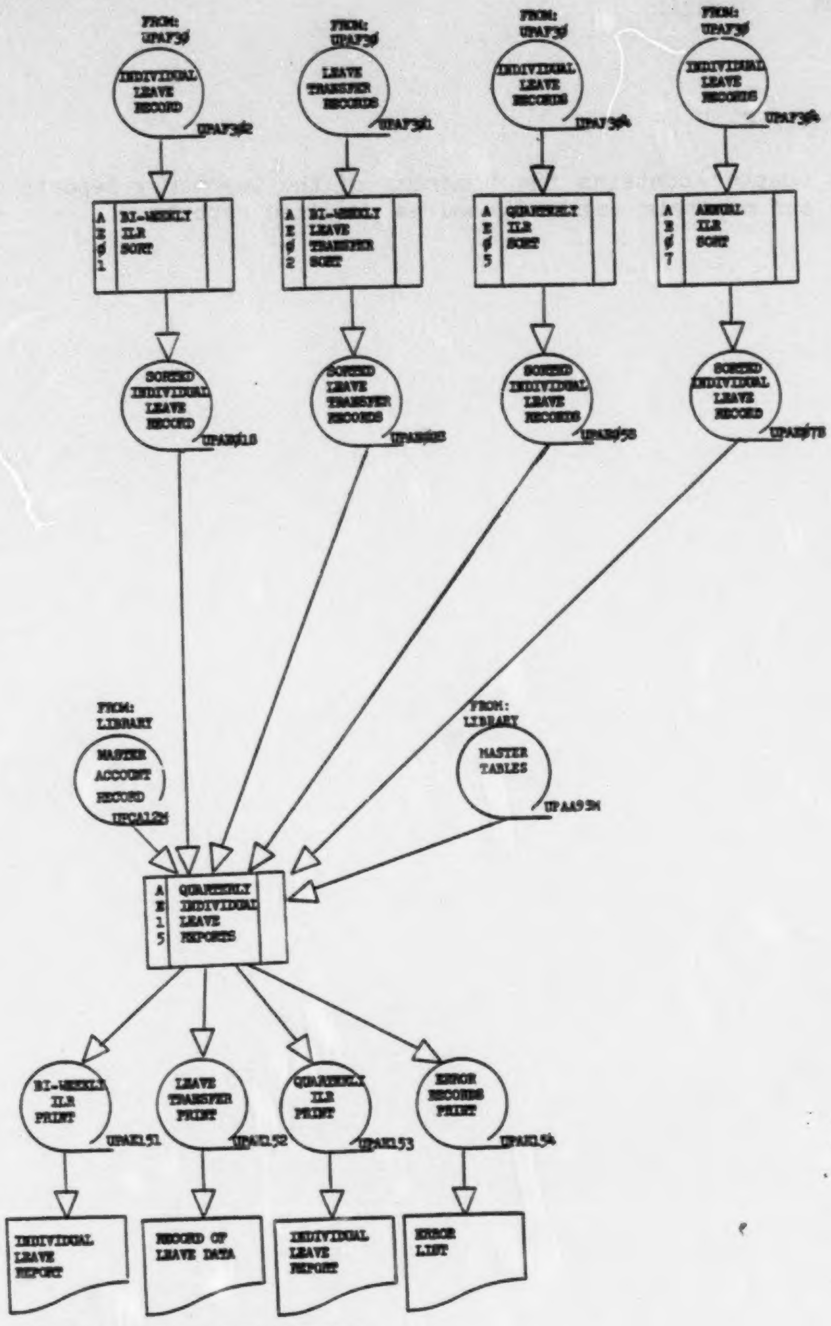
SECTION 1 GENERAL

1.1 PURPOSE

This chapter contains the programs of the Quarterly Reports application which create and maintain quarterly and as required reports.

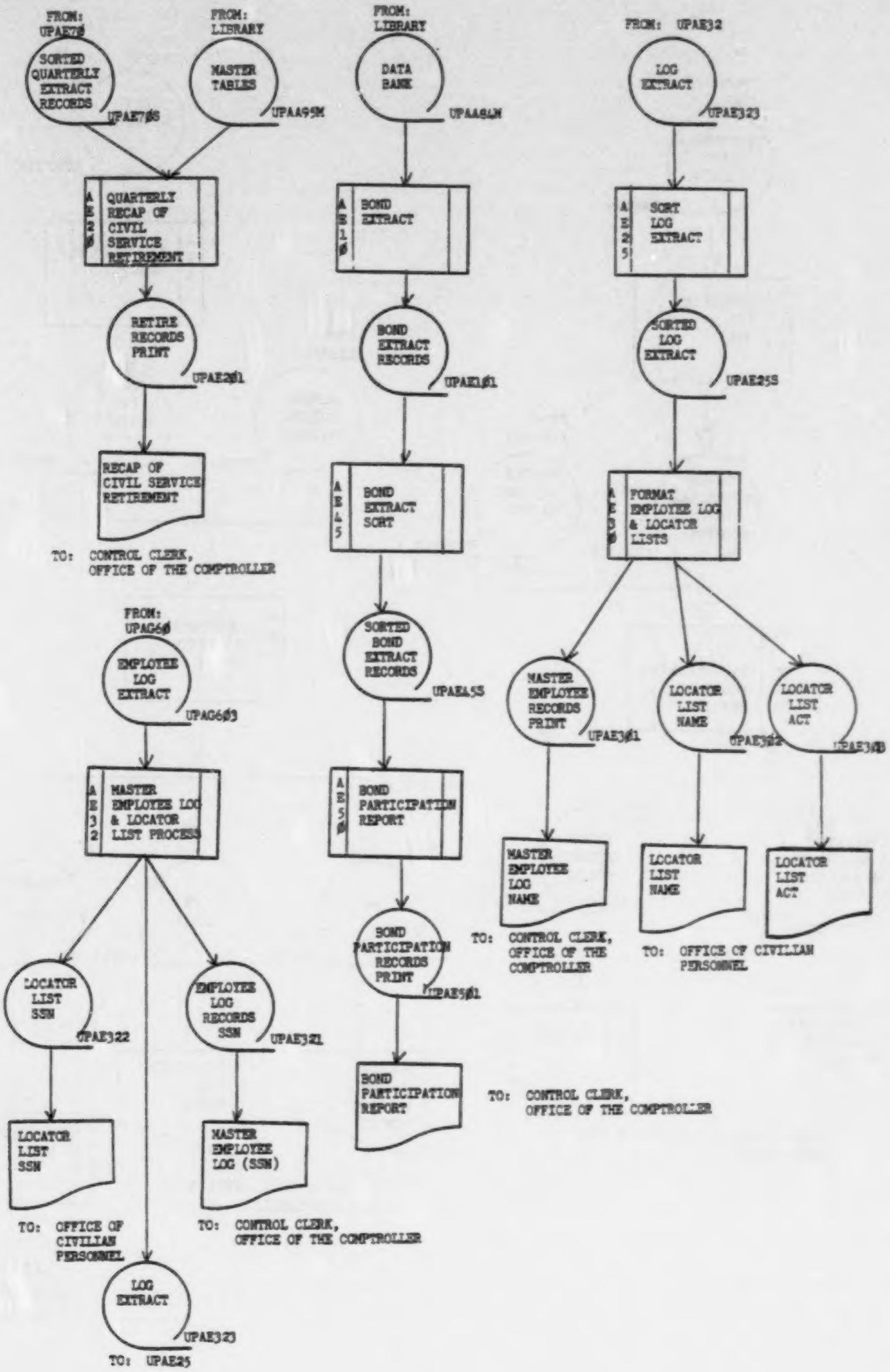
SECTION 2 QUARTERLY REPORTS APPLICATION

2.1 QUARTERLY REPORTS - UPAE0000
Application Flow Chart Page 1

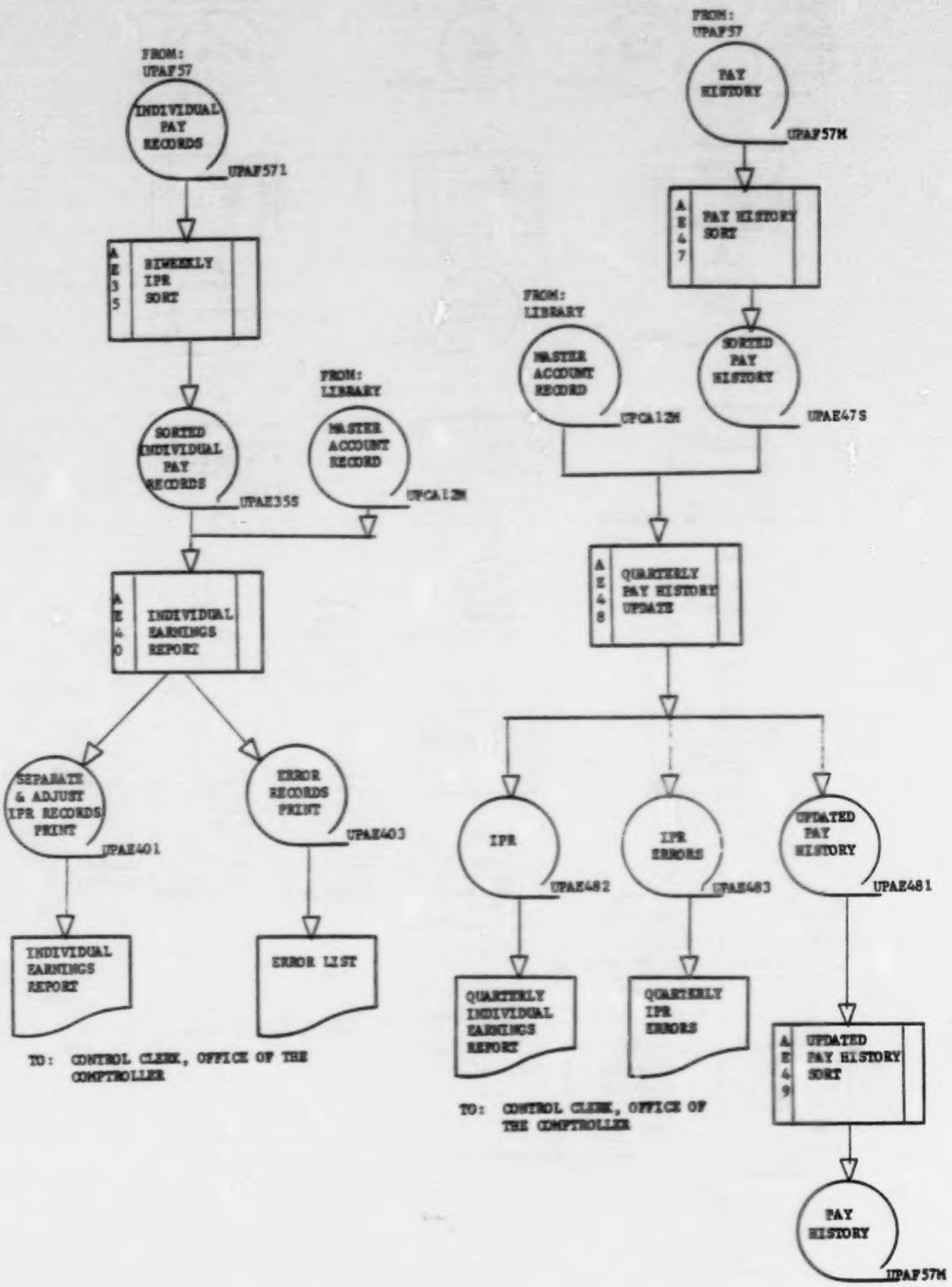

FROM: UPAF30
INDIVIDUAL LEAVE RECORD
UPAF302
FROM: UPAF30
LEAVE TRANSFER RECORDS
UPAF301
FROM: UPAF30
INDIVIDUAL LEAVE RECORDS
UPAF304
FROM: UPAF30
INDIVIDUAL LEAVE RECORDS
UPAF304
AE01
BI-WEEKLY ILR SORT
AE02
BI-WEEKLY LEAVE TRANSFER SORT
AE05
QUARTERLY ILR SORT
AE07
ANNUAL ILR SORT
SORTED INDIVIDUAL LEAVE RECORD
UPAE01S
SORTED LEAVE TRANSFER RECORDS
UPAE02S
SORTED INDIVIDUAL LEAVE RECORDS
UPAE05S
SORTED INDIVIDUAL LEAVE RECORD
UPAE07S
FROM: LIBRARY
MASTER ACCOUNT RECORD
UPCA12M
FROM: LIBRARY
MASTER TABLES
UPAA93M
AE15
QUARTERLY INDIVIDUAL LEAVE REPORTS
BI-WEEKLY ILR PRINT
UPAE151
LEAVE TRANSFER PRINT
UPAE152
QUARTERLY ILR PRINT
UPAE153
ERROR RECORDS PRINT
UPAE154
INDIVIDUAL LEAVE REPORT
RECORD OF LEAVE DATA
INDIVIDUAL LEAVE REPORT
ERROR LIST

TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

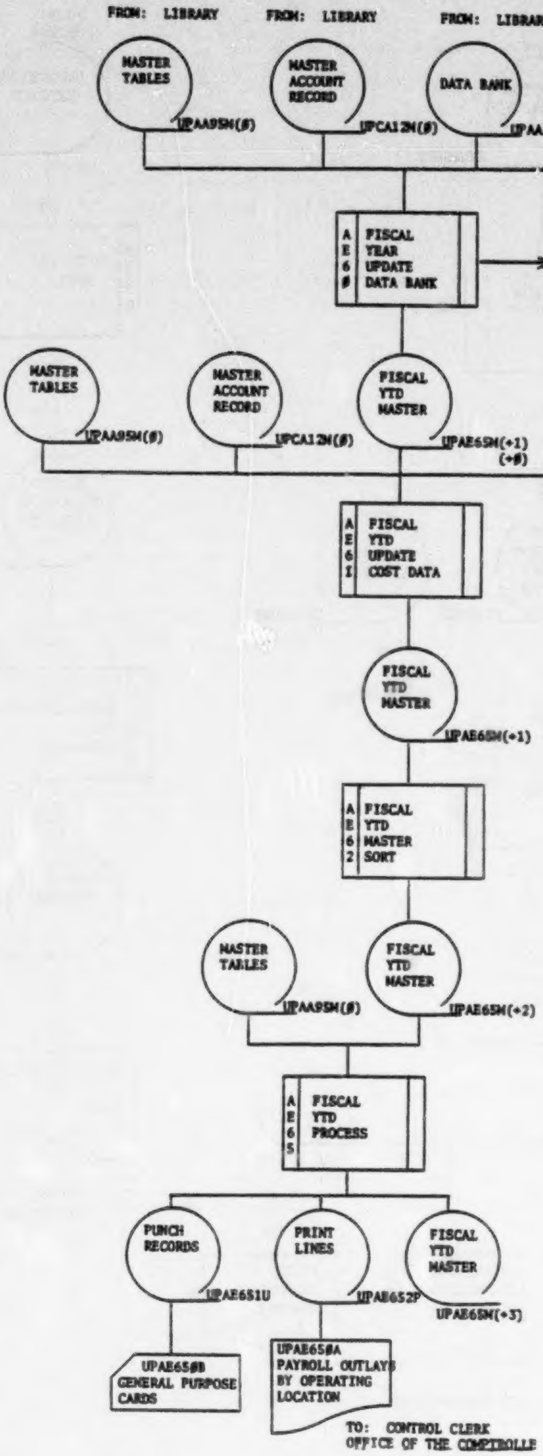
2.1 QUARTERLY REPORTS - UPAE0000
Application Flow Chart Page 2


FROM: UPAE70
SORTED QUARTERLY EXTRACT RECORDS
UPAE70S
FROM: LIBRARY
MASTER TABLES
UPAA95M
AE20
QUARTERLY RECAP OF CIVIL SERVICE RETIREMENT
RETIRE RECORDS PRINT
UPAE201
RECAP OF CIVIL SERVICE RETIREMENT
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
FROM: LIBRARY
DATA BANK
UPAA84M
AE10
BOND EXTRACT
BOND EXTRACT RECORDS
UPAE101
AE45
BOND EXTRACT SORT
SORTED BOND EXTRACT RECORDS
UPAE45S
AE50
BOND PARTICIPATION REPORT
BOND PARTICIPATION RECORDS PRINT
UPAE501
BOND PARTICIPATION REPORT
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
FROM: UPAE32
LOG EXTRACT
UPAE323
AE25
SORT LOG EXTRACT
SORTED LOG EXTRACT
UPAE25S
AE30
FORMAT EMPLOYEE LOG & LOCATOR LISTS
MASTER EMPLOYEE RECORDS PRINT
UPAE301
LOCATOR LIST NAME
UPAE302
LOCATOR LIST ACT
UPAE30B
MASTER EMPLOYEE LOG NAME
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
LOCATOR LIST NAME
LOCATOR LIST ACT
TO: OFFICE OF CIVILIAN PERSONNEL
FROM: UPAG60
EMPLOYEE LOG EXTRACT
UPAG603
AE32
MASTER EMPLOYEE LOG & LOCATOR LIST PROCESS
LOCATOR LIST SSN
UPAE322
EMPLOYEE LOG RECORDS SSN
UPAE321
LOCATOR LIST SSN
TO: OFFICE OF CIVILIAN PERSONNEL
MASTER EMPLOYEE LOG (SSN)
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
LOG EXTRACT
UPAE323
TO: UPAE25

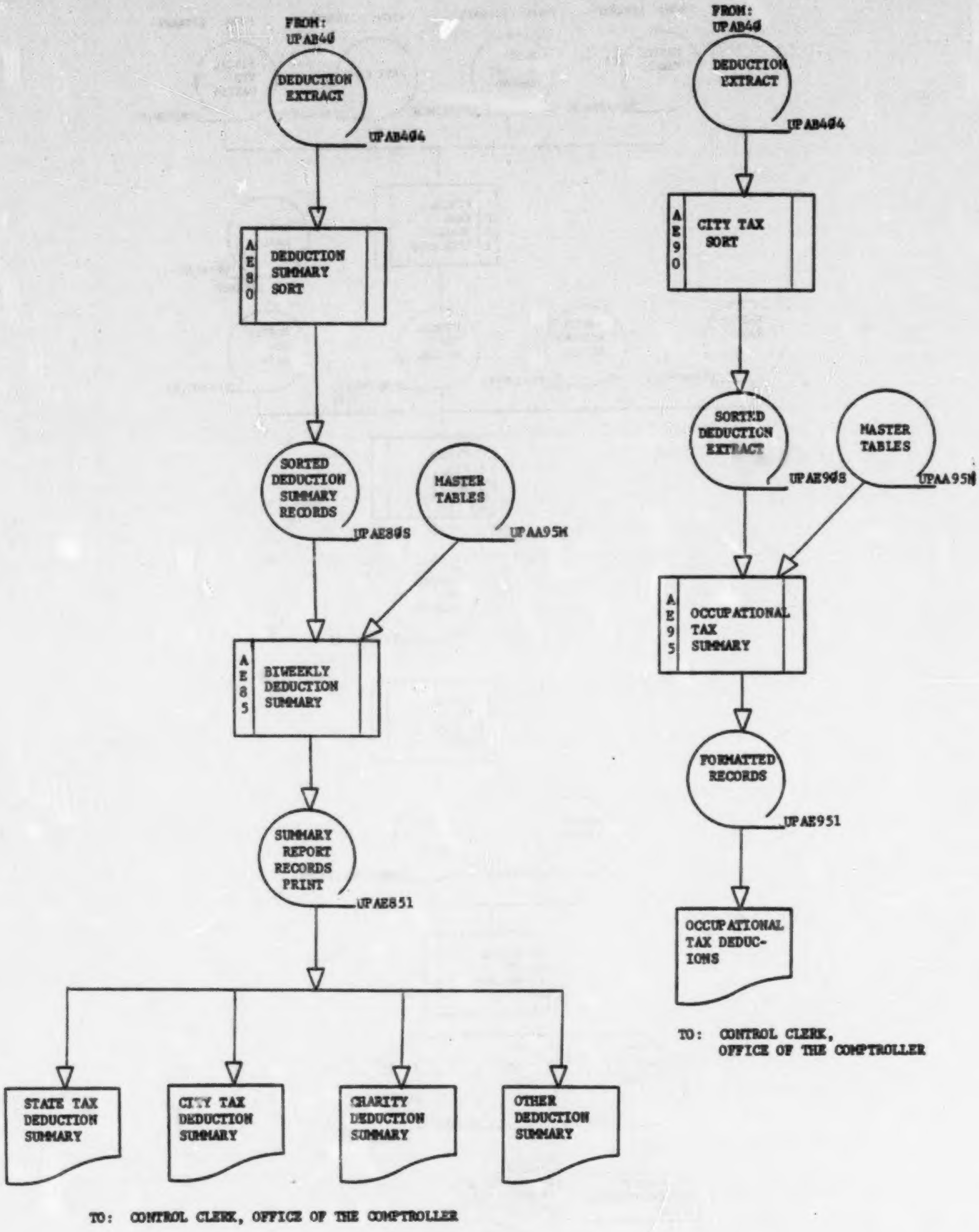
2.1 QUARTERLY REPORTS - UPAE0000
Application Flow Chart Page 3


FROM: UPAF57
INDIVIDUAL PAY RECORDS
UPAF571
AE35
BIWEEKLY IPR SORT
SORTED INDIVIDUAL PAY RECORDS
UPAE355
FROM: LIBRARY
MASTER ACCOUNT RECORD
UPCA12M
AE40
INDIVIDUAL EARNINGS REPORT
SEPARATE & ADJUST IPR RECORDS PRINT
UPAE401
ERROR RECORDS PRINT
UPAE403
INDIVIDUAL EARNINGS REPORT
ERROR LIST
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
FROM: UPAF57
PAY HISTORY
UPAF57M
AE47
PAY HISTORY SORT
FROM: LIBRARY
MASTER ACCOUNT RECORD
UPCA12M
SORTED PAY HISTORY
UPAE47S
AE48
QUARTERLY PAY HISTORY UPDATE
IPR
UPAE482
IPR ERRORS
UPAE483
UPDATED PAY HISTORY
UPAE481
QUARTERLY INDIVIDUAL EARNINGS REPORT
QUARTERLY IPR ERRORS
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
AE49
UPDATED PAY HISTORY SORT
PAY HISTORY
UPAF57M

2.1 QUARTERLY REPORTS - UPAE0000
Application Flow Chart Page 4


FROM: LIBRARY
MASTER TABLES
UPAA95M(0)
FROM: LIBRARY
MASTER ACCOUNT RECORD
UPCA12M(0)
FROM: LIBRARY
DATA BANK
UPAA84M(0)
FROM: LIBRARY
FISCAL YTD MASTER
UPAE65M(0)
AE60
FISCAL YEAR UPDATE DATA BANK
DATA BANK
UPAA84M(+1)
TO: LIBRARY
MASTER TABLES
UPAA95M(0)
MASTER ACCOUNT RECORD
UPCA12M(0)
FISCAL YTD MASTER
UPAE65M(+1)
(+0)
SORTED EOM DATA
UPCC40S(0)
AE61
FISCAL YTD UPDATE COST DATA
FISCAL YTD MASTER
UPAE65M(+1)
AE62
FISCAL YTD MASTER SORT
MASTER TABLES
UPAA95M(0)
FISCAL YTD MASTER
UPAE65M(+2)
AE65
FISCAL YTD PROCESS
PUNCH RECORDS
UPAE651U
PRINT LINES
UPAE652P
FISCAL YTD MASTER
UPAE65M(+3)
UPAE650B
GENERAL PURPOSE CARDS
UPAE650A
PAYROLL OUTLAYS BY OPERATING LOCATION
TO: CONTROL CLERK
OFFICE OF THE COMPTROLLE

2.1 QUARTERLY REPORTS - UPAE0000
Application Flow Chart Page 5


FROM:
UPAB40
DEDUCTION EXTRACT
UPAB404
AE80
DEDUCTION SUMMARY SORT
SORTED DEDUCTION SUMMARY RECORDS
UPAE80S
MASTER TABLES
UPAA95M
AE85
BIWEEKLY DEDUCTION SUMMARY
SUMMARY REPORT RECORDS PRINT
UPAE851
STATE TAX DEDUCTION SUMMARY
CITY TAX DEDUCTION SUMMARY
CHARITY DEDUCTION SUMMARY
OTHER DEDUCTION SUMMARY
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
FROM:
UPAB40
DEDUCTION EXTRACT
UPAB404
AE90
CITY TAX SORT
SORTED DEDUCTION EXTRACT
UPAE90S
MASTER TABLES
UPAA95M
AE95
OCCUPATIONAL TAX SUMMARY
FORMATTED RECORDS
UPAE951
OCCUPATIONAL TAX DEDUC-IONS
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

2.1 QUARTERLY REPORTS - UPAE0000
Application Narrative

APPLICATION TITLE: Quarterly Reports

APPLICATION ID NUMBER: UPAE0000

PURPOSE:

To prepare quarterly and as required reports.

FUNCTIONS:

a. Create and maintain fiscal Year-To-Date File for reporting purposes.

b. Edit Individual Pay Record Extract and Individual Leave Record Extract creating error listings as necessary.

c. Extract data for Quarterly Reports.

d. Cross edit Data Bank for possible GSA Location Code errors, creating error listing as necessary.

e. Create and punch the Federal Outlays by geographical location.

f. Create Master Employee Logs and Locator Lists biweekly.

g. Validate Data Bank to Retirement History for prior year retirement deductions and create Recapitulation of Civil Service Retirement.

h. Create bond participation report as required.

i. Create individual leave and pay record quarterly and as required.

j. Create record of leave data transferred as required.

k. Create Deduction Summary Reports; other deduction, charity reports, State tax report and occupational tax deductions.

COMPONENT PROGRAMS AND OPERATIONS:

a. UPAE01: Biweekly Individual Leave Records Sort.

b. UPAE02: Biweekly Leave Transfer Sort.

c. UPAE05: Quarterly Individual Leave Records Sort.

d. UPAE07: Annual Individual Leave Records Sort.

e. UPAE10: Bond Extract.

Operation: Extract employee bond participation data from Data Bank and create Bond Extract Records.

f. UPAE15: Quarterly Individual Leave Reports.

Operation: Format biweekly and quarterly Individual Leave Reports, Leave Transfer Report and Error Listing for print.

g. UPAE20: Quarterly Recapitulation of Civil Service Retirement.

Operation: Format retirement data of active employees for print and print error message when retirement record is out-of-balance.

h. UPAE25: Log Extract Sort.

i. UPAE30: Format Employee Log and Locator Lists.

Operation: Format all employees records by name and organization.

j. UPAE32: Master Employee Log and Locator List Process.

Operation: Format all employees records by SSN.

k. UPAE35: Biweekly Individual Pay Records Sort.

l. UPAE40: Individual Earnings Report.

Operation: Formats Individual Earnings Report (biweekly for separations and adjustments).

m. UPAE45: Bond Extract Sort.

n. UPAE47: Pay History Sort.

o. UPAE48: Quarterly Pay History Update.

Operation: Formats Quarterly Individual Earnings Report and IPR Errors.

p. UPAE49: Updated Pay History Sort.

q. UPAE50: Bond Participation Report.

Operation: Format individual employee bond participation data and summarize by division, directorate and activity for print.

r. UPAE60: Fiscal Update Data Bank.

Operation: Extract from Data Bank and merge with Fiscal Year Master File.

s. UPAE61: Fiscal Update Cost Data.

Operation: Extract from end-of-month data (cost-split) and merge with Fiscal Year Master File.

t. UPAE62: Quarterly Outlay by Operational Area Sort.

u. UPAE65: Fiscal Year-to-Date process.

Operation: Summarize Federal year-to-date gross wages for each city Location Code into punch cards. Format card list for each county and State for print. Update the Federal Year-to-Date Master File.

v. UPAE80: Deduction Summary Sort.

w. UPAE85: Biweekly Deduction Summary.

Operation: Format biweekly, quarterly and year-to-date summary of deduction for each State, city, charity and other deduction for print.

x. UPAE90: City Tax Sort.

y. UPAE95: Occupational Tax Summary.

Operation: Format and print occupational tax deduction by city and employee number.

INPUT-OUTPUT SOURCE AND DISPOSITION:

a. Input is from History File Update, UPAF0000; Data Bank Update, UPAA0000; Pay Compute, UPAB0000; Retirement History Update; UPAG0000.

b. Output listings/reports to Control Clerk, Office of the Comptroller.

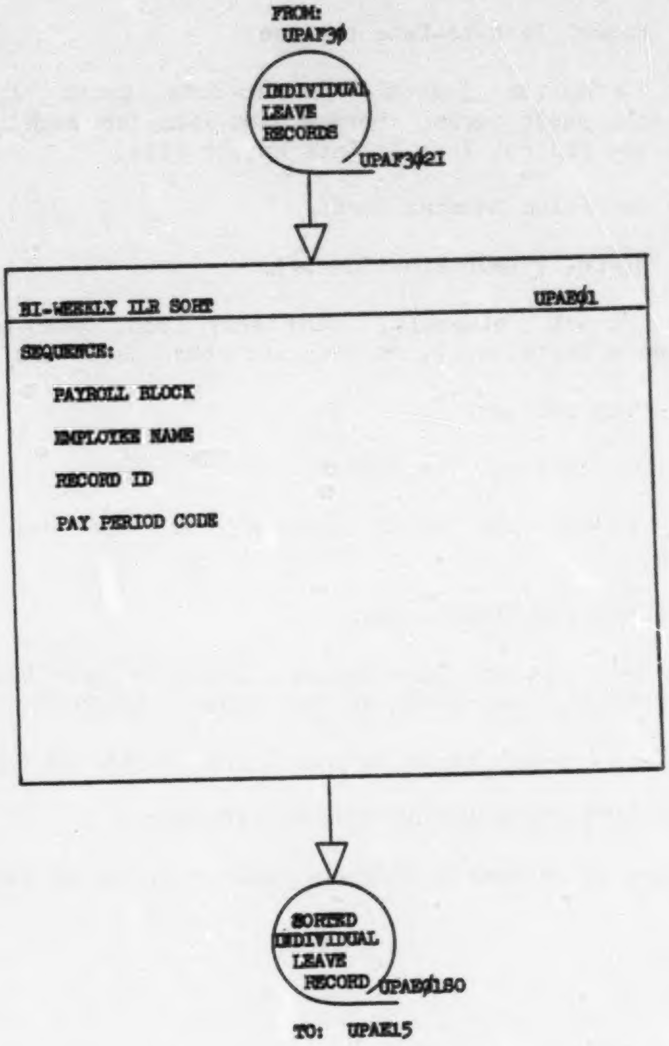
FREQUENCY, TIME LIMITATION AND SCHEDULING FACTORS:

The application is processed biweekly, quarterly and as required.

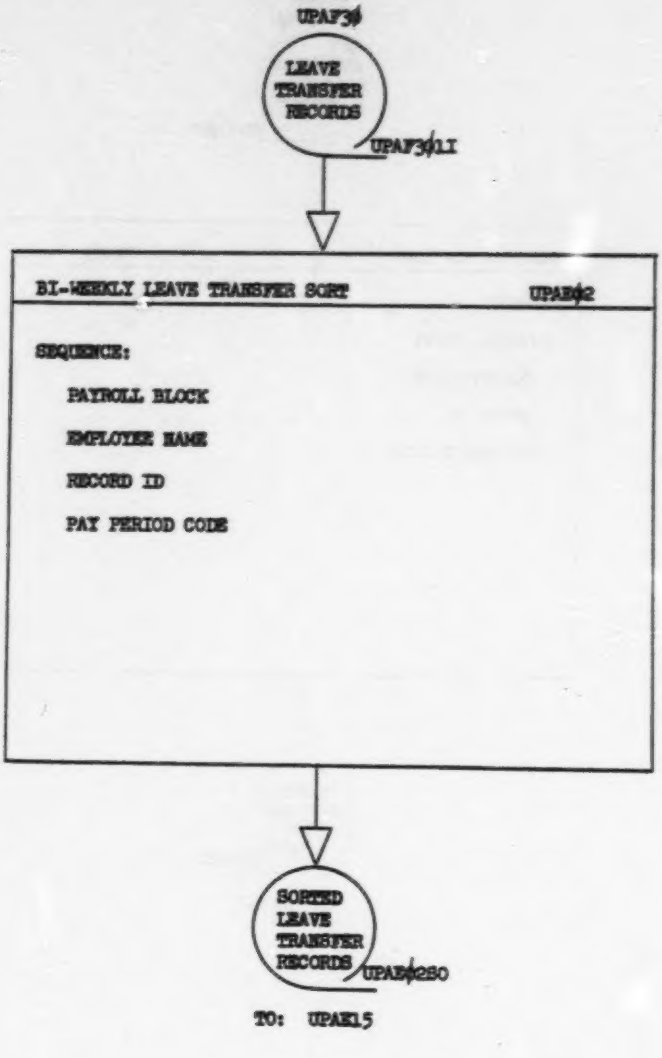
SECTION 3 QUARTERLY REPORTS PROGRAMS

3.1 BIWEEKLY ILR SORT - UPAE01

Program I/O Chart

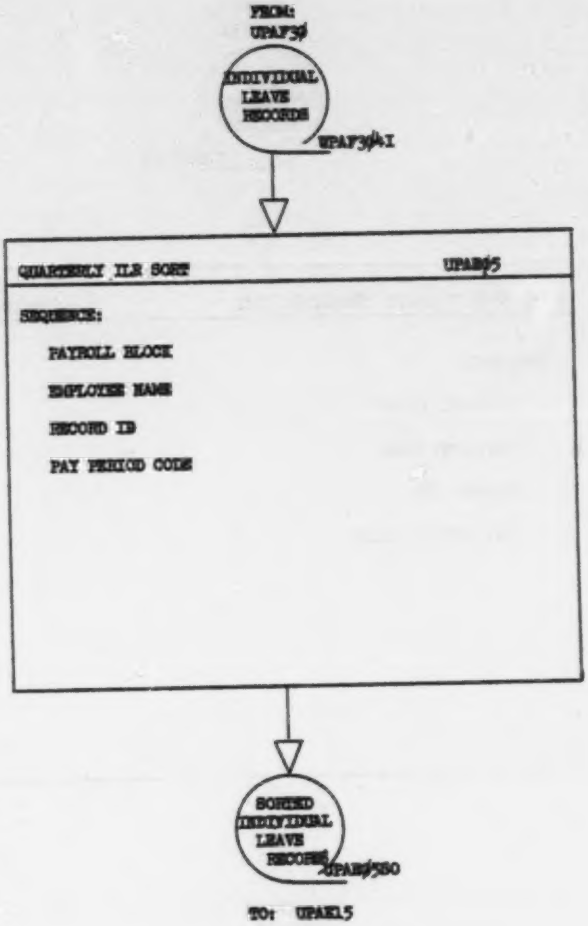

FROM:
UPAF30
INDIVIDUAL
LEAVE
RECORDS
UPAF3021
BI-WEEKLY ILR SORT
UPAE01
SEQUENCE:
PAYROLL BLOCK
EMPLOYEE NAME
RECORD ID
PAY PERIOD CODE
SORTED
INDIVIDUAL
LEAVE
RECORD
UPAE0180
TO: UPAE15

3.2 BIWEEKLY LEAVE TRANSFER SORT - UPAE02
Program I/O Chart


FROM:
UPAF30
LEAVE
TRANSFER
RECORDS
UPAF301I
BI-WEEKLY LEAVE TRANSFER SORT
UPAE02
SEQUENCE:
PAYROLL BLOCK
EMPLOYEE NAME
RECORD ID
PAY PERIOD CODE
SORTED
LEAVE
TRANSFER
RECORDS
UPAE02SO
TO: UPAE15

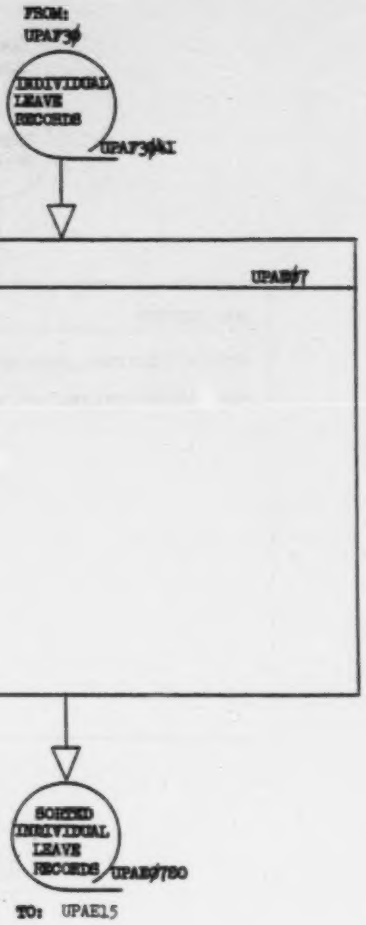
3.3 QUARTERLY ILR SORT - UPAE05

Program I/O Chart

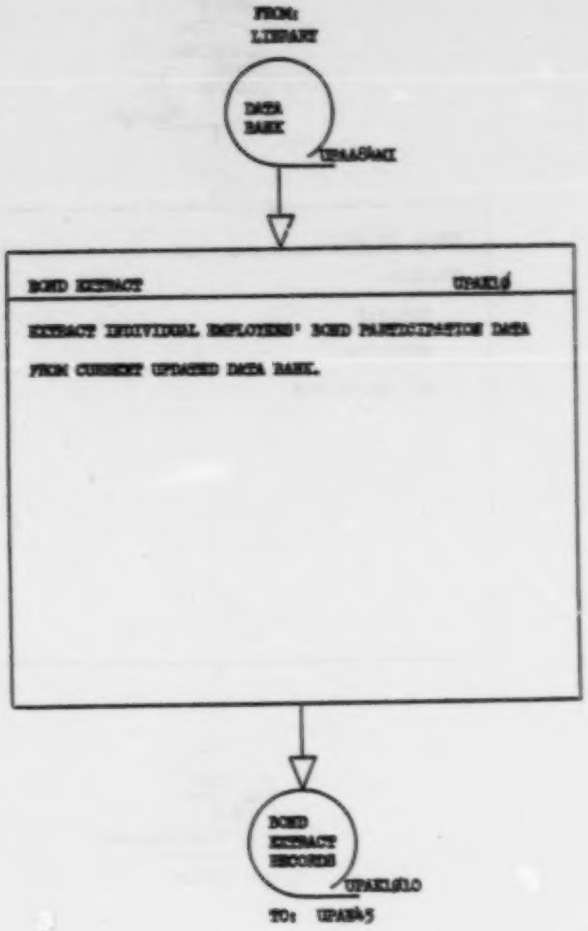

FROM:
UPAF30
INDIVIDUAL
LEAVE
RECORDS
UPAF3041
QUARTERLY ILR SORT
UPAE05
SEQUENCE:
PAYROLL BLOCK
EMPLOYEE NAME
RECORD ID
PAY PERIOD CODE
SORTED
INDIVIDUAL
LEAVE
RECORDS
UPAE0580
TO: UPAE15

3.4 ANNUAL ILR SORT - UPAE07

Program I/O Chart


FROM:
UPAF30
INDIVIDUAL
LEAVE
RECORDS
UPAF30AI
ANNUAL ILR SORT
UPAE07
SEQUENCE:
EMPLOYEE
RECORD ID
PAY PERIOD CODE
SORTED
INDIVIDUAL
LEAVE
RECORDS
UPAE07SO
TO: UPAE15

3.5 BOND EXTRACT - UPAE10
Program I/O Chart


FROM:
LIBRARY
DATA
BANK
UPAA50MI
BOND EXTRACT
UPAE10
EXTRACT INDIVIDUAL EMPLOYEES' BOND PARTICIPATION DATA
FROM CURRENT UPDATED DATA BANK.
BOND
EXTRACT
RECORDS
UPAE1010
TO: UPAE45

3.5 BOND EXTRACT - UPAE10
Program Narrative

PROGRAM NAME: Bond Extract

PROGRAM ID NUMBER: UPAE10

PURPOSE:

Extracts individual employee's bond deduction data from the current Data Bank.

FUNCTIONS/FEATURES:

Selects data for all active employees. Selects data for only those inactive employees having a history of bond deductions.

DESCRIPTION:

a. Input File:

UPAA84MI: Data Bank.

b. Output File:

UPAE1010: Bond Extract Records.

c. Processing Description:

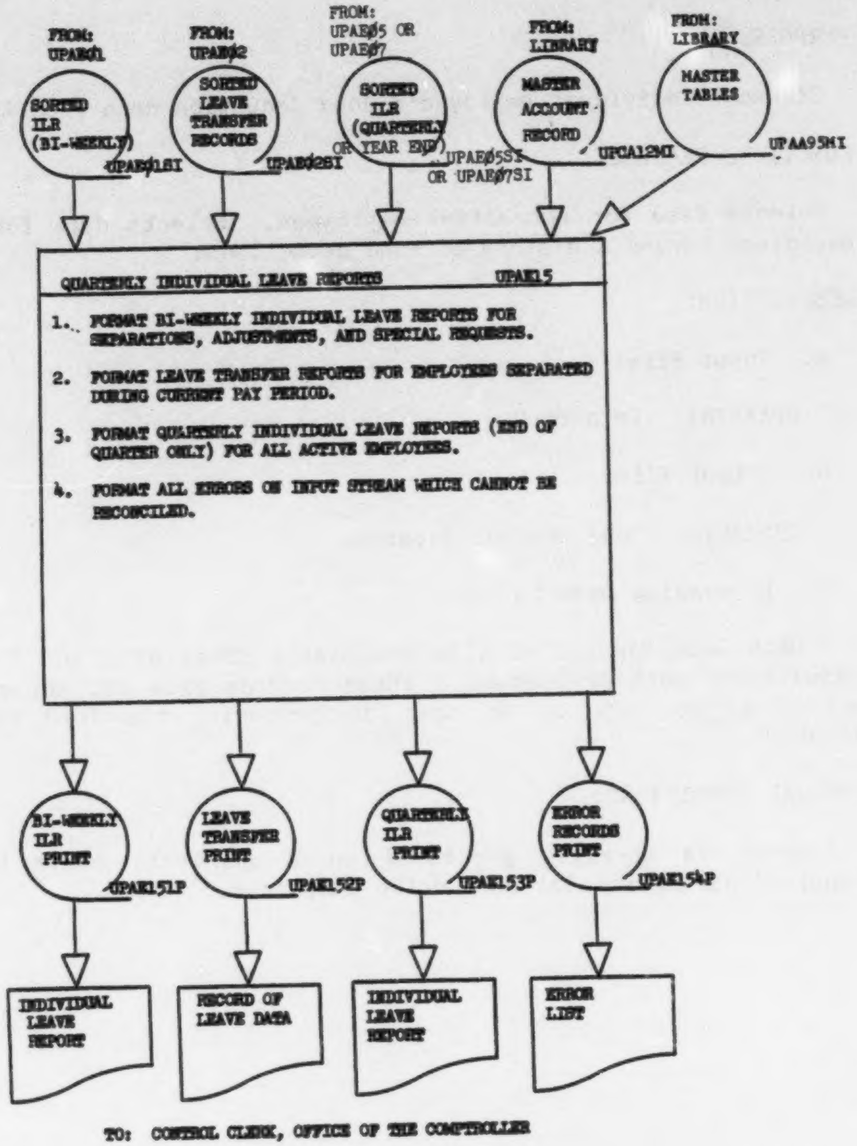
Data Bank Records with Record Status Codes of H and I are checked for bond deductions, past or current. These records plus all active (Record Status F) are formatted out to be used in preparing the Bond Participation Report, (UPAE50).

SPECIAL CONDITIONS:

Program is normally processed on a quarterly basis but may be used as required during special bond drive campaigns.

3.6 QUARTERLY INDIVIDUAL LEAVE REPORTS - UPAE15

Program I/O Chart


FROM: UPAE01
SORTED ILR (BI-WEEKLY)
UPAE01SI
FROM: UPAE02
SORTED LEAVE TRANSFER RECORDS
UPAE02SI
FROM: UPAE05 OR UPAE07
SORTED ILR (QUARTERLY OR YEAR END)
UPAE05SI OR UPAE07SI
FROM: LIBRARY
MASTER ACCOUNT RECORD
UPCA12MI
FROM: LIBRARY
MASTER TABLES
UPAA95MI
QUARTERLY INDIVIDUAL LEAVE REPORTS
UPAE15
1. FORMAT BI-WEEKLY INDIVIDUAL LEAVE REPORTS FOR SEPARATIONS, ADJUSTMENTS, AND SPECIAL REQUESTS.
2. FORMAT LEAVE TRANSFER REPORTS FOR EMPLOYEES SEPARATED DURING CURRENT PAY PERIOD.
3. FORMAT QUARTERLY INDIVIDUAL LEAVE REPORTS (END OF QUARTER ONLY) FOR ALL ACTIVE EMPLOYEES.
4. FORMAT ALL ERRORS ON INPUT STREAM WHICH CANNOT BE RECONCILED.
BI-WEEKLY ILR PRINT
UPAE151P
LEAVE TRANSFER PRINT
UPAE152P
QUARTERLY ILR PRINT
UPAE153P
ERROR RECORDS PRINT
UPAE154P
INDIVIDUAL LEAVE REPORT
RECORD OF LEAVE DATA
INDIVIDUAL LEAVE REPORT
ERROR LIST
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.6 QUARTERLY INDIVIDUAL LEAVE REPORTS - UPAE15
Program Narrative

PROGRAM NAME: Quarterly Individual Leave Reports

PROGRAM ID NUMBER: UPAE15

PURPOSE:

Prepare Individual Leave Records and Record of Leave Data Transferred.

FUNCTIONS/FEATURES:

a. Biweekly prepare Individual Leave Records for adjustments, transfers, resignations, and special requests. Prepare Record of Leave Data Transferred for transferring employees.

b. Quarterly prepare Individual Leave Records and Record of Leave Data Transferred as in subparagraph a above. Prepare Individual Leave Records for all active employees.

DESCRIPTION:

a. Input Files:

(1) UPCA12MI: Master Account Record.

(2) UPAA95MI: Master Tables.

(3) UPAE01SI: Sorted Biweekly Individual Leave Records.

(4) UPAE01SI: Sorted Leave Transfer.

(5) UPAE05SI: Sorted Quarterly Individual Leave Records; or

(6) UPAE07SI: Sorted Annual Individual Leave Records.

b. Output Files:

(1) UPAE151P: Biweekly Individual Leave Records Report.

(2) UPAE152P: Record of Leave Data Transferred.

(3) UPAE153P: Quarterly Individual Leave Records Report.

(4) UPAE154P: Error List.

c. Processing Description:

(1) Individual Leave Records data from the input is in the form of header and detail records. Any header or group of headers without detail records, or vice versa constitutes an error. Program also checks to ensure Leave Transfer records have accompanying Individual Leave Records on biweekly input (UPAE01SI).

(2) Quarterly Individual Leave Records are processed first and then Biweekly Individual Leave Record and Leave Transfer Records.

(3) The error listing consists of the identifying portion of the input, an error message and a note describing the input error as biweekly or quarterly.

(4) Processing may be accomplished with the following combinations of inputs:

(a) First Combination:

UPAA95MI: Master Tables
UPCA12MI: Master Account Record
UPAE01SI: Sorted Biweekly Individual Leave Record
UPAE02SI: Sorted Leave Transfer
UPAE05SI: Sorted Quarterly Individual Leave Record
or
UPAE07SI: Sorted Annual Individual Leave Records

(b) Second Combination:

UPAA95MI: Master Tables
UPCA12MI: Master Account Record
UPAE05SI: Sorted Quarterly Individual Leave Record
or
UPAE07SI: Sorted Annual Individual Leave Record

(c) Third Combination:

UPAA95MI: Master Tables
UPCA12MI: Master Account Record
UPAE01SI: Sorted Biweekly Individual Leave Record
UPAE02SI: Sorted Leave Transfer

SPECIAL CONDITIONS:

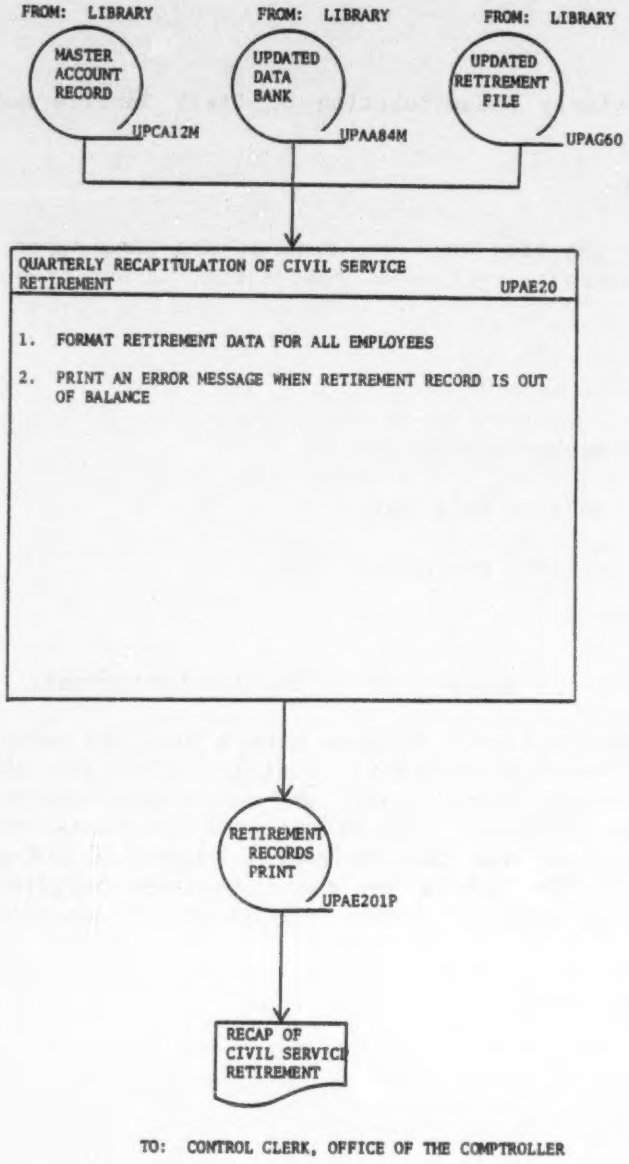
a. Biweekly and Quarterly Individual Leave Record require a special print carriage control tape and Form DLA 991.

b. Record of Leave Data Transferred requires a general purpose print carriage control tape and SF 1150.

c. Error List requires the general purpose carriage tape and one-part paper.

3.7 QUARTERLY RECAPITULATION OF CIVIL SERVICE RETIREMENT - UPAE20

Program I/O Chart


FROM: LIBRARY
MASTER ACCOUNT RECORD
UPCA12M
FROM: LIBRARY
UPDATED DATA BANK
UPAA84M
FROM: LIBRARY
UPDATED RETIREMENT FILE
UPAG60
QUARTERLY RECAPITULATION OF CIVIL SERVICE RETIREMENT
UPAE20
RETIREMENT RECORDS PRINT
UPAE201P
RECAP OF CIVIL SERVICE RETIREMENT
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

1. FORMAT RETIREMENT DATA FOR ALL EMPLOYEES
2. PRINT AN ERROR MESSAGE WHEN RETIREMENT RECORD IS OUT OF BALANCE

3.7 QUARTERLY RECAPITULATION OF CIVIL SERVICE RETIREMENT - UPAE20

Program Narrative

PROGRAM NAME: Quarterly Recapitulation of Civil Service Retirement

PROGRAM ID NUMBER: UPAE20

PURPOSE:

Formats the Quarterly Recapitulation of Civil Service Retirement report for print.

FUNCTIONS/FEATURES:

Both active and inactive employee records are considered. An error message will be printed beneath a retirement record that is out-of-balance.

DESCRIPTION:

a. Input Files:

(1) UPCA12MI: Master Account Record.

(2) UPAA84MI: Updated Data Bank.

(3) UPAG60MI: Updated Retirement File.

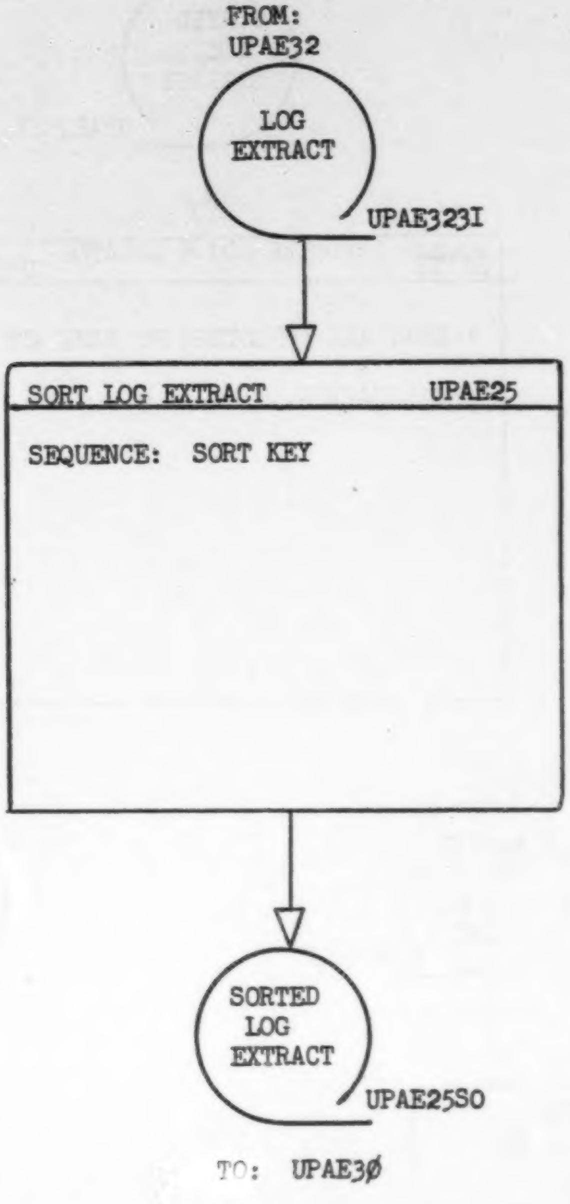
b. Output File:

UPAE201P: Quarterly Recap of Civil Service Retirement.

c. Processing Description - Program uses a modified sort to sort retirement records into the required sequence. Activity title and address are extracted from the Master Account Record (MAR), and moved into the report heading. The retirement file is processed against selected Data Bank records, and an error message will be printed when the retirement record is out-of-balance with the Data Bank record. The output procedure for the modified sort returns the sorted record, checks that the sorted records are in sequence and processes the report.

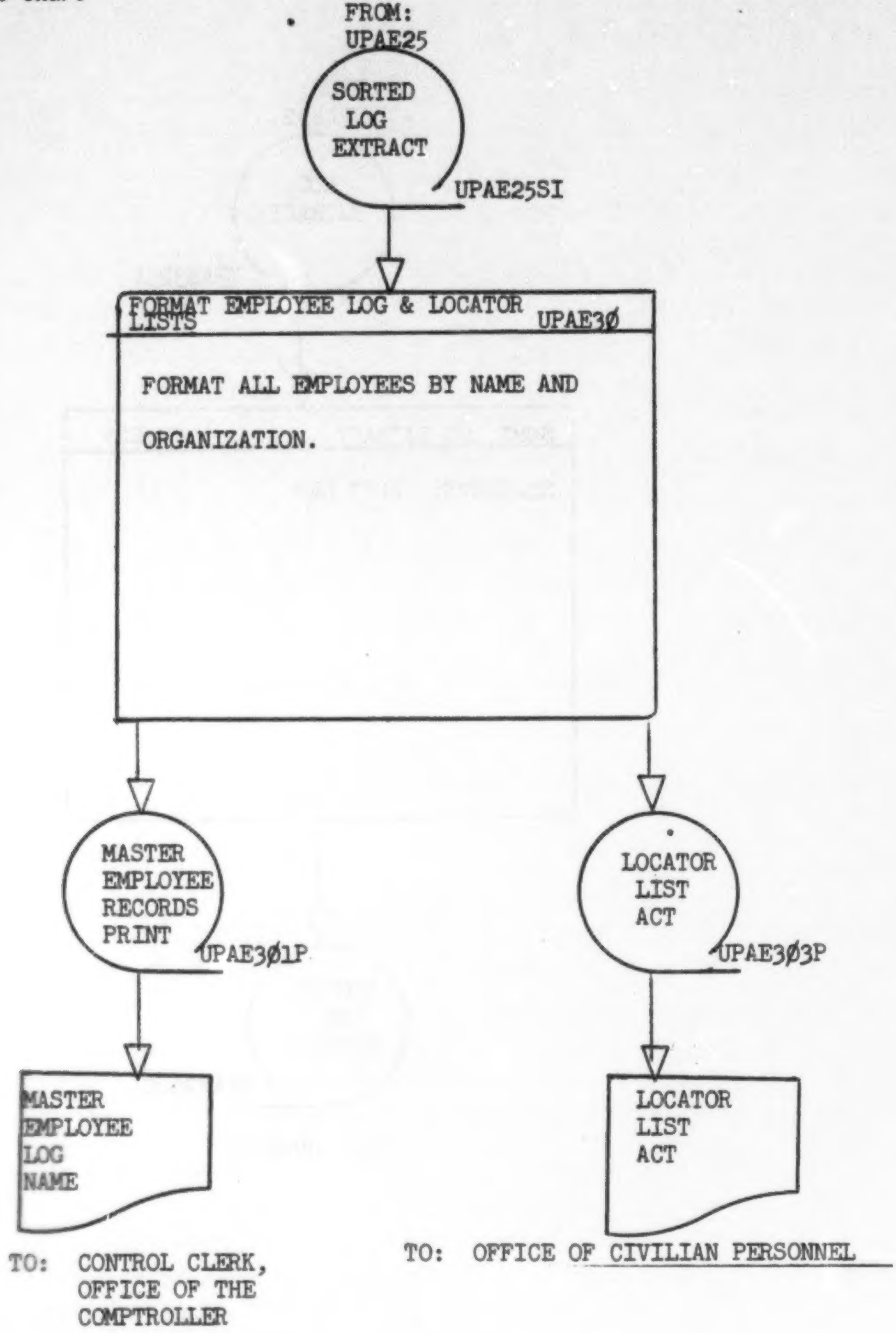
SPECIAL CONDITIONS: None.

3.8 SORT LOG EXTRACT - UPAE25
Program I/O Chart


FROM:
UPAE32
LOG
EXTRACT
UPAE323I
SORT LOG EXTRACT
UPAE25
SEQUENCE: SORT KEY
SORTED
LOG
EXTRACT
UPAE25SO
TO: UPAE30

3.9 FORMAT EMPLOYEE LOG AND LOCATOR LISTS - UPAE30

Program I/O Chart


FROM:
UPAE25
SORTED
LOG
EXTRACT
UPAE25SI
FORMAT EMPLOYEE LOG & LOCATOR LISTS
UPAE30
FORMAT ALL EMPLOYEES BY NAME AND ORGANIZATION.
MASTER
EMPLOYEE
RECORDS
PRINT
UPAE301P
LOCATOR
LIST
ACT
UPAE303P
MASTER
EMPLOYEE
LOG
NAME
LOCATOR
LIST
ACT
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
TO: OFFICE OF CIVILIAN PERSONNEL

3.9 FORMAT EMPLOYEE LOG AND LOCATOR LISTS - UPAE30
Program Narrative

PROGRAM NAME: Format Employee Log and Locator Lists

PROGRAM ID NUMBER: UPAE30

PURPOSE:

Formats the Biweekly Master Employee Log and Locator Lists for print.

FUNCTIONS/FEATURES:

All employees on Data Bank are listed. Output is in employee name sequence on the Name Log and Name Locator List so that the list may be used as a Master Locator. Inactive employees are noted.

DESCRIPTION:

a. Input File:

UPAE25SI: Sorted Log Extract.

b. Output Files:

(1) UPAE301P: Master Employee Log.

(2) UPAE303P: Locator List Act.

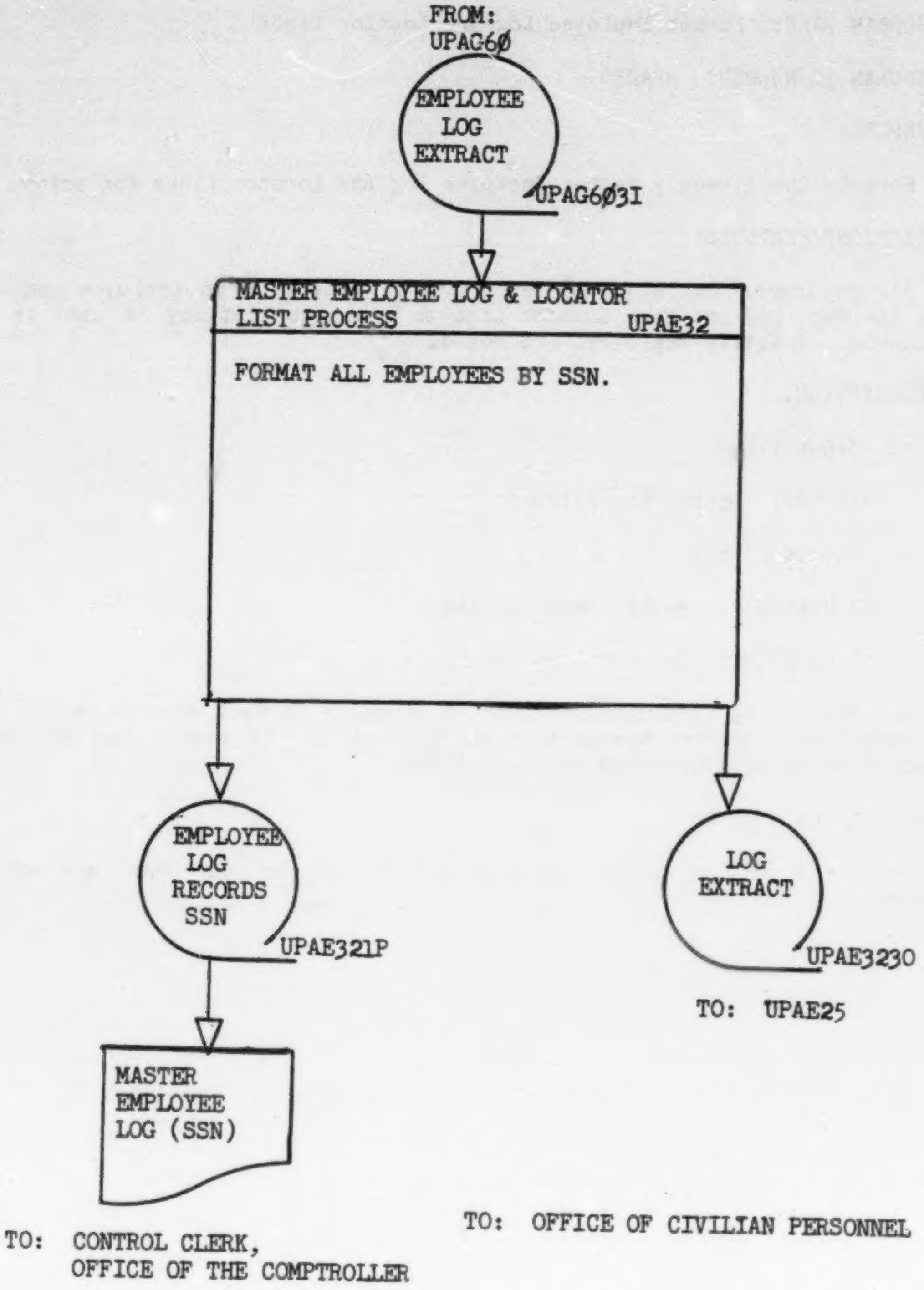
c. Processing Description - Sorted Biweekly Extract Records on the input are checked for a Record Status Code of F, H or I. If found, the employees name and location are formatted to the output.

SPECIAL CONDITIONS:

Output is printed using a general purpose printer carriage tape and one-part paper.

3.10 MASTER EMPLOYEE LOG AND LOCATOR LIST PROCESS - UPAE32

Program I/O Chart


FROM:
UPAG60
EMPLOYEE LOG EXTRACT
UPAG603I
MASTER EMPLOYEE LOG & LOCATOR LIST PROCESS
UPAE32
FORMAT ALL EMPLOYEES BY SSN.
EMPLOYEE LOG RECORDS SSN
UPAE321P
LOG EXTRACT
UPAE3230
TO: UPAE25
MASTER EMPLOYEE LOG (SSN)
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
TO: OFFICE OF CIVILIAN PERSONNEL

3.10 MASTER EMPLOYEE LOG (SSN) AND LOCATOR LIST PROCESS - UPAE32
Program Narrative

PROGRAM NAME: Master Employee Log (SSN) and Locator List Process

PROGRAM ID NUMBER: UPAE32

PURPOSE:

Formats the Biweekly Master Employee Log (SSN) for print.

FUNCTIONS/FEATURES:

All employees on Data Bank are listed. Output is in SSN sequence so that the list may be used as a Master Locator. Inactive employees are noted.

DESCRIPTION:

a. Input File:

UPAG603I: Employee Log Extract.

b. Output Files:

(1) UPAE321P: Employee Log Records.

(2) UPAE3230: Log Extract.

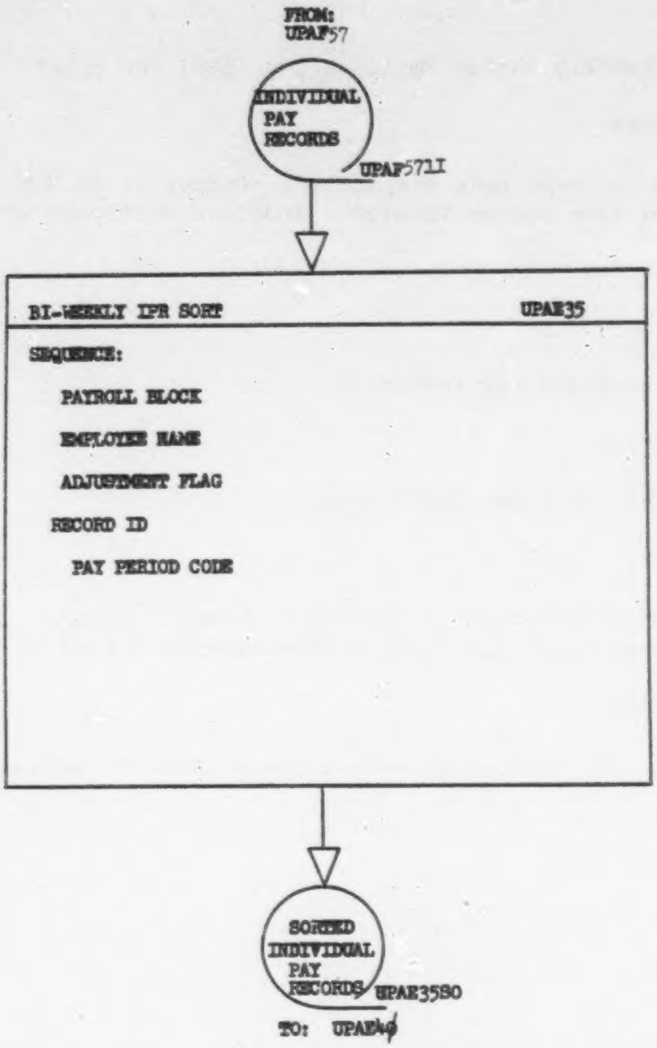
c. Processing Description - Biweekly Extract Records on the input in SSN sequence. The employees name and location are formatted to the output.

SPECIAL CONDITIONS:

Output is printed using a general purpose printer carriage tape and one-part paper.

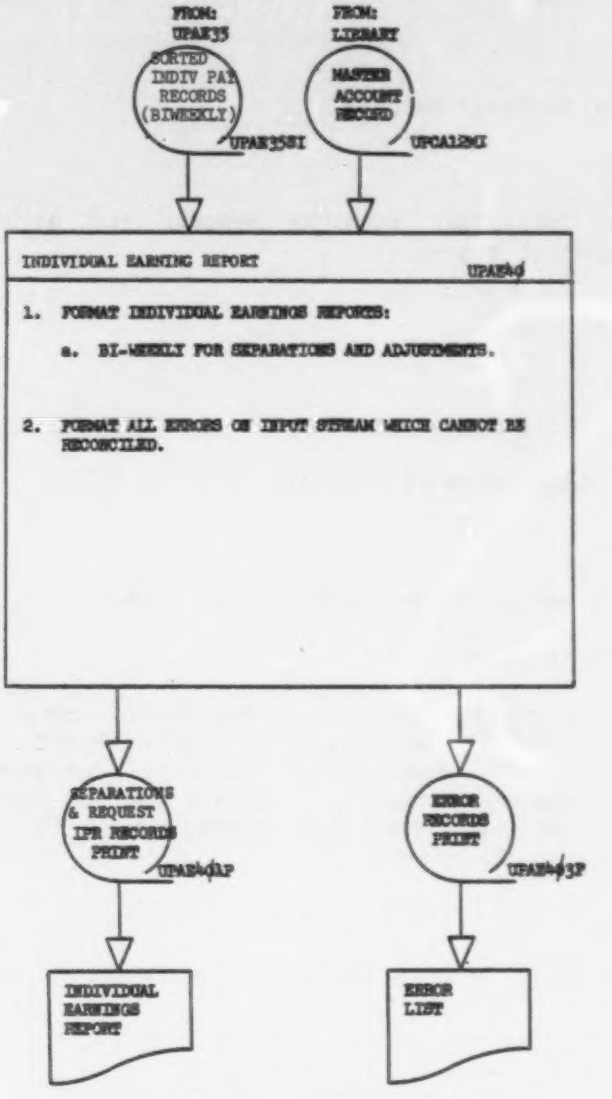
3.11 BIWEEKLY ILR SORT - UPAE35

Program I/O Chart


FROM:
UPAF57
INDIVIDUAL
PAY
RECORDS
UPAF571I
BI-WEEKLY IPR SORT
UPAE35
SEQUENCE:
PAYROLL BLOCK
EMPLOYEE NAME
ADJUSTMENT FLAG
RECORD ID
PAY PERIOD CODE
SORTED
INDIVIDUAL
PAY
RECORDS
UPAE3580
TO: UPAE40

3.12 INDIVIDUAL EARNING REPORT - UPAE40

Program I/O Chart


FROM:
UPAE35
SORTED INDIV PAY RECORDS (BIWEEKLY)
UPAE35SI
FROM:
LIBRARY
MASTER ACCOUNT RECORD
UPCA12MI
INDIVIDUAL EARNING REPORT
UPAE40
1. FORMAT INDIVIDUAL EARNINGS REPORTS:
a. BI-WEEKLY FOR SEPARATIONS AND ADJUSTMENTS.
2. FORMAT ALL ERRORS ON INPUT STREAM WHICH CANNOT BE RECONCILED.
SEPARATIONS & REQUEST IFR RECORDS PRINT
UPAE401P
ERROR RECORDS PRINT
UPAE403P
INDIVIDUAL EARNINGS REPORT
ERROR LIST

TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.12 INDIVIDUAL EARNING REPORT - UPAE40
Program Narrative

PROGRAM NAME: Individual Earning Report

PROGRAM ID NUMBER: UPAE40

PURPOSE:

Prepare Individual Earnings Reports.

FUNCTIONS/FEATURES:

Biweekly prepare Individual Earnings Reports for adjustments, transfers, resignations, and special requests.

DESCRIPTION:

a. Input Files:

(1) UPAE35SI: Sorted Individual Pay Records (Biweekly).

(2) UPCA12MI: Master Account Record.

b. Output Files:

(1) UPAE401P: Separations and Requests IPR Records.

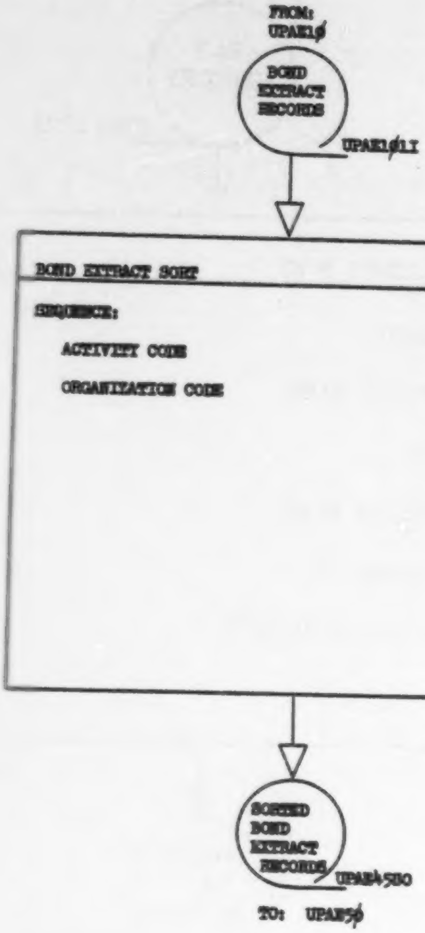
(2) UPAE403P: Error List.

c. Processing Description - Individual Pay Records data input is in the form of header and detail records. As many as 18 header records (9 per output page: 2 output pages per employee maximum) per employee are permissible. A header record or group of headers without any detail records constitutes an error. Individual Pay Records input for adjustments, etc., is identified by a two position numeric code in the input.

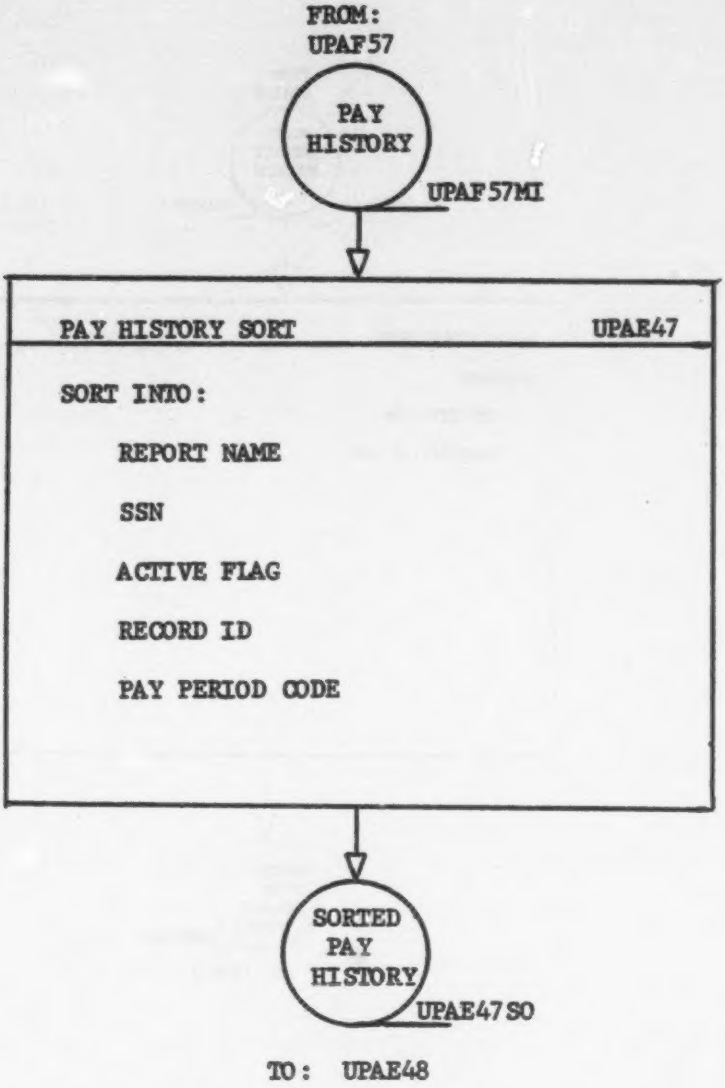
SPECIAL CONDITIONS:

The Individual Earnings Reports require a special print carriage control tape and Form DLA 1004.

3.13 BOND EXTRACT SORT - UPAE45
Program I/O Chart

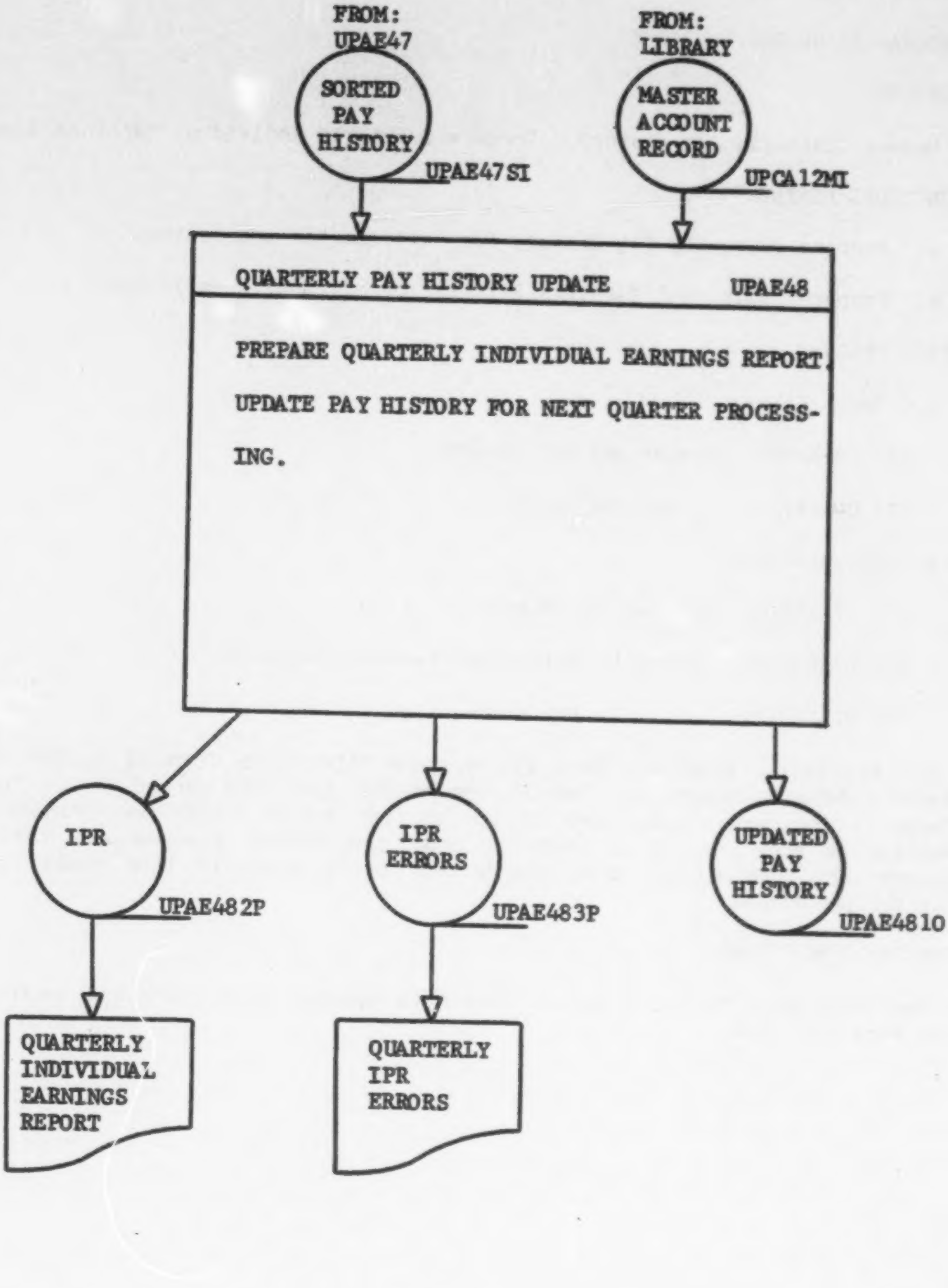

FROM:
UPAE10
BOND
EXTRACT
RECORDS
UPAE101I
BOND EXTRACT SORT
UPAE45
SEQUENCE:
ACTIVITY CODE
ORGANIZATION CODE
SORTED
BOND
EXTRACT
RECORDS
UPAE4580
TO: UPAE50

3.14 PAY HISTORY SORT - UPAE47
Program I/O Chart


FROM:
UPAF57
PAY
HISTORY
UPAF57MI
PAY HISTORY SORT
UPAE47
SORT INTO:
REPORT NAME
SSN
ACTIVE FLAG
RECORD ID
PAY PERIOD CODE
SORTED
PAY
HISTORY
UPAE47SO
TO: UPAE48

3.15 QUARTERLY PAY HISTORY UPDATE - UPAE48

Program I/O Chart


FROM:
UPAE47
SORTED
PAY
HISTORY
UPAE47SI
FROM:
LIBRARY
MASTER
ACCOUNT
RECORD
UPCA12MI
QUARTERLY PAY HISTORY UPDATE
UPAE48
PREPARE QUARTERLY INDIVIDUAL EARNINGS REPORT.
UPDATE PAY HISTORY FOR NEXT QUARTER PROCESSING.
IPR
UPAE482P
IPR
ERRORS
UPAE483P
UPDATED
PAY
HISTORY
UPAE4810
QUARTERLY
INDIVIDUAL
EARNINGS
REPORT
QUARTERLY
IPR
ERRORS

3.15 QUARTERLY PAY HISTORY UPDATE - UPAE48
Program Narrative

PROGRAM NAME: Quarterly Pay History Update

PROGRAM ID NUMBER: UPAE48

PURPOSE:

Update Quarterly Pay History. Prepare Quarterly Individual Earnings Report.

FUNCTIONS/FEATURES:

a. Prepare Quarterly Pay History for next quarter processing.

b. Prepare Individual Earnings Reports for all active employees.

DESCRIPTION:

a. Input Files:

(1) UPCA12MI: Master Account Record.

(2) UPAE47SI: Sorted Pay History.

b. Output Files:

(1) UPAE481O: Updated Pay History.

(2) UPAE482P: Quarterly Individual Earnings Report.

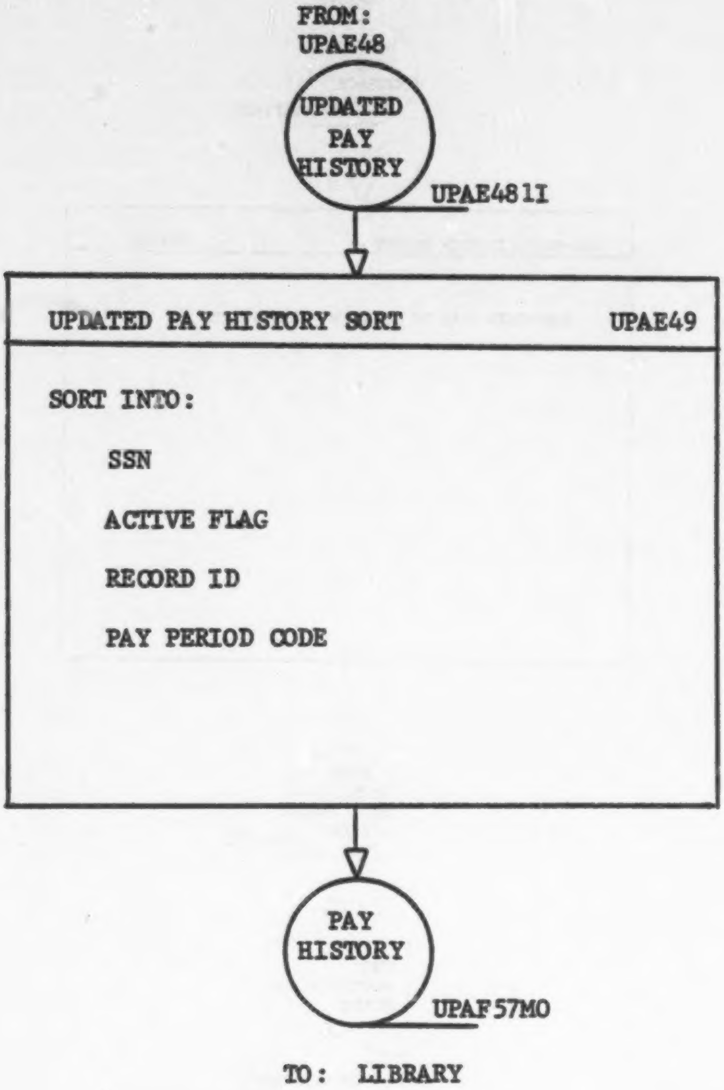
(3) UPAE483P: Quarterly IPR Errors List.

c. Processing Descriptions - Pay History File is in form of header record, Opening Balance Record and Detail Record for each pay period in the quarter. These records are accumulated in the various money fields and printed. The Opening Balance Record is updated from the Detail Records and the Detail Records are then dropped from the Master Record which is then ready for next quarter processing.

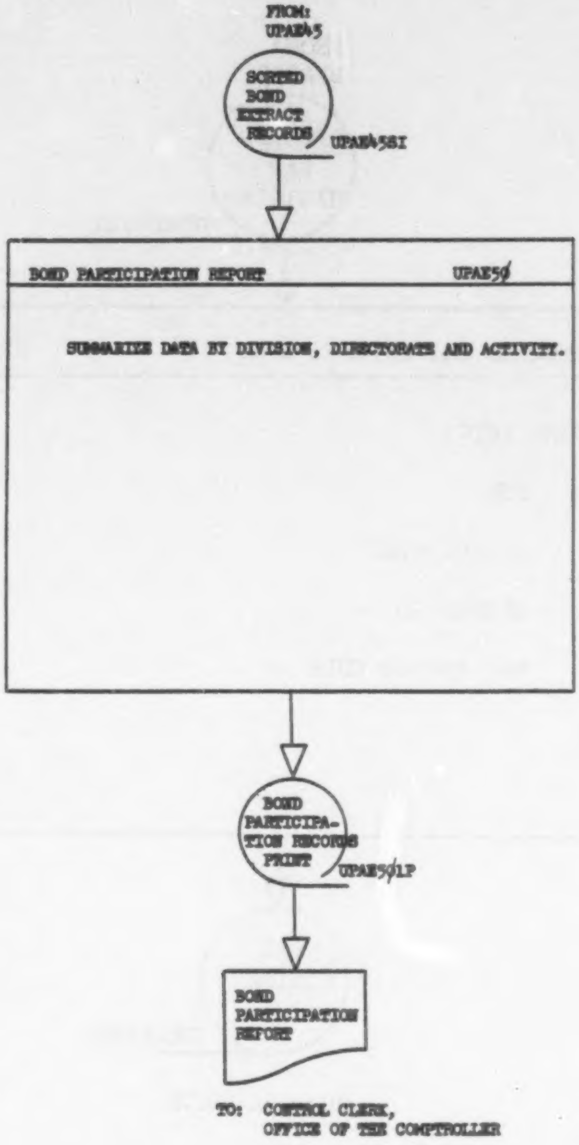
SPECIAL CONDITIONS:

The Individual Earnings Report require a special print carriage control tape and Form DLA 1004.

3.16 UPDATED PAY HISTORY SORT - UPAE49
Program I/O Chart


FROM:
UPAE48
UPDATED PAY HISTORY
UPAE4811
UPDATED PAY HISTORY SORT
UPAE49
SORT INTO:
SSN
ACTIVE FLAG
RECORD ID
PAY PERIOD CODE
PAY HISTORY
UPAF57MO
TO: LIBRARY

3.17 BOND PARTICIPATION REPORT - UPAE50
Program I/O Chart


FROM:
UPAE45
SORTED BOND EXTRACT RECORDS
UPAE45SI
BOND PARTICIPATION REPORT
UPAE50
SUMMARIZE DATA BY DIVISION, DIRECTORATE AND ACTIVITY.
BOND PARTICIPATION RECORDS PRINT
UPAE501P
BOND PARTICIPATION REPORT
TO: CONTROL CLERK,
OFFICE OF THE COMPTROLLER

3.17 BOND PARTICIPATION REPORT - UPAE50
Program Narrative

PROGRAM NAME: Bond Participation Report

PROGRAM ID NUMBER: UPAE50

PURPOSE:

Report Bond participation data.

FUNCTIONS/FEATURES:

Prepares a Summary Report of Bond participation by Division, Directorate, and Activity.

DESCRIPTION:

a. Input File:

UPAE45SI: Sorted Bond Extract.

b. Output File:

UPAE501P: Bond Participation Report.

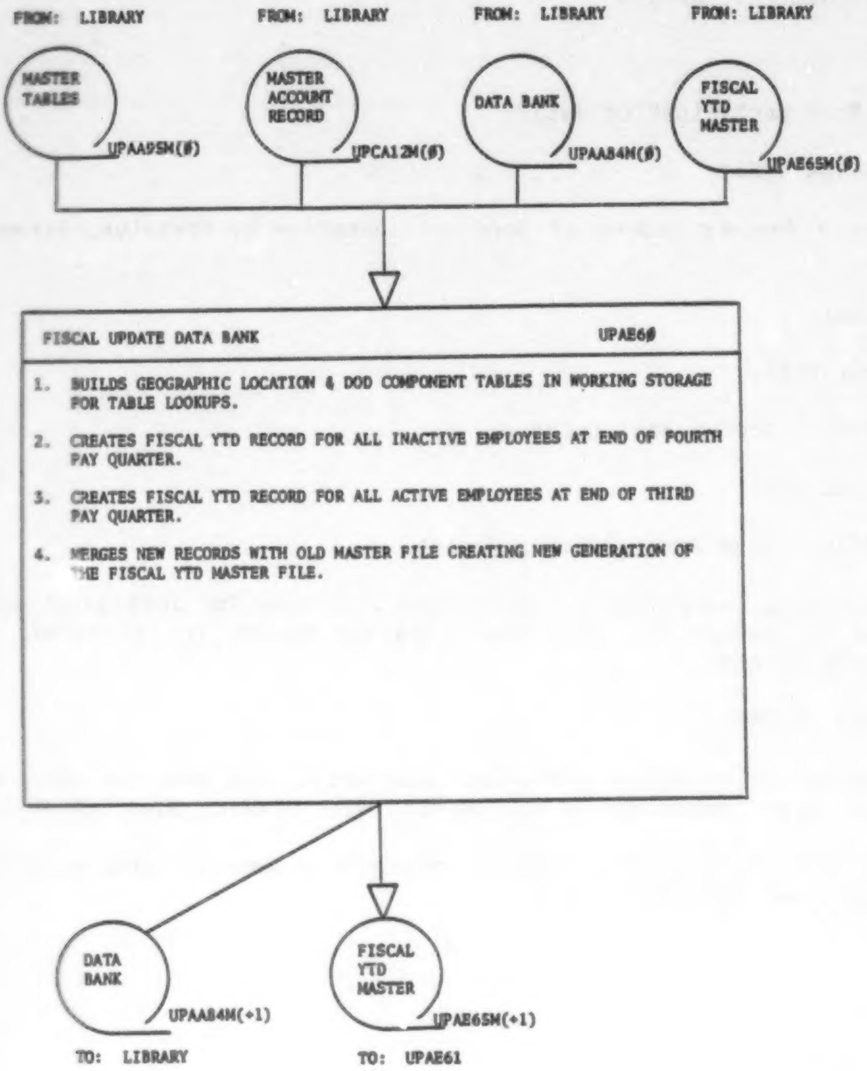
c. Processing Description - Bond deduction data for individual employees are summarized to produce the Bond Participation Report for Division, Directorate and Activity levels.

SPECIAL CONDITIONS:

a. Program is normally processed quarterly, but may be used as required during Bond Drive campaigns in conjunction with UPAE10, Bond Extract.

b. The Bond Participation Report requires a general purpose print carriage control tape and four-part paper.

3.18 FISCAL UPDATE DATA BANK - UPAE60
Program I/O Chart


FROM: LIBRARY
MASTER TABLES
UPAA95M(0)
FROM: LIBRARY
MASTER ACCOUNT RECORD
UPCA12M(0)
FROM: LIBRARY
DATA BANK
UPAA84M(0)
FROM: LIBRARY
FISCAL YTD MASTER
UPAE65M(0)
FISCAL UPDATE DATA BANK
UPAE60
DATA BANK
UPAA84M(+1)
TO: LIBRARY
FISCAL YTD MASTER
UPAE65M(+1)
TO: UPAE61

1. BUILDS GEOGRAPHIC LOCATION & DOD COMPONENT TABLES IN WORKING STORAGE FOR TABLE LOOKUPS.
2. CREATES FISCAL YTD RECORD FOR ALL INACTIVE EMPLOYEES AT END OF FOURTH PAY QUARTER.
3. CREATES FISCAL YTD RECORD FOR ALL ACTIVE EMPLOYEES AT END OF THIRD PAY QUARTER.
4. MERGES NEW RECORDS WITH OLD MASTER FILE CREATING NEW GENERATION OF THE FISCAL YTD MASTER FILE.

3.18 FISCAL UPDATE DATA BANK - UPAE60
Program Narrative

PROGRAM NAME: Fiscal Update Data Bank

PROGRAM ID NUMBER: UPAE60

PURPOSE:

To make available data for the report of Federal Outlays by Geographic Location.

FUNCTIONS/FEATURES:

This program will extract data from Data Bank File (UPAA84M) at the end of the third pay quarter for all employees and at the end of the fourth pay quarter for only inactive employees.

DESCRIPTION:

a. Input files:

(1) UPAA95MI: Master Tables File.

(2) UPCA12MI: Master Account Record File.

(3) UPAE65MI: Fiscal Year-To-Date Master File.

(4) UPAA84MI: Data Bank File.

b. Output files:

(1) UPAE65MO: Updated Fiscal Year-To-Date Master File.

(2) UPAA84MO: Updated Data Bank.

c. Processing Description:

(1) The program opens the four input files and displays a start message upon the console.

(2) It then reads the Master Table File and picks up the quarter ending dates and the Geographic Location Records and builds a table in working storage and closes the file.

(3) Next, it reads the Master Account Record File and builds a DOD Component Code Table in working storage, then closes the file.

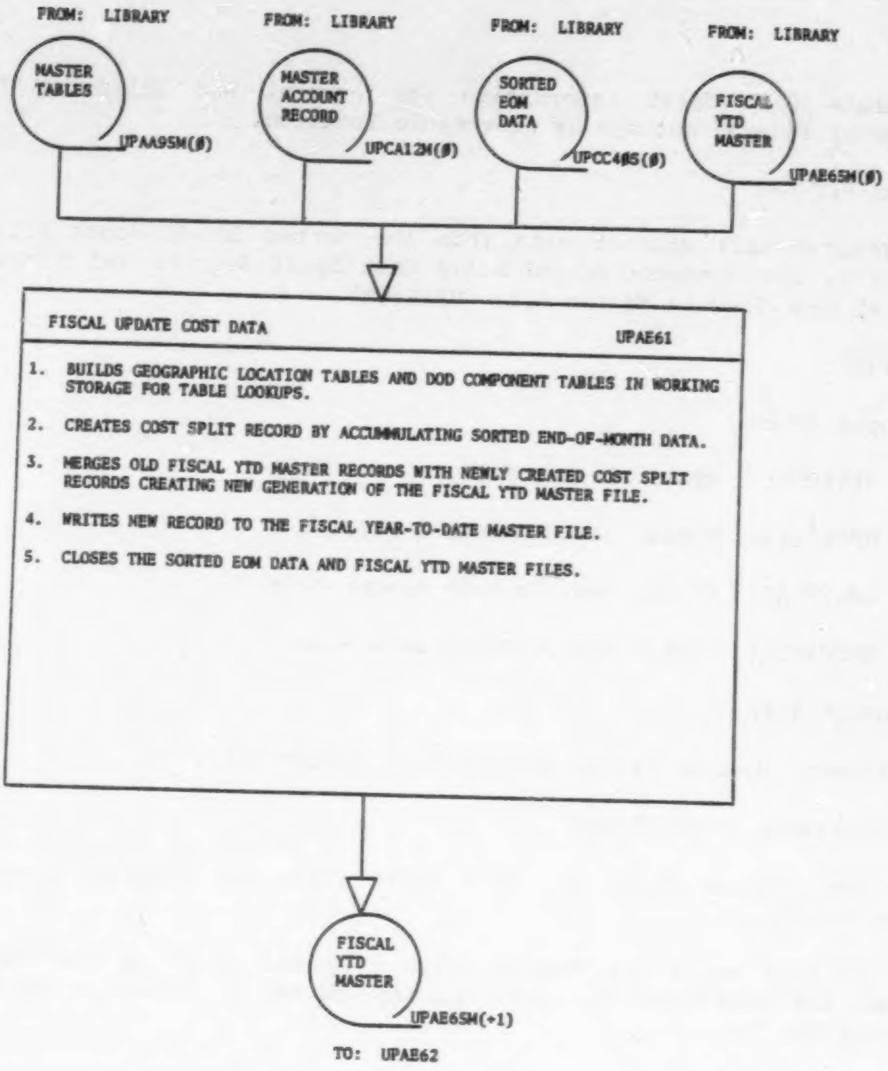
(4) Now the program reads the Fiscal Year-To-Date Master File in and writes a new Year-To-Date Master File out and closes the input file.

(5) The program now checks for the pay quarter ending date. If it is equal to 3 the program will create a new Fiscal Year-To-Date record for each employee. If the pay quarter ending data is equal to 4 the program will build a Fiscal Year-To-Date Record for only inactive employees that separated this Pay Period or quarter. If the pay quarter ending date is not equal to 3 or 4 the end-of-job routine will be accomplished. If pay quarter is equal to 3 or 4 the Data Bank File (UPAA84M) will be read and processed until end of file is reached.

(6) The end-of-job routine closes the input Data Bank File (UPAA84M) and output updated Fiscal Year-To-Date Master File and displaying an ending message upon the console.

SPECIAL CONDITIONS: None.

3.19 FISCAL UPDATE COST DATA - UPAE61
Program I/O Chart


FROM: LIBRARY
MASTER TABLES
UPAA95M(0)
FROM: LIBRARY
MASTER ACCOUNT RECORD
UPCA12M(0)
FROM: LIBRARY
SORTED EOM DATA
UPCC405(0)
FROM: LIBRARY
FISCAL YTD MASTER
UPAE65M(0)
FISCAL UPDATE COST DATA
UPAE61
FISCAL YTD MASTER
UPAE65M(+1)
TO: UPAE62

1. BUILDS GEOGRAPHIC LOCATION TABLES AND DOD COMPONENT TABLES IN WORKING STORAGE FOR TABLE LOOKUPS.
2. CREATES COST SPLIT RECORD BY ACCUMULATING SORTED END-OF-MONTH DATA.
3. MERGES OLD FISCAL YTD MASTER RECORDS WITH NEWLY CREATED COST SPLIT RECORDS CREATING NEW GENERATION OF THE FISCAL YTD MASTER FILE.
4. WRITES NEW RECORD TO THE FISCAL YEAR-TO-DATE MASTER FILE.
5. CLOSES THE SORTED EOM DATA AND FISCAL YTD MASTER FILES.

3.19 FISCAL UPDATE COST DATA - UPAE61
Program Narrative

PROGRAM NAME: Fiscal Update Cost Data

PROGRAM ID NUMBER: UPAE61

PURPOSE:

Accumulate Cost Split information for current and following fiscal year reporting of federal outlays by geographic location.

FUNCTIONS/FEATURES:

This program will extract data from the sorted End-Of-Month File (UPCC40S) generated by cost processing and build Cost Split Records and merge then with the Fiscal Year-To-Date Master File (UPAE65M).

DESCRIPTION:

a. Input files:

(1) UPAA95MI: Master Tables File.

(2) UPCA12MI: Master Account Record File.

(3) UPAE65MI: Fiscal Year-To-Date Master File.

(4) UPCC40SI: Sorted End-Of-Month Data File.

b. Output files:

UPAE65MO: Updated Fiscal Year-To-Date Master File.

c. Processing Description.

(1) The program opens the four input files and displays a start message upon the console.

(2) It then reads the Master Table File and picks up the quarter ending dates and the Geographic Location Records and builds table in working storage and closes the file.

(3) Next, it reads the Master Account Record File and builds a DOD Component Code Table in working storage, then closes the file.

(4) Now the program reads the Fiscal Year-To-Date Master File in and writes a new Year-To-Date Master File out and closes the input file.

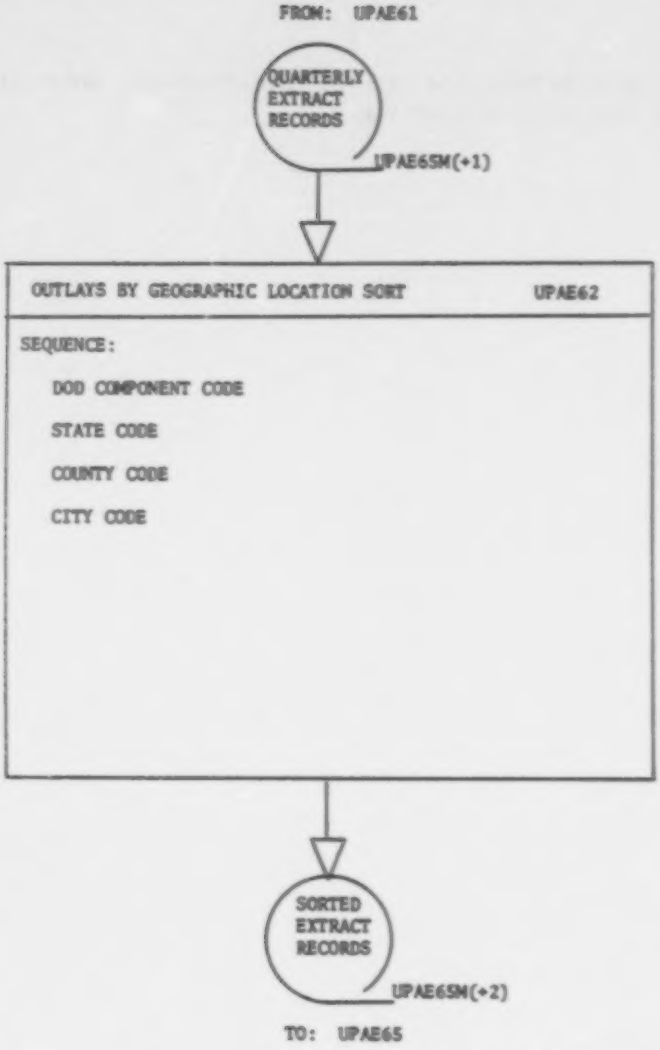
(5) The program then reads the sorted End-Of-Month Data File and builds a Cost Split Record and writes it to updated Fiscal Year-To-Date Master File for each transaction.

(6) The program ends by closing the input sorted End-Of-Month Data File and output updated Fiscal Year-To-Date Master File and displaying an ending message upon the console.

SPECIAL CONDITIONS:

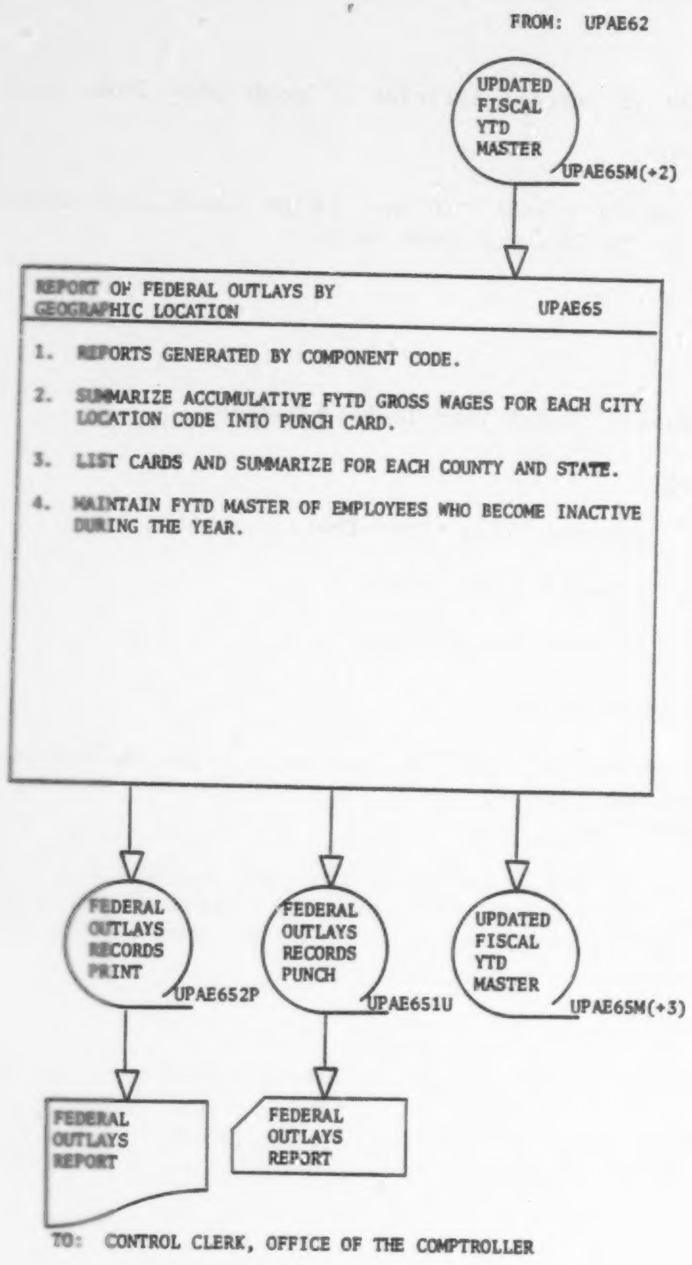
UPAE61 must not run before the sorted End-Of-Month Data File (UPCC40S) is made available from the cost processing.

3.20 QUARTERLY OUTLAY BY OPERATIONAL AREA SORT - UPAE62


FROM: UPAE61
QUARTERLY EXTRACT RECORDS
UPAE65M(+1)
OUTLAYS BY GEOGRAPHIC LOCATION SORT
UPAE62
SEQUENCE:
DOD COMPONENT CODE
STATE CODE
COUNTY CODE
CITY CODE
SORTED EXTRACT RECORDS
UPAE65M(+2)
TO: UPAE65

3.21 FISCAL YEAR-TO-DATE PROCESS - UPAE65

Program I/O Chart


FROM: UPAE62
UPDATED FISCAL YTD MASTER
UPAE65M(+2)
REPORT OF FEDERAL OUTLAYS BY GEOGRAPHIC LOCATION
UPAE65
FEDERAL OUTLAYS RECORDS PRINT
UPAE652P
FEDERAL OUTLAYS RECORDS PUNCH
UPAE651U
UPDATED FISCAL YTD MASTER
UPAE65M(+3)
FEDERAL OUTLAYS REPORT
FEDERAL OUTLAYS REPORT
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

1. REPORTS GENERATED BY COMPONENT CODE.
2. SUMMARIZE ACCUMULATIVE FYTD GROSS WAGES FOR EACH CITY LOCATION CODE INTO PUNCH CARD.
3. LIST CARDS AND SUMMARIZE FOR EACH COUNTY AND STATE.
4. MAINTAIN FYTD MASTER OF EMPLOYEES WHO BECOME INACTIVE DURING THE YEAR.

3.21 FISCAL YEAR-TO-DATE PROCESS - UPAE65
Program Narrative

PROGRAM NAME: Fiscal Year-To-Date Process

PROGRAM ID NUMBER: UPAE65

PURPOSE:

Prepares a report of payroll salaries by geographic location.

FUNCTIONS/FEATURES:

Report output covers Fiscal YTD and is on punch card with an accompanying listing. Report is for DLA employees only.

DESCRIPTION:

a. Input Files:

UPAE65MI: Updated Fiscal Year-To-Date Master.

b. Output Files:

(1) UPAE65MO: Updated Fiscal Year-To-Date Master.

(2) UPAE65IU: Federal Outlay Cards.

(3) UPAE652P: Federal Outlay Print.

c. Processing Description:

(1) The FYTD Master of Inactive Employees is maintained and recycled due to the difference between the report (Fiscal YTD) and the Extract Records from the Data Bank (Calendar YTD).

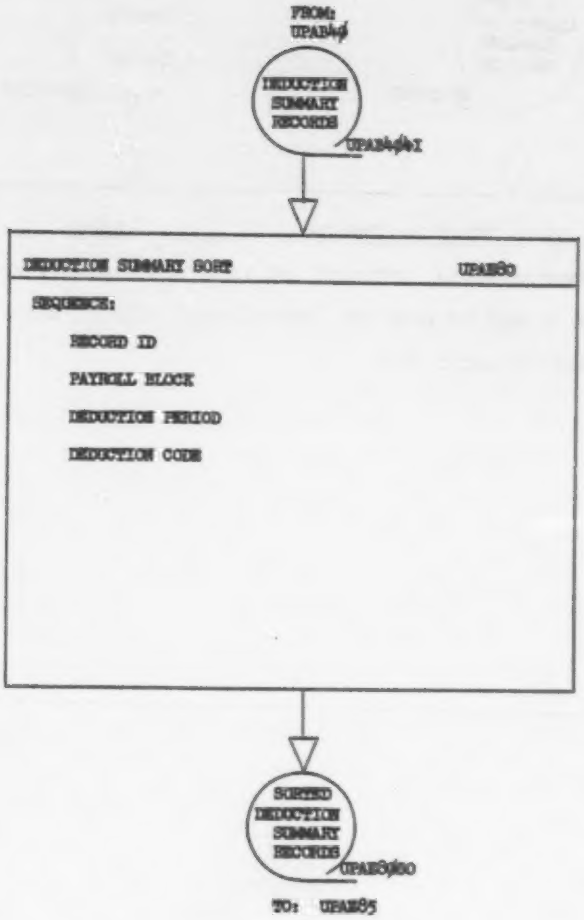
(2) Input records are accumulated and each output card reflects the Federal Outlay (Payroll) for one city. Cards are formatted to output listing with sub-totals by county and State. All dollar amounts are rounded to nearest thousands of dollars.

SPECIAL CONDITIONS:

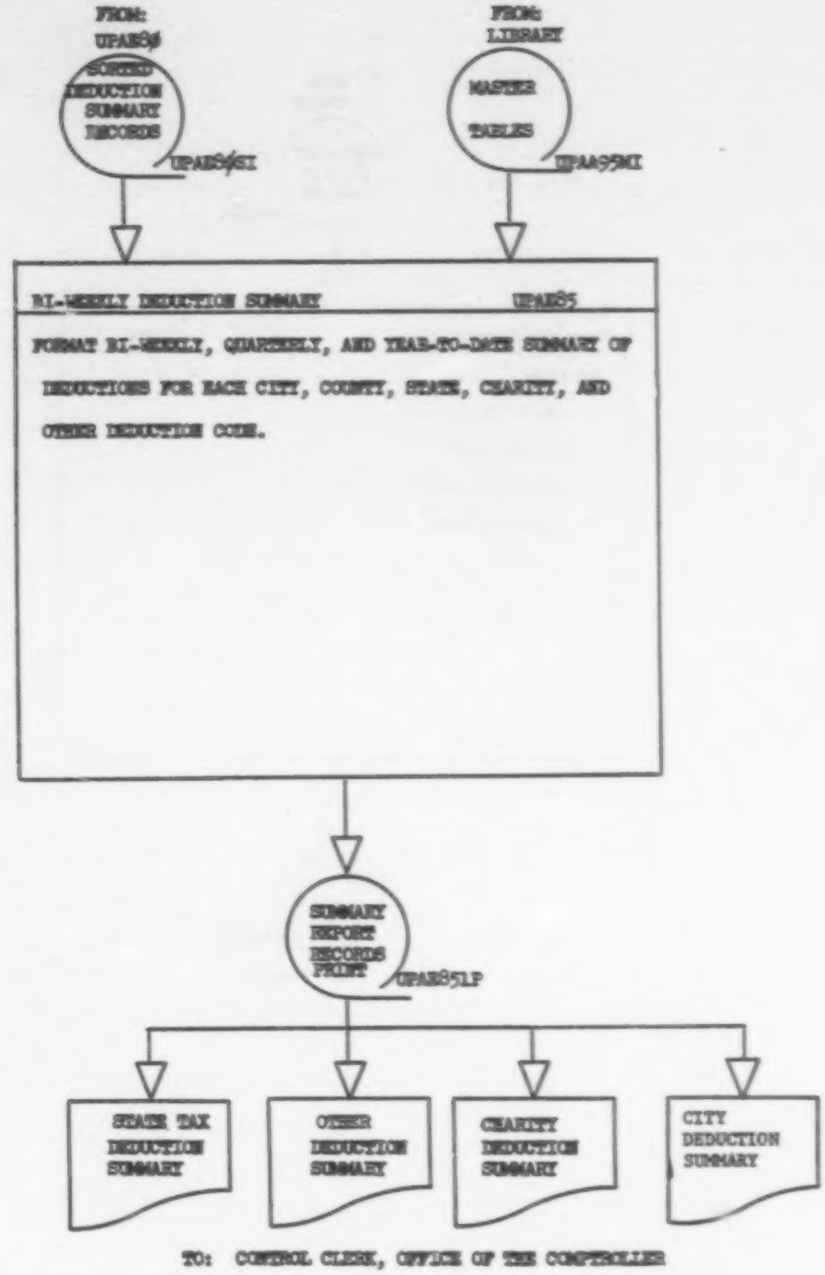
a. Program automatically begins new Inactive Master at end of Fiscal Year.

b. Output punch requires general purpose cards. Output print requires a general purpose print carriage control tape and two-part paper.

3.22 DEDUCTION SUMMARY SORT - UPAE80
Program I/O Chart


FROM:
UPAB40
DEDUCTION
SUMMARY
RECORDS
UPAB404I
DEDUCTION SUMMARY SORT
UPAE80
SEQUENCE:
RECORD ID
PAYROLL BLOCK
DEDUCTION PERIOD
DEDUCTION CODE
SORTED
DEDUCTION
SUMMARY
RECORDS
UPAE8080
TO: UPAE85

3.23 BIWEEKLY DEDUCTION SUMMARY - UPAE85
Program I/O Chart


FROM:
UPAE80
SORTED
DEDUCTION
SUMMARY
RECORDS
UPAE840SI
FROM:
LIBRARY
MASTER
TABLES
UPAA95MI
BI-WEEKLY DEDUCTION SUMMARY
UPAE85
FORMAT BI-WEEKLY, QUARTERLY, AND YEAR-TO-DATE SUMMARY OF DEDUCTIONS FOR EACH CITY, COUNTY, STATE, CHARITY, AND OTHER DEDUCTION CODE.
SUMMARY
REPORT
RECORDS
PRINT
UPAE851P
STATE TAX
DEDUCTION
SUMMARY
OTHER
DEDUCTION
SUMMARY
CHARITY
DEDUCTION
SUMMARY
CITY
DEDUCTION
SUMMARY
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.23 BIWEEKLY DEDUCTION SUMMARY - UPAE85
Program Narrative

PROGRAM NAME: Biweekly Deduction Summary

PROGRAM ID NUMBER: UPAE85

PURPOSE:

Prepares Biweekly and Quarterly Deduction Summaries.

FUNCTIONS/FEATURES:

Biweekly, prepares Deduction Summary Reports for State and city taxes, charity and other deductions.

DESCRIPTION:

a. Input Files:

(1) UPAA95MI: Master Tables.

(2) UPAE80SI: Sorted Summary Records.

b. Output Files:

UPAE851P: Deduction Summary Report.

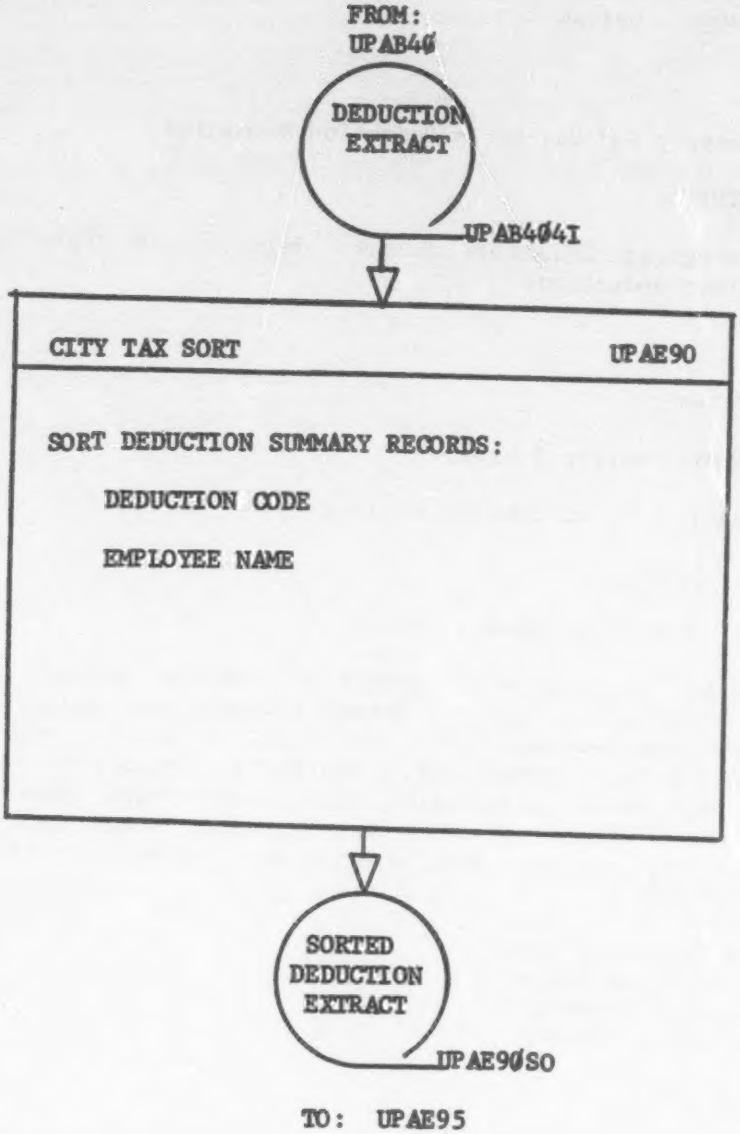
c. Processing Description - Deduction Summary Records from input are accumulated by deduction codes. Normal biweekly processing will list current pay period and year-to-date deductions. End of quarter processing will list current pay period deductions, quarterly deductions and year-to-date deductions. Page break is by State, City, Charity and Other Deduction Codes, and Payroll Block within the different reports. Input deduction records are processed serially by type and reports will appear on the output in the following sequence:

State Tax Deduction Summary
Charity Deduction Summary
City Deduction Summary
Other Deduction Summary

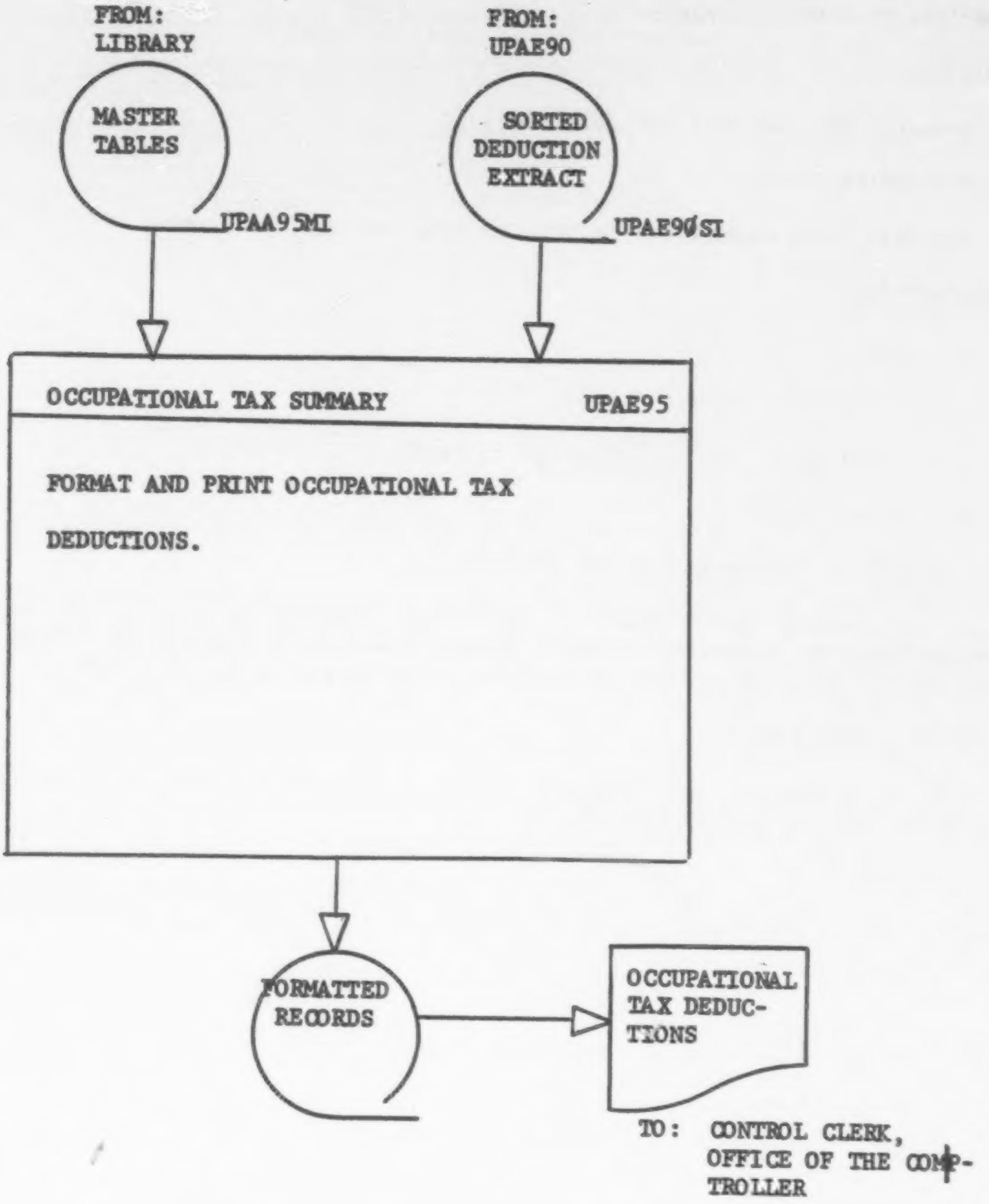
SPECIAL CONDITIONS:

The Deduction Summary Reports require a general purpose print carriage control tape and two-part paper.

3.24 CITY TAX SORT - UPAE90
Program I/O Chart


FROM:
UPAB40
DEDUCTION
EXTRACT
UPAB404I
CITY TAX SORT
UPAE90
SORT DEDUCTION SUMMARY RECORDS:
DEDUCTION CODE
EMPLOYEE NAME
SORTED
DEDUCTION
EXTRACT
UPAE90SO
TO: UPAE95

3.25 OCCUPATIONAL TAX SUMMARY - UPAE95
Program I/O Chart


FROM:
LIBRARY
MASTER
TABLES
UPAA95MI
FROM:
UPAE90
SORTED
DEDUCTION
EXTRACT
UPAE90SI
OCCUPATIONAL TAX SUMMARY
UPAE95
FORMAT AND PRINT OCCUPATIONAL TAX
DEDUCTIONS.
FORMATTED
RECORDS
OCCUPATIONAL
TAX DEDUC-
TIONS
TO: CONTROL CLERK,
OFFICE OF THE COMP-
TROLLER

3.25 OCCUPATIONAL TAX SUMMARY - UPAE95
Program Narrative

PROGRAM NAME: Occupational Tax Summary

PROGRAM ID NUMBER: UPAE95

PURPOSE:

Prepares occupational tax deductions.

FUNCTIONS/FEATURES:

Prepares Occupational Tax Reports by city and employee number.

DESCRIPTION:

a. Input Files:

(1) UPAA95MI: Master Tables.

(2) UPAE90SI: Sorted Deduction Extract.

b. Output File:

UPAE951P: Occupational Tax Deductions.

c. Processing Description - Deduction Summary Records from input are accumulated by Deduction Codes. Normal biweekly processing will list current pay period and year-to-date deductions. Page break is by City Code.

SPECIAL CONDITIONS:

The Occupational Tax Reports requires a general purpose print carriage control tape and two-part paper.

VOLUME I APCAPS ADP SPECIFICATIONS

PART 4 PAYROLL SUBSYSTEM

CHAPTER 7 HISTORY FILE UPDATE - UPAF0000

CHAPTER TABLE OF CONTENTS

SECT DESCRIPTION PAGE

1 GENERAL

1.1 Purpose I-4-7-1

2 HISTORY FILE UPDATE APPLICATION

2.1 History File Update Application - UPAF0000 I-4-7-2

3 HISTORY FILE UPDATE PROGRAMS

3.1 Special Requests - YGZ Transactions Print - UPAF02 I-4-7-8
3.2 IC Miscellaneous Transaction Sort - UPAF03 I-4-7-10
3.3 Sort Leave Adjustment Transactions - UPAF04 I-4-7-11
3.4 Leave History Prior Adjustments - UPAF05 I-4-7-12
3.5 Valid YGA Transactions Sort - UPAF06 I-4-7-14
3.6 Leave History Update and SSN Change - UPAF10 I-4-7-15
3.7 Leave History SSN Sort - UPAF15 I-4-7-18
3.8 Leave History SSN Change Merge - UPAF20 I-4-7-19
3.9 Leave History Reports - UPAF30 I-4-7-20
3.10 Permanent Expanded Transaction Sort - UPAF34 I-4-7-22
3.11 Sort Data Bank Changes - UPAF42 I-4-7-23
3.12 Data Bank Merge - UPAF43 I-4-7-24
3.13 Pay History SSN Change Sort - UPAF45 I-4-7-26
3.14 Pay History SSN Change Merge - UPAF50 I-4-7-27
3.15 Pay History - UPAF57 I-4-7-29

VOLUME I APCAPS ADP SPECIFICATIONS

PART 4 PAYROLL SUBSYSTEM

CHAPTER 7 HISTORY FILE UPDATE - UPAF0000

SECTION 1 GENERAL

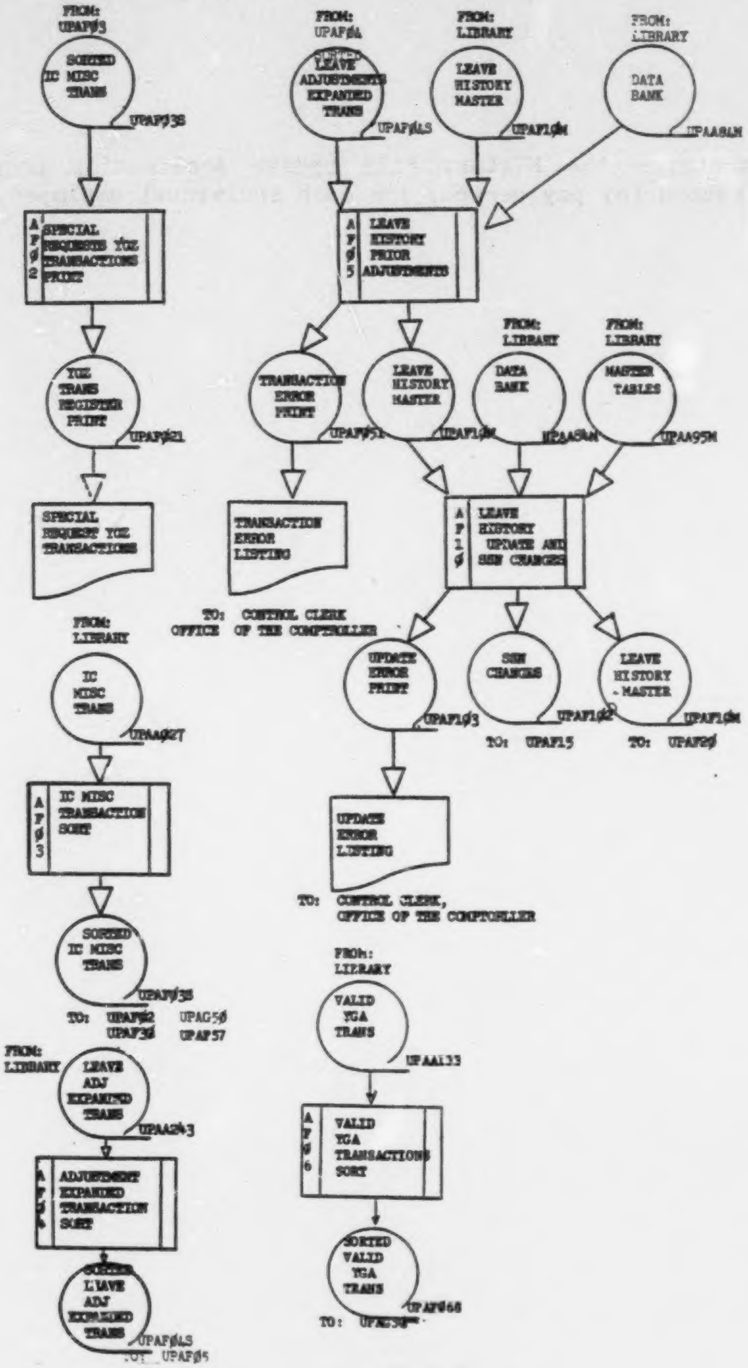
1.1 PURPOSE

This chapter contains the History File Update Application programs which provide a detail record (by pay period) for each individual employee.

SECTION 2 HISTORY FILE UPDATE APPLICATION

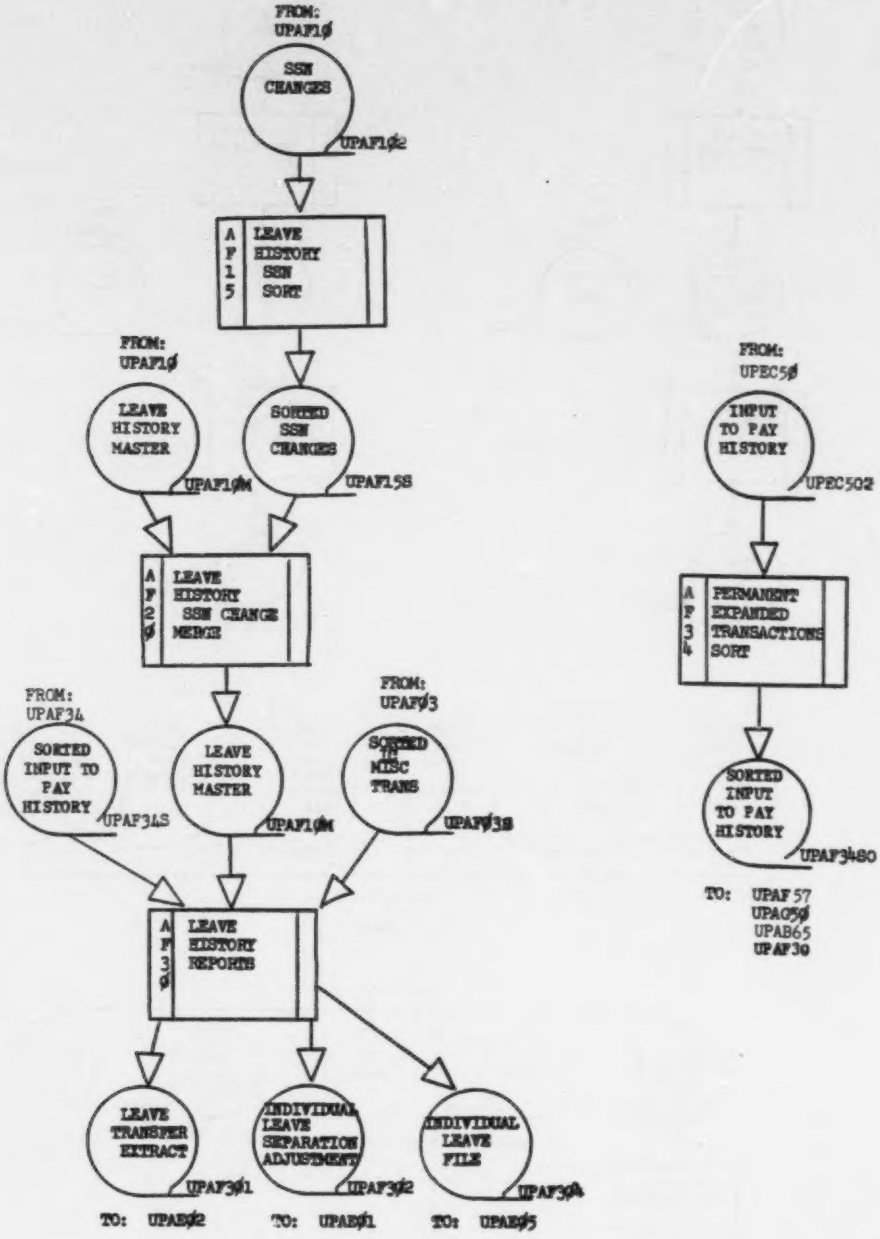
2.1 HISTORY FILE UPDATE APPLICATION - UPAF0000

Application Flow Chart Page 1


FROM: UPAF03
SORTED IC MISC TRANS
UPAF03S
FROM: UPAF04
SORTED LEAVE ADJUSTMENTS EXPANDED TRANS
UPAF04S
FROM: LIBRARY
LEAVE HISTORY MASTER
UPAF10M
FROM: LIBRARY
DATA BANK
UPAA84M
AF02
SPECIAL REQUESTS YOZ TRANSACTIONS PRINT
AF05
LEAVE HISTORY PRIOR ADJUSTMENTS
YOZ TRANS REGISTER PRINT
UPAF021
TRANSACTION ERROR PRINT
UPAF051
LEAVE HISTORY MASTER
UPAF10M
FROM: LIBRARY
DATA BANK
UPAA84M
FROM: LIBRARY
MASTER TABLES
UPAA95M
SPECIAL REQUEST YOZ TRANSACTIONS
TRANSACTION ERROR LISTING
TO: CONTROL CLERK OFFICE OF THE COMPTROLLER
AF10
LEAVE HISTORY UPDATE AND SSN CHANGES
UPDATE ERROR PRINT
UPAF103
SSN CHANGES
UPAF102
TO: UPAF15
LEAVE HISTORY - MASTER
UPAF10M
TO: UPAF20
FROM: LIBRARY
IC MISC TRANS
UPAA027
AF03
IC MISC TRANSACTION SORT
UPDATE ERROR LISTING
TO: CONTROL CLERK, OFFICE OF THE COMPTOLLER
SORTED IC MISC TRANS
UPAF03S
TO: UPAF02 UPAG50 UPAF30 UPAF57
FROM: LIBRARY
VALID YGA TRANS
UPAA133
FROM: LIBRARY
LEAVE ADJ EXPANDED TRANS
UPAA243
AF06
VALID YGA TRANSACTIONS SORT
AF04
ADJUSTMENT EXPANDED TRANSACTION SORT
SORTED VALID YGA TRANS
UPAF068
TO: UPAG50
SORTED LEAVE ADJ EXPANDED TRANS
UPAF04S
TO: UPAF05

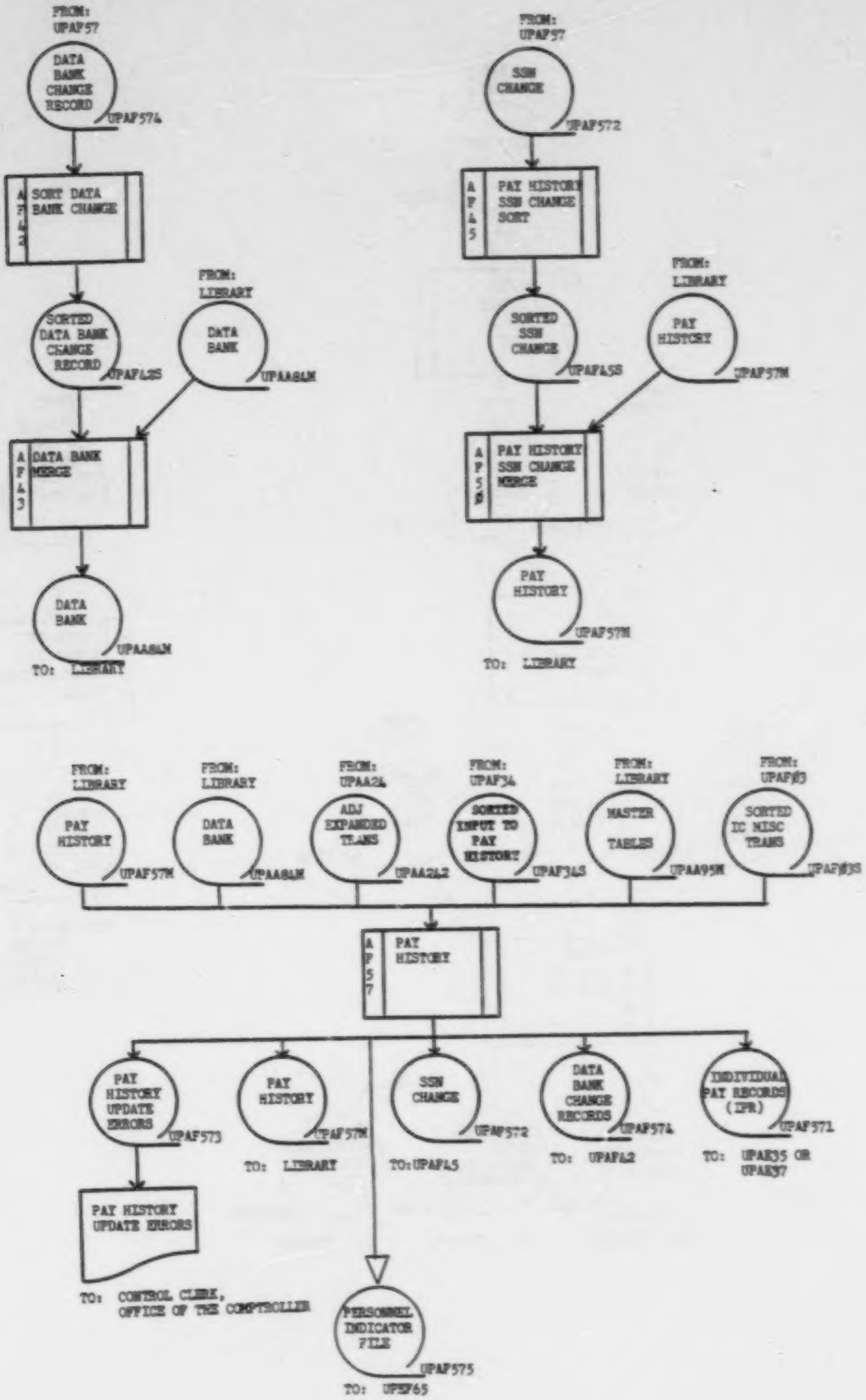
2.1 HISTORY FILE UPDATE APPLICATION - UPAF0000

Application Flow Chart Page 2


FROM:
UPAF10
SSN
CHANGES
UPAF102
A
F
1
5
LEAVE
HISTORY
SSN
SORT
FROM:
UPAF10
LEAVE
HISTORY
MASTER
UPAF10M
SORTED
SSN
CHANGES
UPAF15S
A
F
2
0
LEAVE
HISTORY
SSN CHANGE
MERGE
FROM:
UPAF34
SORTED
INPUT TO
PAY
HISTORY
UPAF34S
LEAVE
HISTORY
MASTER
UPAF10M
FROM:
UPAF03
SORTED
IN
MISC
TRANS
UPAF03S
A
F
3
0
LEAVE
HISTORY
REPORTS
LEAVE
TRANSFER
EXTRACT
UPAF301
TO: UPAE02
INDIVIDUAL
LEAVE
SEPARATION
ADJUSTMENT
UPAF302
TO: UPAE01
INDIVIDUAL
LEAVE
FILE
UPAF30A
TO: UPAE05
FROM:
UPEC50
INPUT
TO PAY
HISTORY
UPEC502
A
F
3
4
PERMANENT
EXPANDED
TRANSACTIONS
SORT
SORTED
INPUT
TO PAY
HISTORY
UPAF34S0
TO: UPAF57
UPAC50
UPAB65
UPAF30

2.1 HISTORY FILE UPDATE APPLICATION - UPAF0000

Application Flow Chart Page 3


FROM: UPAF57
DATA BANK CHANGE RECORD
UPAF574
A F 4 2
SORT DATA BANK CHANGE
SORTED DATA BANK CHANGE RECORD
UPAF425
FROM: LIBRARY
DATA BANK
UPAA84M
A F 4 3
DATA BANK MERGE
DATA BANK
UPAA84M
TO: LIBRARY
FROM: UPAF57
SSN CHANGE
UPAF572
A F 4 5
PAY HISTORY SSN CHANGE SORT
SORTED SSN CHANGE
UPAF455
FROM: LIBRARY
PAY HISTORY
UPAF57M
A F 5 0
PAY HISTORY SSN CHANGE MERGE
PAY HISTORY
UPAF57M
TO: LIBRARY
FROM: LIBRARY
PAY HISTORY
UPAF57M
FROM: LIBRARY
DATA BANK
UPAA84M
FROM: UPAA24
ADJ EXPANDED TRANS
UPAA242
FROM: UPAF34
SORTED INPUT TO PAY HISTORY
UPAF345
FROM: LIBRARY
MASTER TABLES
UPAA95M
FROM: UPAF03
SORTED IC MISC TRANS
UPAF035
A F 5 7
PAY HISTORY
PAY HISTORY UPDATE ERRORS
UPAF573
PAY HISTORY UPDATE ERRORS
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
PAY HISTORY
UPAF57M
TO: LIBRARY
SSN CHANGE
UPAF572
TO: UPAF45
DATA BANK CHANGE RECORDS
UPAF574
TO: UPAF42
INDIVIDUAL PAY RECORDS (IPR)
UPAF571
TO: UPAE35 OR UPAE37
PERSONNEL INDICATOR FILE
UPAF575
TO: UPEF65

2.1 HISTORY FILE UPDATE - UPAF0000
Application Narrative

APPLICATION TITLE: History File Update

APPLICATION ID NUMBER: UPAF0000

PURPOSE:

The Leave and Pay History Records provides a detail record (by pay period) for each individual employee. The records serve as a balancing media for related records/reports and permits adjustments to prior pay period data.

FUNCTIONS:

a. Edit and update individual Leave History Records, using permanent transactions and adjustment.

b. Adjust each succeeding Pay Period Record from date of adjustment.

c. Edit and update individual Pay History Records, using permanent and adjustment transactions.

d. Adjustment transactions trigger automatically a complete printout of the individual record.

e. Cross foot total fields (gross & net) between the Data Bank and History Files.

f. Create Error Message on Cross Foot Errors as necessary.

g. Create IPR Extract for report processing.

h. Create ILR, both active and separated for report processing.

i. Create Leave Data Transfered File for report processing.

j. Create Leave Extract for Compensatory Time Report processing.

COMPONENT PROGRAMS AND OPERATIONS:

a. UPAF02: Special Request - YGZ Transactions Print.

Operation: Formats YGZ Transactions for printing.

b. UPAF03: IC Miscellaneous Transaction Sort.

c. UPAF04: Sort Leave Adjustment Transactions.

READEX FICHE

d. UPAF05: Leave History Prior Adjustments.

Operation: Updates leave balance of transfer-in employees. Builds beginning year file for all active employees.

e. UPAF06: Valid YGA Transactions Sort.

f. UPAF10: Leave History Update and SSN Changes.

Operation: Update individual records, accumulates and verifies leave YTD total to Data Bank YTD totals. Creates Leave History Record for new employees and build Leave Detail Record for current pay period. Format error file for print.

g. UPAF15: Leave History SSN Sort.

h. UPAF20: Leave History SSN Change Merge.

Operation: Merge SSN Change into Leave History Master.

i. UPAF30: Leave History Reports.

Operation: Prepares Leave Transfer Extract, Individual Leave Separation Adustment and Individual Leave Files.

j. UPAF34: Permanent Expanded Transactions Sort.

k. UPAF42: Sort Data Bank Change.

Operation: Sort Data Bank - SSN.

l. UPAF43: Data Bank Merge.

Operation: Merge Data Bank Change Record with Data Bank.

m. UPAF45: Pay History SSN Change Sort.

n. UPAF50: Pay History SSN Change Merge.

Operation: Merge SSN Change File with Updated Pay History.

o. UPAF57: Pay History.

Operation: Update Pay History with current pay detail, format update errors for print, adjusts prior pay period record, validates special requests, add new employees, generate change file if SSN changed, cross balance gross and pay to year-to-date to Data Bank figures. Flag records to be printed.

INPUT-OUTPUT SOURCE AND DISPOSITION: .

a. Input is from File Maintenance, UPAA0000, and Payroll Processing, UPAB0000.

b. Output of reports to Control Clerk, Office of the Comptroller.

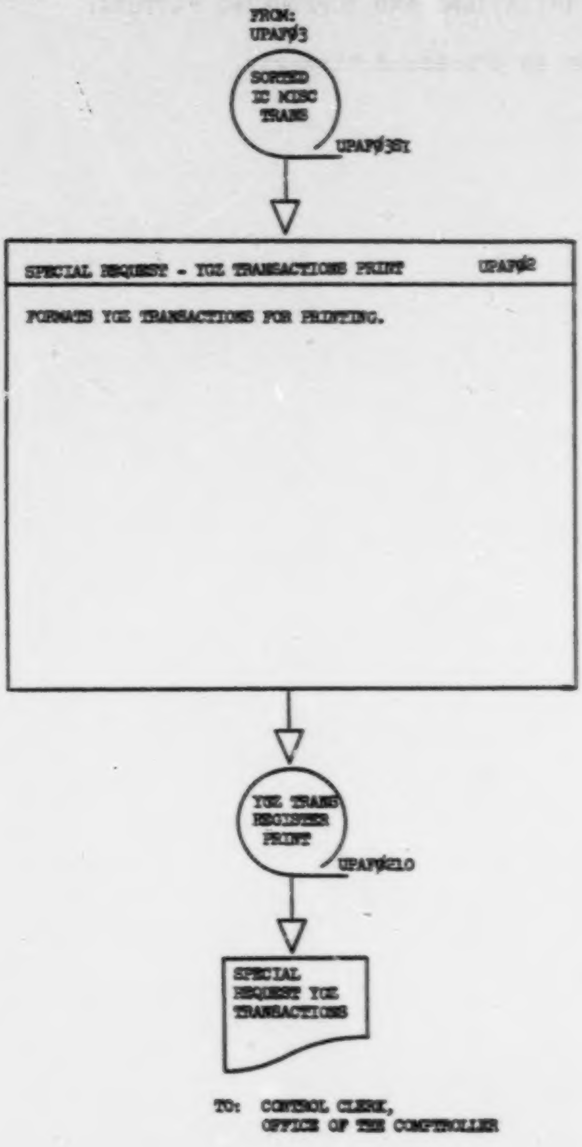
FREQUENCY, TIME LIMITATIONS AND SCHEDULING FACTORS:

This application is processed biweekly.

SECTION 3 HISTORY FILE UPDATE PROGRAMS

3.1 SPECIAL REQUESTS - YGZ TRANSACTIONS PRINT - UPAF02

Program I/O Chart


FROM:
UPAF03
SORTED
IC MISC
TRANS
UPAF03S1
SPECIAL REQUEST - YGZ TRANSACTIONS PRINT
UPAF02
FORMATS YGZ TRANSACTIONS FOR PRINTING.
YGZ TRANS
REGISTER
PRINT
UPAF0210
SPECIAL
REQUEST YGZ
TRANSACTIONS
TO: CONTROL CLERK,
OFFICE OF THE COMPTROLLER

3.1 SPECIAL REQUESTS - YGZ TRANSACTIONS PRINT - UPAF02 Program Narrative

PROGRAM NAME: Special Requests - YGZ Transactions Print

PROGRAM ID NUMBER: UPAF02

PURPOSE:

To provide a listing of YGZ input transactions.

FUNCTIONS/FEATURES:

UPAF02 will create a YGZ Transaction Report.

DESCRIPTION:

a. Input File:

UPAF03SI: Sorted IC Miscellaneous Transactions.

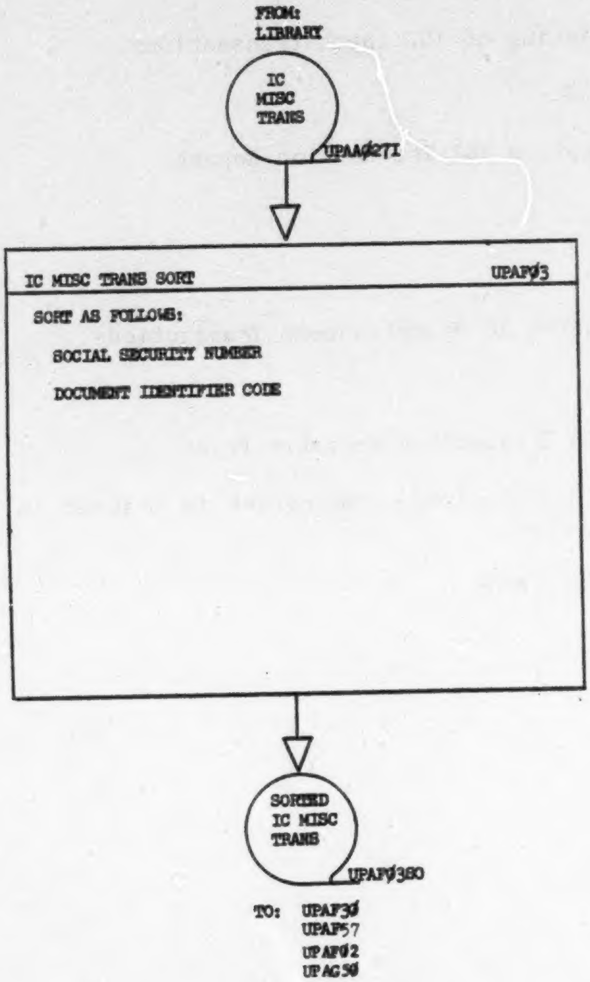
b. Output File:

UPAF021P: YGZ Transaction Register Print.

c. Processing Description - The report is printed in Social Security Number and DIC Code sequence.

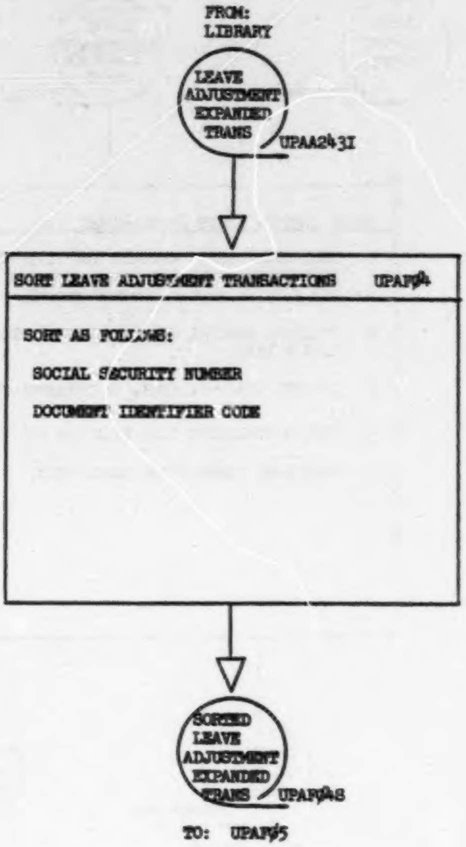
SPECIAL CONDITIONS: None.

3.2 IC MISCELLANEOUS TRANSACTION SORT - UPAF03
Program I/O Chart


FROM:
LIBRARY
IC
MISC
TRANS
UPAA0271
IC MISC TRANS SORT
UPAF03
SORT AS FOLLOWS:
SOCIAL SECURITY NUMBER
DOCUMENT IDENTIFIER CODE
SORTED
IC MISC
TRANS
UPAF0380
TO:
UPAF30
UPAF57
UPAF02
UPAG50

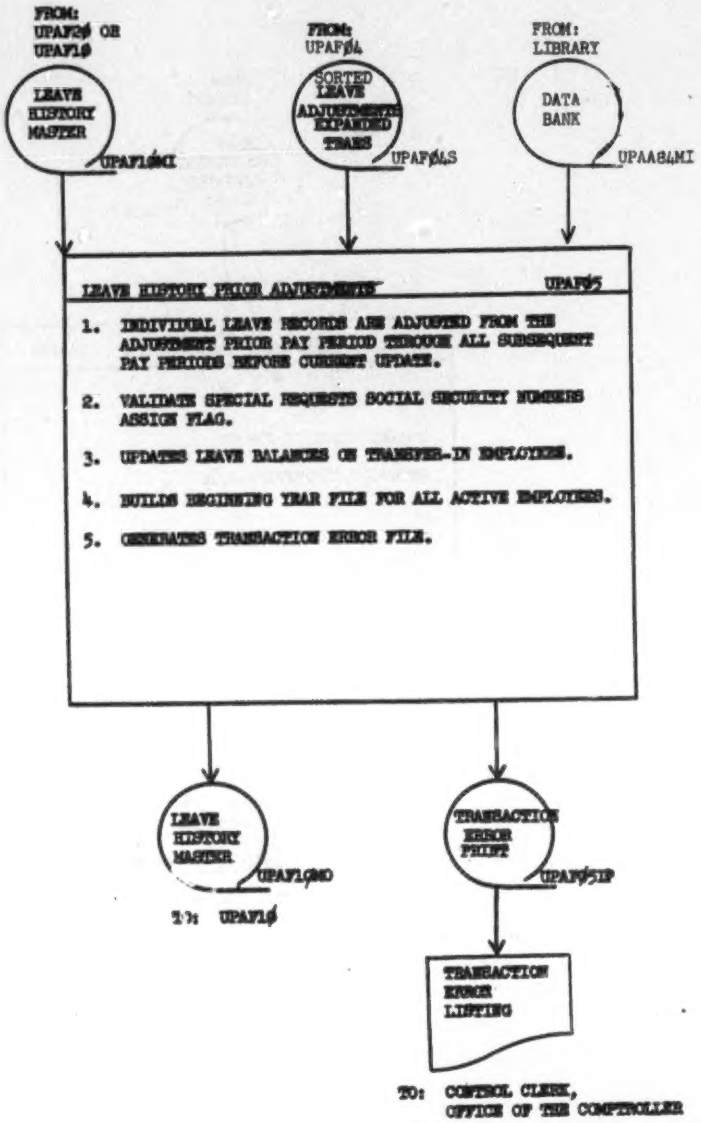
3.3 SORT LEAVE ADJUSTMENT TRANSACTIONS - UPAF04

Program I/O Chart


FROM: LIBRARY
LEAVE ADJUSTMENT EXPANDED TRANS
UPAA243I
SORT LEAVE ADJUSTMENT TRANSACTIONS
UPAF04
SORT AS FOLLOWS:
SOCIAL SECURITY NUMBER
DOCUMENT IDENTIFIER CODE
SORTED LEAVE ADJUSTMENT EXPANDED TRANS
UPAF048
TO: UPAF05

3.4 LEAVE HISTORY PRIOR ADJUSTMENTS - UPAF05

Program I/O Chart


FROM:
UPAF20 OR
UPAF10
LEAVE
HISTORY
MASTER
UPAF10MI
FROM:
UPAF04
SORTED
LEAVE
ADJUSTMENTS
EXPANDED
TRANS
UPAF04S
FROM:
LIBRARY
DATA
BANK
UPAA84MI
LEAVE HISTORY PRIOR ADJUSTMENTS
UPAF05
1. INDIVIDUAL LEAVE RECORDS ARE ADJUSTED FROM THE ADJUSTMENT PRIOR PAY PERIOD THROUGH ALL SUBSEQUENT PAY PERIODS BEFORE CURRENT UPDATE.
2. VALIDATE SPECIAL REQUESTS SOCIAL SECURITY NUMBERS ASSIGN FLAG.
3. UPDATES LEAVE BALANCES ON TRANSFER-IN EMPLOYEES.
4. BUILDS BEGINNING YEAR FILE FOR ALL ACTIVE EMPLOYEES.
5. GENERATES TRANSACTION ERROR FILE.
LEAVE
HISTORY
MASTER
UPAF10MO
TO: UPAF10
TRANSACTION
ERROR
PRINT
UPAF05IP
TRANSACTION
ERROR
LISTING
TO: CONTROL CLERK,
OFFICE OF THE COMPTROLLER

3.4 LEAVE HISTORY PRIOR ADJUSTMENTS - UPAF05
Program Narrative

PROGRAM NAME: Leave History Prior Adjustments

PROGRAM ID NUMBER: UPAF05

PURPOSE:

To generate Adjusted Individual Leave Records and to drop separated employees from the Leave Master File.

FUNCTIONS/FEATURES:

a. Adusts leave prior pay period balances.

b. Drop separated (last pay period) employees from Leave Master.

DESCRIPTION:

a. Input Files:

(1) UPAF04SI: Sorted Leave Adjustments Expanded Transactions.

(2) UPAF10MI: Leave History Master.

(3) UPAA84MI: Data Bank.

b. Output Files:

(1) UPAF10MO: Leave History Master.

(2) UPAF051P: Transaction Error File.

c. Processing Description - Input Files are processed as follows:

(1) Prior pay period corrections. Adjust prior Leave Records from the pay period that incorrect balances occurred and all subsequent pay periods.

(2) Leave Records are updated for all prior pay periods whenever Transfer-In Employees Leave Records are completed.

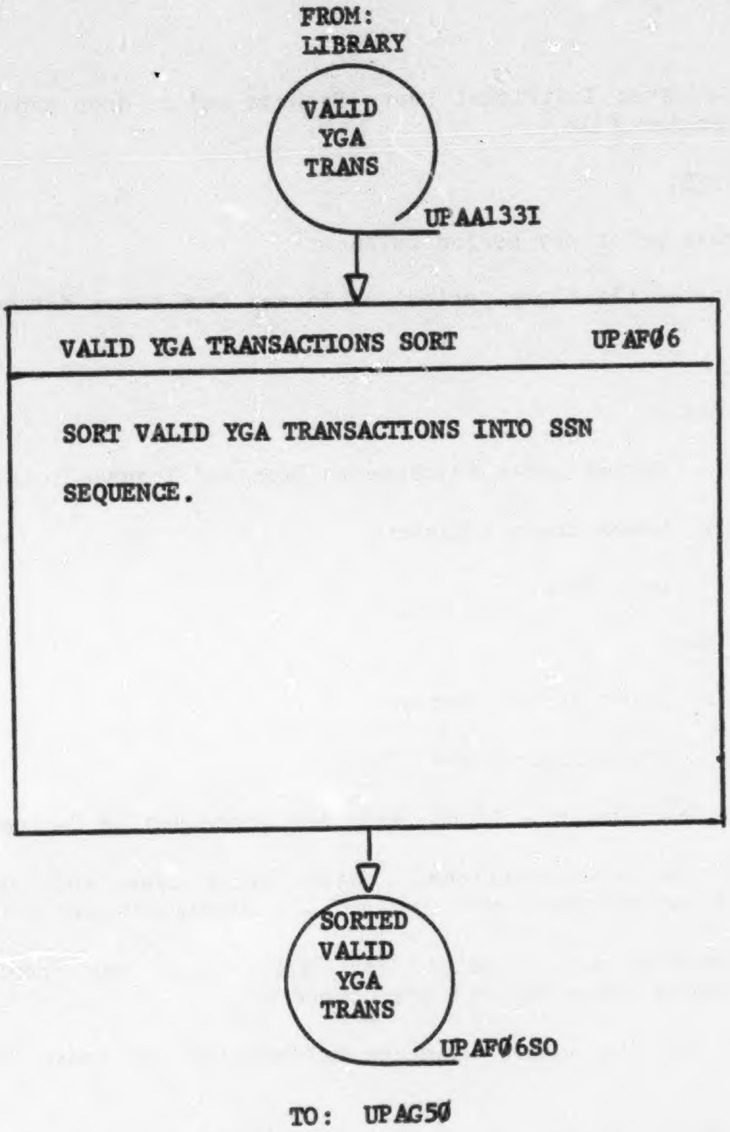
(3) An error file is output whenever transaction and leave SSN are not in agreement.

(4) Leave Reference Codes are created to indicate adjusted records.

SPECIAL CONDITIONS: None.

3.5 VALID YGA TRANSACTIONS SORT - UPAF06

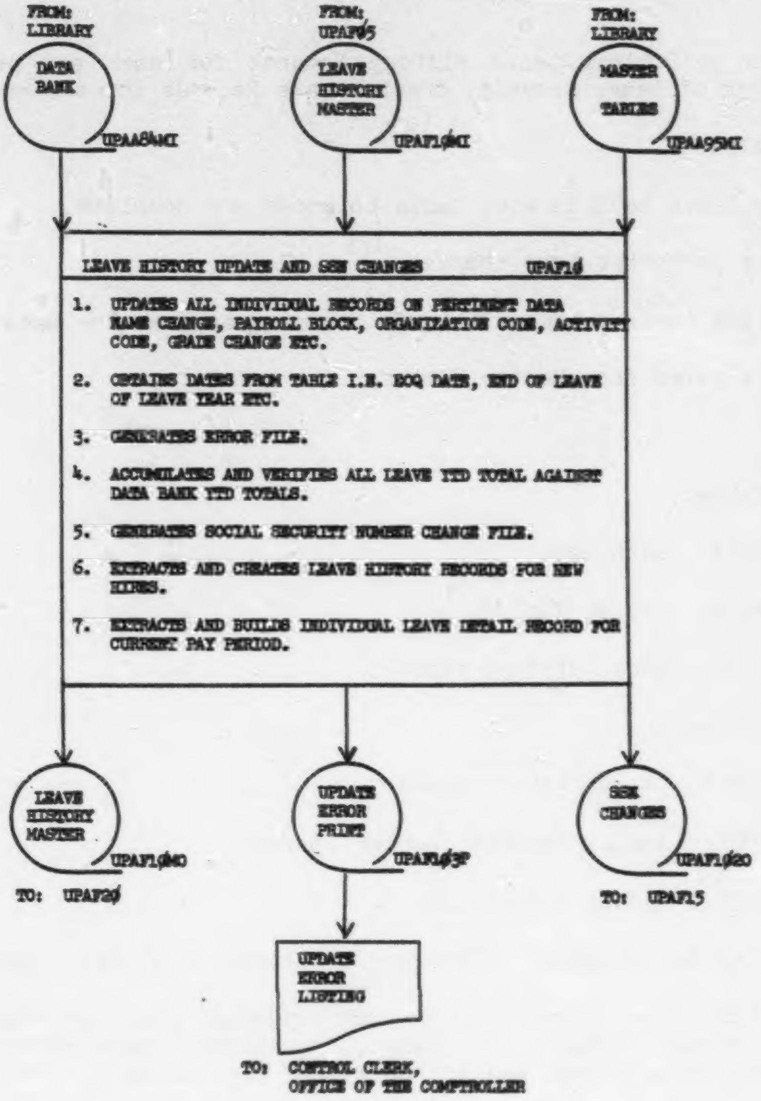
Program I/O Chart


FROM:
LIBRARY
VALID
YGA
TRANS
UPAA133I
VALID YGA TRANSACTIONS SORT
UPAF06
SORTED
VALID
YGA
TRANS
UPAF06SO
TO: UPAG50

SORT VALID YGA TRANSACTIONS INTO SSN SEQUENCE.

3.6 LEAVE HISTORY UPDATE AND SSN CHANGES - UPAF10

Program I/O Chart


FROM: LIBRARY
DATA BANK
UPAA84MI
FROM: UPAF05
LEAVE HISTORY MASTER
UPAF10MI
FROM: LIBRARY
MASTER TABLES
UPAA95MI
LEAVE HISTORY UPDATE AND SSN CHANGES
UPAF10
LEAVE HISTORY MASTER
UPAF1040
TO: UPAF20
UPDATE ERROR PRINT
UPAF103P
SSN CHANGES
UPAF1020
TO: UPAF15
UPDATE ERROR LISTING
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

1. UPDATES ALL INDIVIDUAL RECORDS ON PERTINENT DATA NAME CHANGE, PAYROLL BLOCK, ORGANIZATION CODE, ACTIVITY CODE, GRADE CHANGE ETC.
2. OBTAINS DATES FROM TABLE I.E. EOQ DATE, END OF LEAVE OF LEAVE YEAR ETC.
3. GENERATES ERROR FILE.
4. ACCUMULATES AND VERIFIES ALL LEAVE YTD TOTAL AGAINST DATA BANK YTD TOTALS.
5. GENERATES SOCIAL SECURITY NUMBER CHANGE FILE.
6. EXTRACTS AND CREATES LEAVE HISTORY RECORDS FOR NEW HIRES.
7. EXTRACTS AND BUILDS INDIVIDUAL LEAVE DETAIL RECORD FOR CURRENT PAY PERIOD.

3.6 LEAVE HISTORY UPDATE AND SSN CHANGES - UPAF10

Program Narrative

PROGRAM NAME: Leave History Update and SSN Changes

PROGRAM ID NUMBER: UPAF10

PURPOSE:

To maintain individual Leave History Records for each pay period, generate current Pay Period Leave Records, create Leave Records for new employees.

FUNCTIONS/FEATURES:

a. Maintain Leave Records when leave balances are complete.

b. Maintain permanent type changes.

c. Accumulate leave balances, verify accuracy against the Data Bank.

d. Validate dates from Master Tables.

DESCRIPTION:

a. Input Files:

(1) UPAA84MI: Data Bank.

(2) UPAA95MI: Master Tables.

(3) UPAF10MI: Leave History Master.

b. Output Files:

(1) UPAF10MO: Leave History Master.

(2) UPAF1020: Social Security Number Change.

(3) UPAF103P: Update Error File.

c. Processing Description - Files are processed on biweekly basis.

(1) All individual leave records are updated whenever there is a name change, block number change, SSN change, Organization Code change, pay category change, Activity Code change and all pertinent data changes.

(2) Current Leave Records are generated from Data Bank for each employee.

(3) Individual Leave Records are created for each new employee.

(4) Leave balances for each employee are accumulated from detail records and compared to Data Bank leave balances to ensure accuracy. Out-of-balance notifications are written to error file.

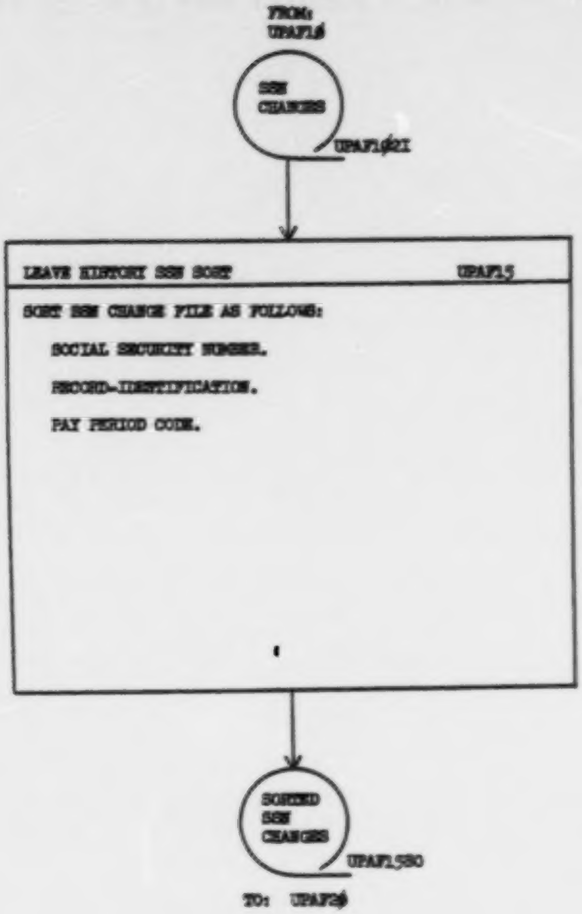
(5) Social Security Number changes are written to Social Security Number Change File.

SPECIAL CONDITIONS:

A special sort and merge is required only if Social Security Changes occur.

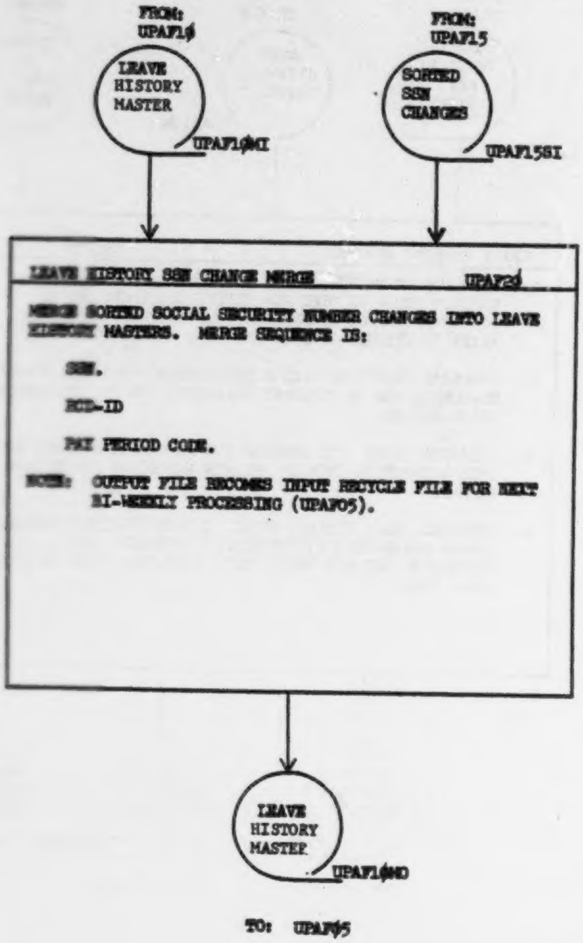
3.7 LEAVE HISTORY SSN SORT - UPAF15

Program I/O Chart


FROM:
UPAF10
SSN
CHANGES
UPAF1021
LEAVE HISTORY SSN SORT
UPAF15
SORT SSN CHANGE FILE AS FOLLOWS:
SOCIAL SECURITY NUMBER.
RECORD-IDENTIFICATION.
PAY PERIOD CODE.
SORTED
SSN
CHANGES
UPAF1580
TO: UPAF20

3.8 LEAVE HISTORY SSN CHANGE MERGE - UPAF20

Program I/O Chart


FROM:
UPAF10
LEAVE HISTORY MASTER
UPAF10MI
FROM:
UPAF15
SORTED SSN CHANGES
UPAF15SI
LEAVE HISTORY SSN CHANGE MERGE
UPAF20
LEAVE HISTORY MASTER
UPAF10MO
TO: UPAF05

MERGE SORTED SOCIAL SECURITY NUMBER CHANGES INTO LEAVE HISTORY MASTERS. MERGE SEQUENCE IS:

SSN.

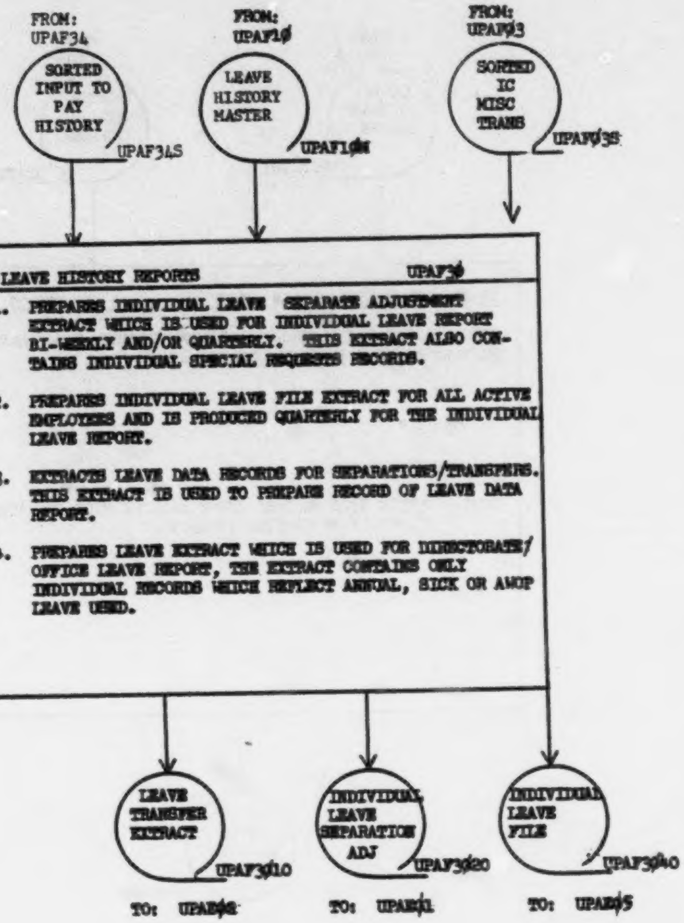
RCD-ID

PAY PERIOD CODE.

NOTE: OUTPUT FILE BECOMES INPUT RECYCLE FILE FOR NEXT BI-WEEKLY PROCESSING (UPAF05).

3.9 LEAVE HISTORY REPORTS - UPAF30

Program I/O Chart


FROM:
UPAF34
SORTED INPUT TO PAY HISTORY
UPAF34S
FROM:
UPAF10
LEAVE HISTORY MASTER
UPAF10M
FROM:
UPAF03
SORTED IC MISC TRANS
UPAF03S
LEAVE HISTORY REPORTS
UPAF30
LEAVE TRANSFER EXTRACT
UPAF3010
TO: UPAE02
INDIVIDUAL LEAVE SEPARATION ADJ
UPAF3020
TO: UPAE01
INDIVIDUAL LEAVE FILE
UPAF3040
TO: UPAE05

1. PREPARES INDIVIDUAL LEAVE SEPARATE ADJUSTMENT EXTRACT WHICH IS USED FOR INDIVIDUAL LEAVE REPORT BI-WEEKLY AND/OR QUARTERLY. THIS EXTRACT ALSO CONTAINS INDIVIDUAL SPECIAL REQUESTS RECORDS.
2. PREPARES INDIVIDUAL LEAVE FILE EXTRACT FOR ALL ACTIVE EMPLOYEES AND IS PRODUCED QUARTERLY FOR THE INDIVIDUAL LEAVE REPORT.
3. EXTRACTS LEAVE DATA RECORDS FOR SEPARATIONS/TRANSFERS. THIS EXTRACT IS USED TO PREPARE RECORD OF LEAVE DATA REPORT.
4. PREPARES LEAVE EXTRACT WHICH IS USED FOR DIRECTORATE/ OFFICE LEAVE REPORT, THE EXTRACT CONTAINS ONLY INDIVIDUAL RECORDS WHICH REFLECT ANNUAL, SICK OR AWOP LEAVE USED.

3.9 LEAVE HISTORY REPORTS - UPAF30
Program Narrative

PROGRAM NAME: Leave History Reports

PROGRAM ID NUMBER: UPAF30

PURPOSE:

To generate Extract Report Files.

FUNCTIONS/FEATURES:

Extracts Files for Biweekly/Quarterly Processing.

DESCRIPTION:

a. Input Files:

(1) UPAF10MI: Leave History Master.

(2) UPAF03SI: Sorted Input Card Miscellaneous Transactions.

(3) UPAF34SI: Sorted Input to Pay History.

b. Output Files:

(1) UPAF3010: Leave Transfer Extract.

(2) UPAF3020: Individual Leave Separation Adjustment.

(3) UPAF3040: Individual Leave File.

c. Processing Description - Input File is processed as follows:

(1) Individual Leave Separation Adjustment File is extracted biweekly/quarterly and is used to prepare the Individual Leave Report. Adjusted Leave Records are indicated by an A in the Reference Code. This extract contains all separated/transferred employees and special request for employee printouts.

(2) Leave transfer extract is used to prepare record of leave data report. All separated/transferred employees are included except deceased or mandatory retirees. This extract is generated biweekly/quarterly.

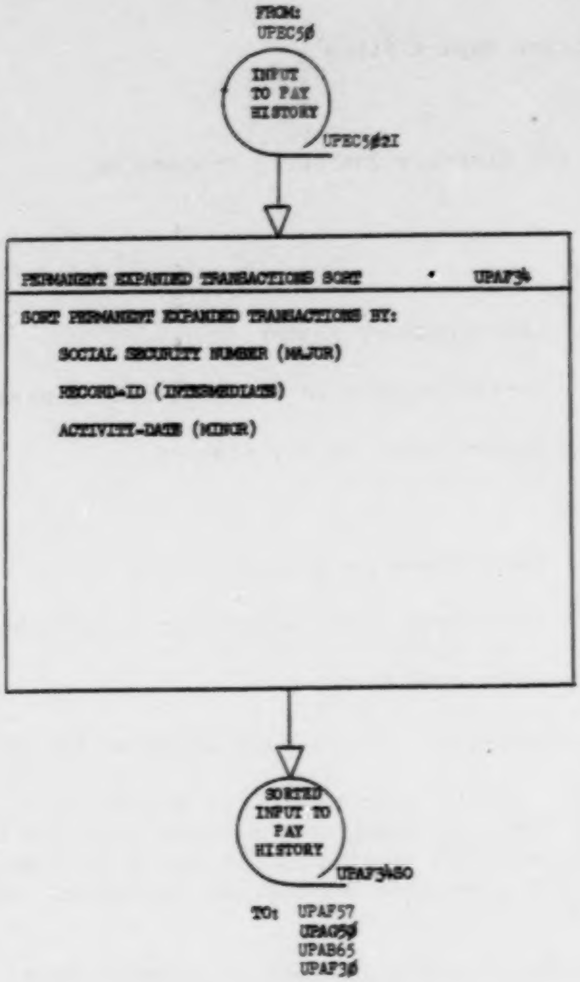
(3) Individual Leave Record extract is created quarterly and is used to prepare the Individual Leave Report for all active employees.

(4) Reason for leaving is extracted from personnel action table for all separated/transferred employees.

SPECIAL CONDITIONS: None.

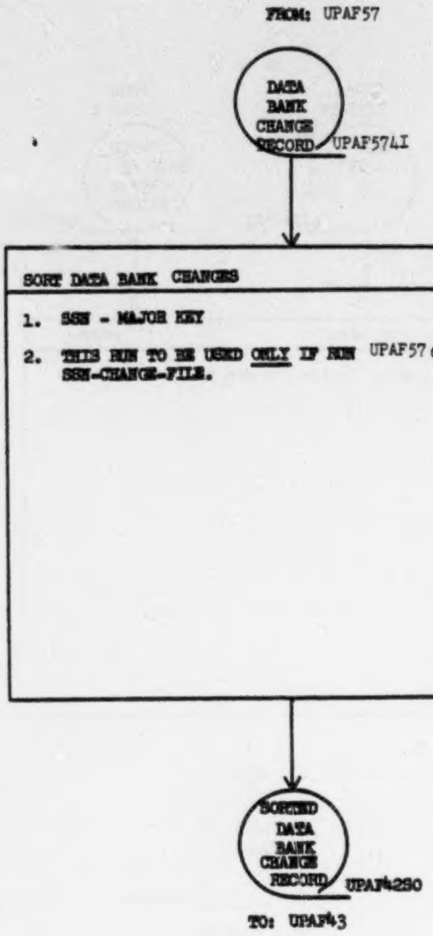
3.10 PERMANENT EXPANDED TRANSACTION SORT - UPAF34

Program I/O Chart


FROM:
UPEC50
INPUT TO PAY HISTORY
UPEC502I
PERMANENT EXPANDED TRANSACTIONS SORT • UPAF34
SORT PERMANENT EXPANDED TRANSACTIONS BY:
SOCIAL SECURITY NUMBER (MAJOR)
RECORD-ID (INTERMEDIATE)
ACTIVITY-DATE (MINOR)
SORTED INPUT TO PAY HISTORY
UPAF34SO
TO: UPAF57
UPAG50
UPAB65
UPAF30

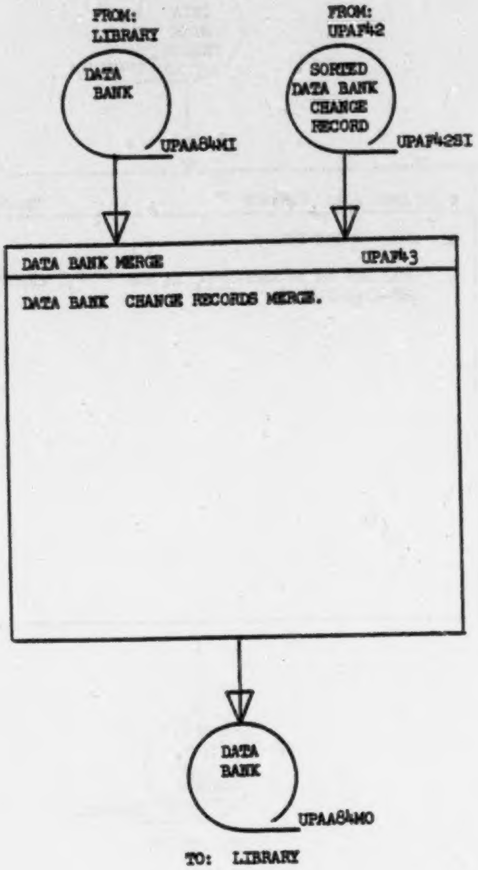
3.11 SORT DATA BANK CHANGES - UPAF42

Program I/O Chart


FROM: UPAF57
DATA BANK CHANGE RECORD
UPAF574I
SORT DATA BANK CHANGES
UPAF42
SORTED DATA BANK CHANGE RECORD
UPAF42SO
TO: UPAF43

1. SSN - MAJOR KEY
2. THIS RUN TO BE USED ONLY IF RUN UPAF57 GENERATES A SSN-CHANGE-FILE.

3.12 DATA BANK MERGE - UPAF43
Program I/O Chart


FROM:
LIBRARY
DATA
BANK
UPAA84MI
FROM:
UPAF42
SORTED
DATA BANK
CHANGE
RECORD
UPAF42SI
DATA BANK MERGE
UPAF43
DATA BANK CHANGE RECORDS MERGE.
DATA
BANK
UPAA84MO
TO: LIBRARY

3.12 DATA BANK MERGE - UPAF43
Program Narrative

PROGRAM NAME: Data Bank Merge

PROGRAM ID NUMBER: UPAF43

PURPOSE:

To merge Sorted Data Bank Changes with Data Bank.

FUNCTIONS/FEATURES:

Data Bank is merged with changed records.

DESCRIPTION:

a. Input Files:

(1) UPAA84MI: Data Bank.

(2) UPAF42SI: Sorted Data Bank Change Records.

b. Output File:

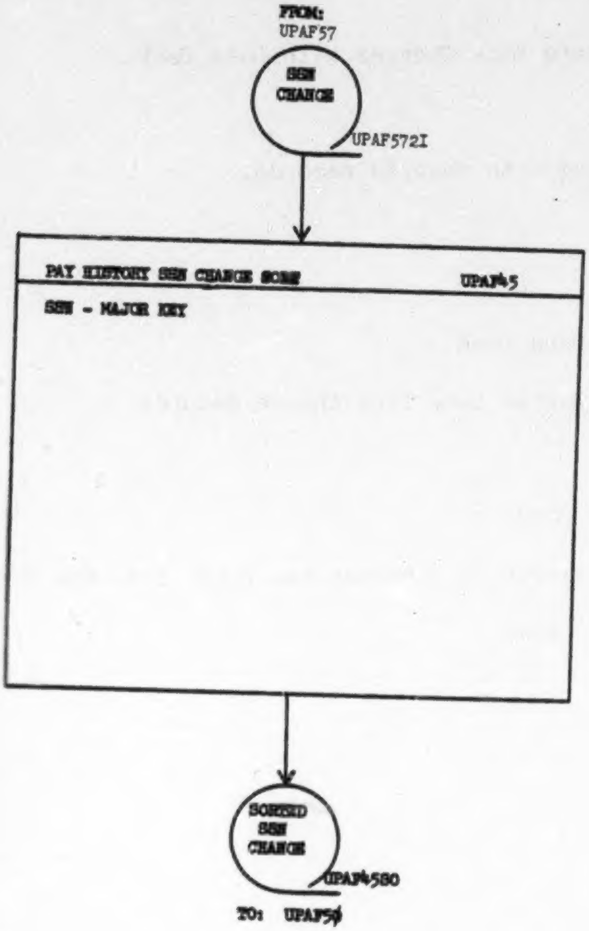
UPAA84MO: Data Bank.

c. Processing Description - Merges two files into one Master File.

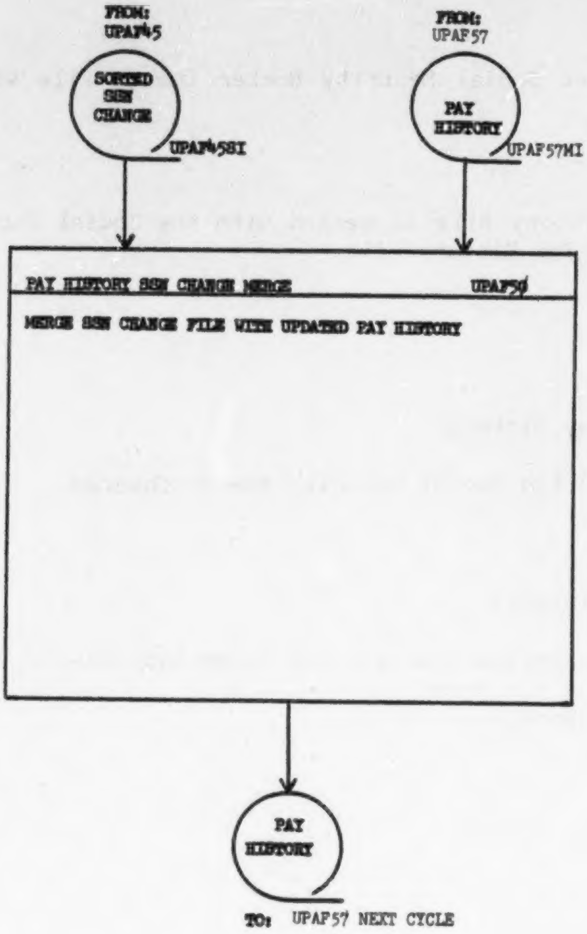
SPECIAL CONDITIONS: None.

3.13 PAY HISTORY SSN CHANGE SORT - UPAF45

Program I/O Chart


FROM:
UPAF57
SSN
CHANGE
UPAF572I
PAY HISTORY SSN CHANGE SORT
UPAF45
SSN - MAJOR KEY
SORTED
SSN
CHANGE
UPAF4580
TO: UPAF50

3.14 PAY HISTORY SSN CHANGE MERGE - UPAF50
Program I/O Chart


FROM:
UPAF045
SORTED
SSN
CHANGE
UPAF045SI
FROM:
UPAF57
PAY
HISTORY
UPAF57MI
PAY HISTORY SSN CHANGE MERGE
UPAF50
MERGE SSN CHANGE FILE WITH UPDATED PAY HISTORY
PAY
HISTORY
TO: UPAF57 NEXT CYCLE

3.14 PAY HISTORY SSN CHANGE MERGE - UPAF50
Program Narrative

PROGRAM NAME: Pay History SSN Change Merge

PROGRAM ID NUMBER: UPAF50

PURPOSE:

To merge the sorted Social Security Number Change File with the Updated Pay History File.

FUNCTIONS/FEATURES:

The Updated Pay History File is merged with the Social Security Number Change File to create a new Pay History File.

DESCRIPTION:

a. Input Files:

(1) UPAF57MI: Pay History.

(2) UPAF45SI: Sorted Social Security Number Changes.

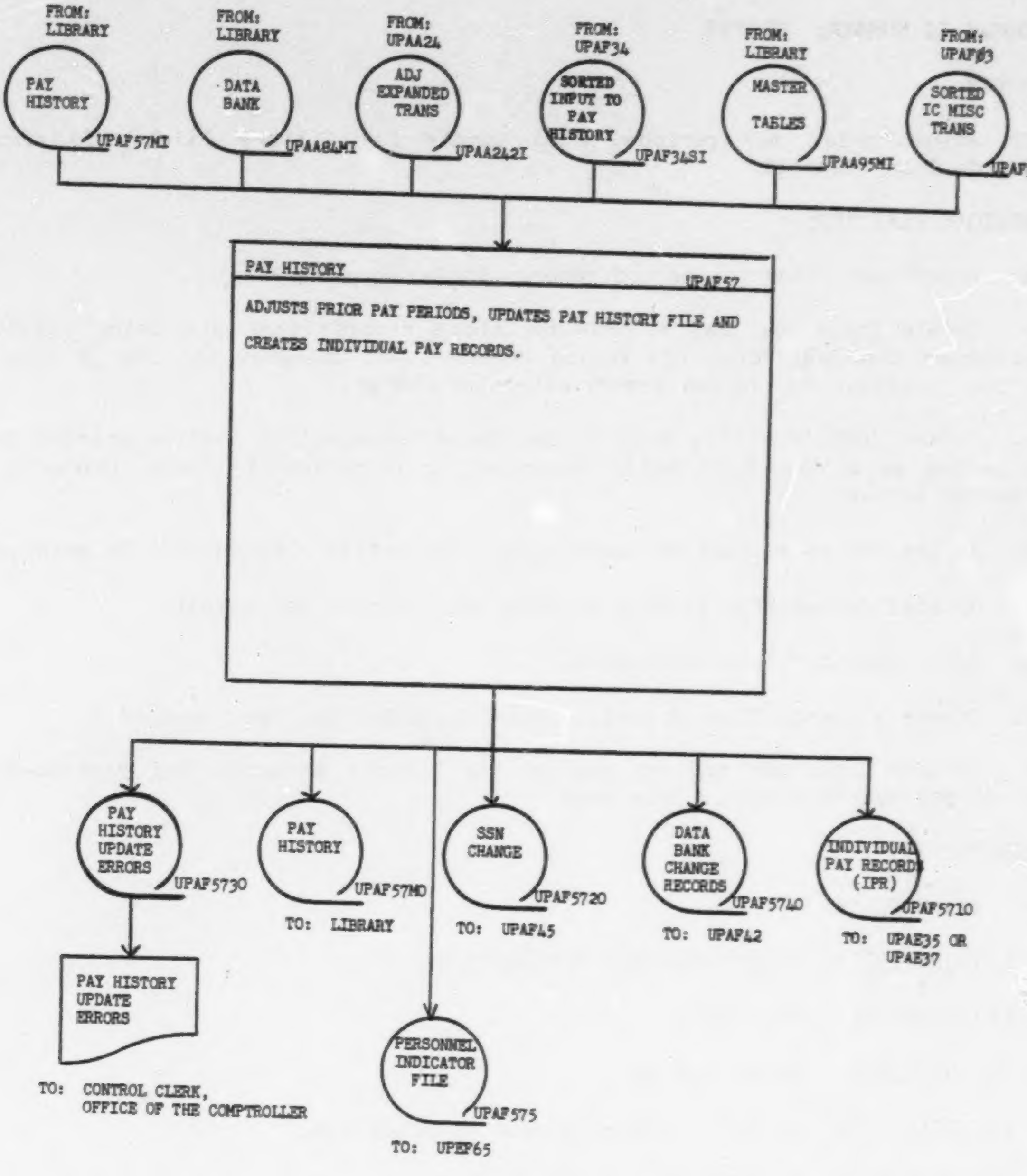
b. Output File:

UPAF57MO: Pay History.

c. Processing Description - Merges two files into one.

SPECIAL CONDITIONS: None.

3.15 PAY HISTORY - UPAF57
Program I/O Chart


FROM: LIBRARY
PAY HISTORY
UPAF57MI
FROM: LIBRARY
DATA BANK
UPAA84MI
FROM: UPAA24
ADJ EXPANDED TRANS
UPAA242I
FROM: UPAF34
SORTED INPUT TO PAY HISTORY
UPAF343I
FROM: LIBRARY
MASTER TABLES
UPAA95MI
FROM: UPAF03
SORTED IC MISC TRANS
UPAF03SI
PAY HISTORY
UPAF57
ADJUSTS PRIOR PAY PERIODS, UPDATES PAY HISTORY FILE AND CREATES INDIVIDUAL PAY RECORDS.
PAY HISTORY UPDATE ERRORS
UPAF5730
PAY HISTORY UPDATE ERRORS
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
PAY HISTORY
UPAF57MO
TO: LIBRARY
PERSONNEL INDICATOR FILE
UPAF575
TO: UPEF65
SSN CHANGE
UPAF5720
TO: UPAF45
DATA BANK CHANGE RECORDS
UPAF5740
TO: UPAF42
INDIVIDUAL PAY RECORDS (IPR)
UPAF5710
TO: UPAE35 OR UPAE37

3.15 PAY HISTORY - UPAF57
Program Narrative

PROGRAM NAME: Pay History

PROGRAM ID NUMBER: UPAF57

PURPOSE:

To adjust prior pay periods. To update Pay History File. To create Individual Pay Records.

FUNCTIONS/FEATURES:

a. Adjust any prior pay period records in Pay History File.

b. Create Individual Pay Records for those records that are being adjusted that shows the Individual Pay Period Record to be changed, the change itself, and the resultant Pay Period Record after the change.

c. Create Individual Pay Records for those records that must be printed this pay period as a result of being separated or a permanent change involving a personnel action.

d. At the end-of-quarter or end-of-year, all active records will be printed.

e. Updates current Pay History Records with current pay detail.

f. Build record for new employees.

g. Create a Change File if Social Security Number has been changed.

h. Balance gross pay and net pay of Pay History to gross pay year-to-date and net pay year-to-date of Data Bank.

DESCRIPTION:

a. Input Files:

(1) UPAA242I: Adjust Expanded Transactions.

(2) UPAA84MI: Data Bank.

(3) UPAA95MI: Master Tables.

(4) UPAF03SI: Sorted IC Miscellaneous Transactions.

(5) UPAF34SI: Sorted Input to Pay History.

(6) UPAF57MI: Pay History.

b. Output Files:

(1) UPAF57MO: Pay History.

(2) UPAF5710: Individual Pay Record (IPR).

(3) UPAF5720: SSN Changes.

(4) UPAF573P: Pay History Update Errors.

(5) UPAF5740: Data Bank Change Records.

(6) UPAF5750: Personnel Indicator File.

c. Processing Description - The Pay History is:

(1) Adjusted by the information contained on the expanded Transaction File.

(2) Updated by the Data Bank with Current Pay Period.

(3) Formatted for printing of Individual Pay Records.

SPECIAL CONDITIONS: None.

VOLUME I APCAPS ADP SPECIFICATIONS

PART 4 PAYROLL SUBSYSTEM

CHAPTER 8 EARNINGS AND RETIREMENT - UPAG0000

CHAPTER TABLE OF CONTENTS

SECT	DESCRIPTION	PAGE
1	GENERAL	
1.1	Purpose	I-4-8-1
2	EARNINGS AND RETIREMENT APPLICATION	
2.1	Earnings and Retirement - UPAG0000	I-4-8-2
3	EARNINGS AND RETIREMENT PROGRAMS	
3.1	Data Bank Extract - UPAG10	I-4-8-8
3.2	Geographic Distribution of Federal Payrolls - UPAG25	I-4-8-11
3.3	Annual State/City W-2 Listing - UPAG30	I-4-8-14
3.4	Annual TD Form W-2 Listing - UPAG35	I-4-8-16
3.5	Social Security Administration (SSA) Tape Creation - UPAG40	I-4-8-19
3.6	W-2 Forms - UPAG45	I-4-8-22
3.7	Consolidate Changes and Requests - UPAG50	I-4-8-24
3.8	Change Record Sort - UPAG55	I-4-8-27
3.9	Update Retirement Records - UPAG60	I-4-8-28
3.10	Retirement Record Sort - UPAG62	I-4-8-33
3.11	Merge Retirement Records - UPAG63	I-4-8-34
3.12	Print Record Sort - UPAG65	I-4-8-35
3.13	Prepare Biweekly Print Tapes - UPAG70	I-4-8-36
3.14	Liability of Accrued Leave Report - UPAG95	I-4-8-38

VOLUME I APCAPS ADP SPECIFICATIONS

PART 4 PAYROLL SUBSYSTEM

CHAPTER 8 EARNINGS AND RETIREMENT - UPAG0000

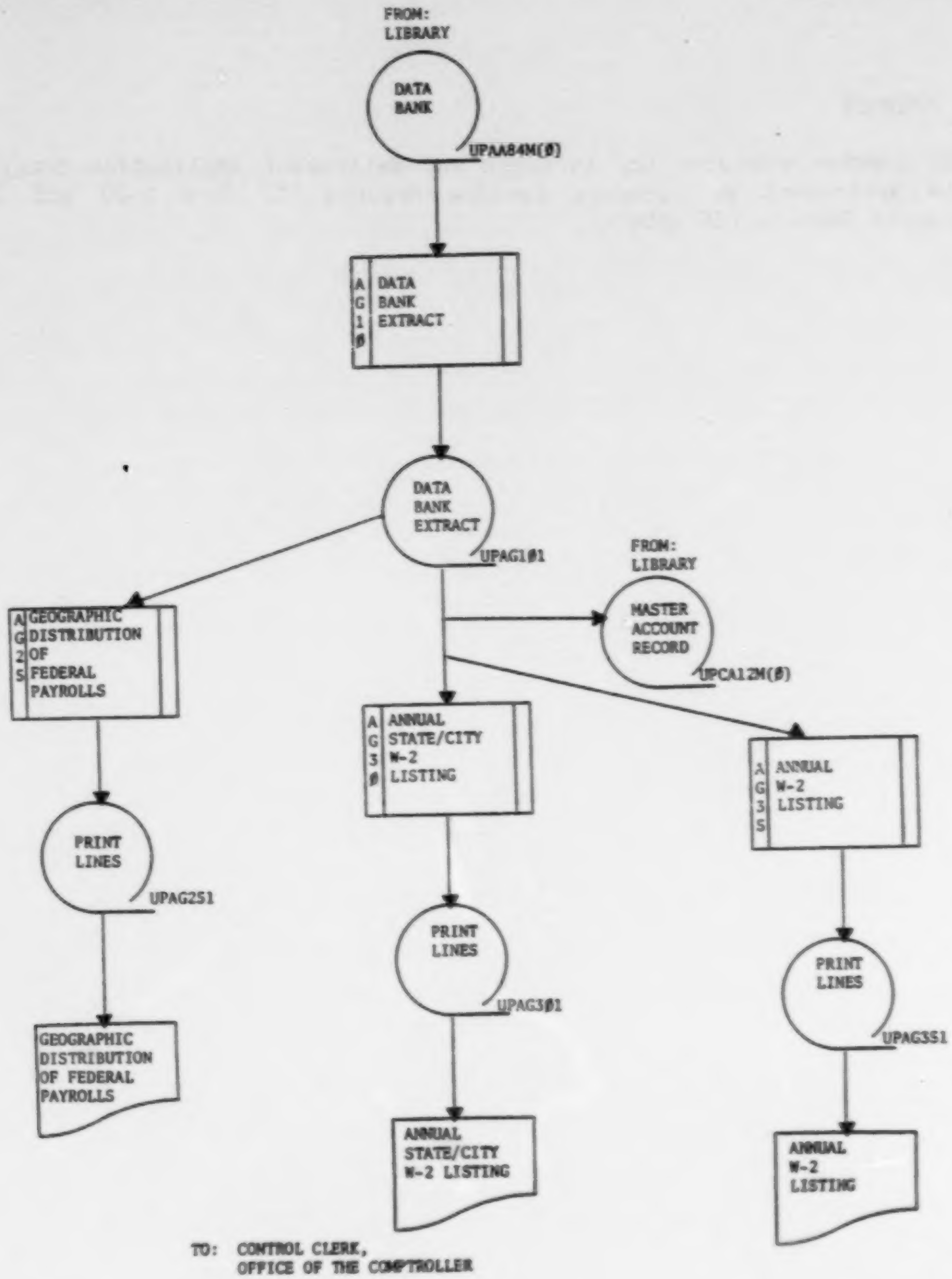
SECTION 1 GENERAL

1.1 PURPOSE

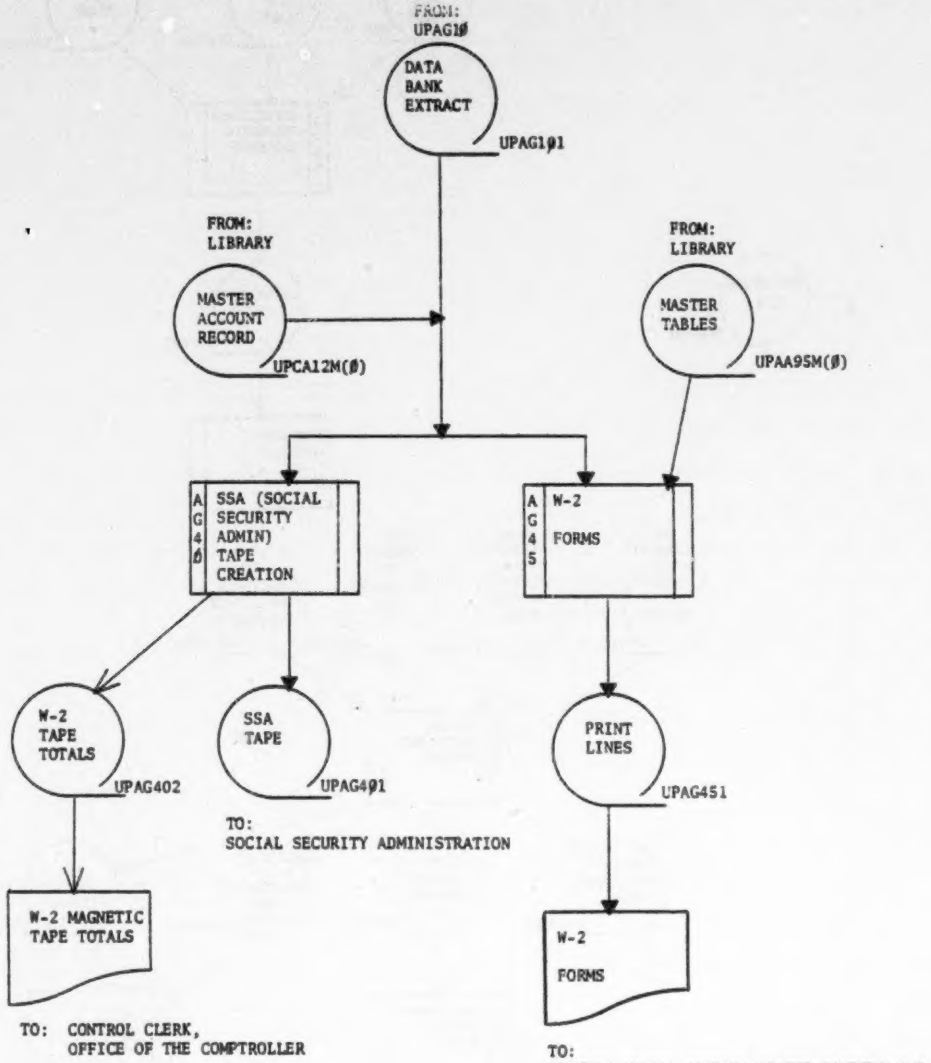
This chapter contains the Earnings and Retirement Application programs which update Retirement and produce Earning Reports (TD Form W-2) and Individual Retirement Records (SF 2806).

SECTION 2 EARNINGS AND RETIREMENT APPLICATION

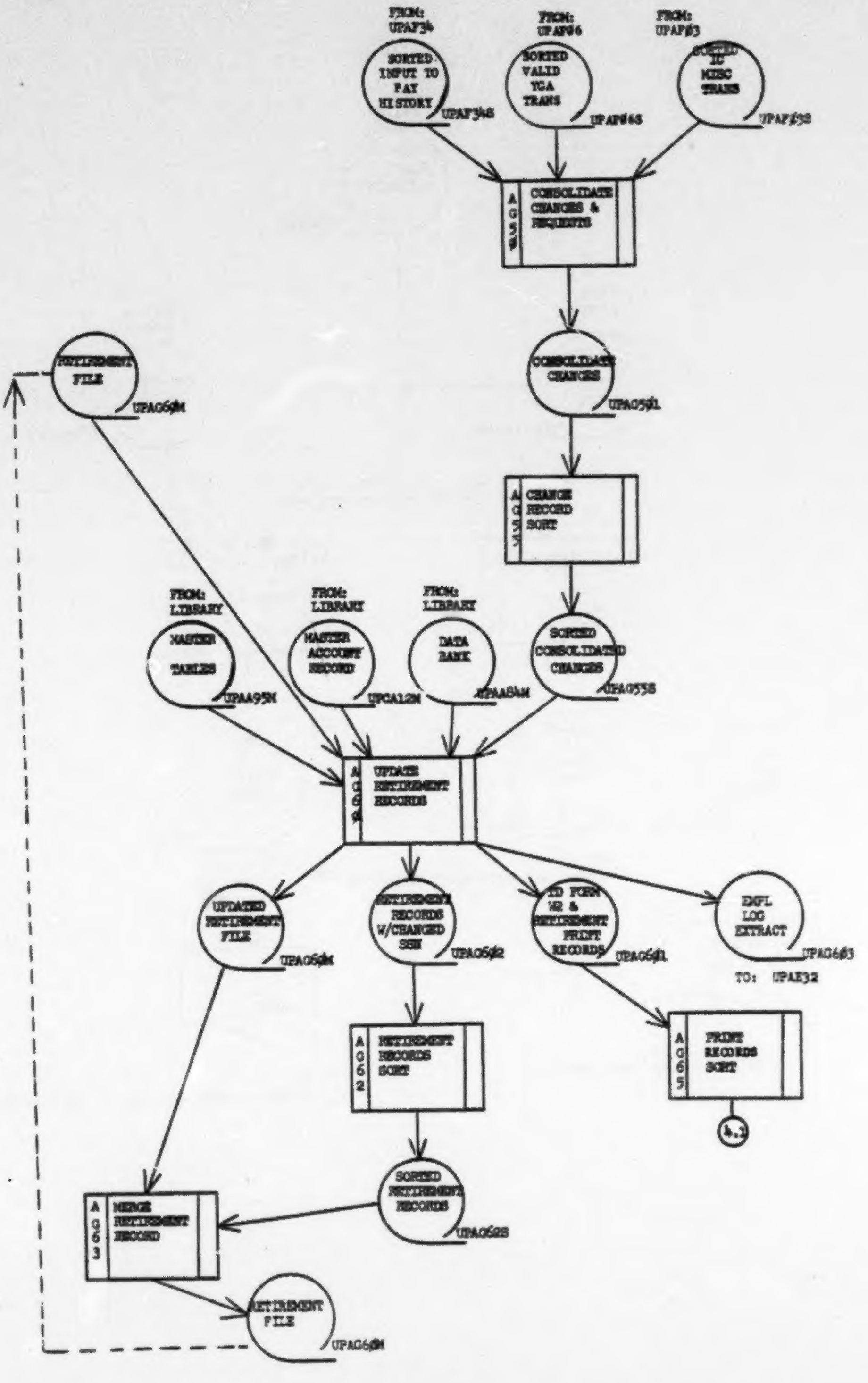
2.1 EARNINGS AND RETIREMENT - UPAG0000
Application Flow Chart Page 1


FROM: LIBRARY
DATA BANK
UPAA84M(0)
AG10
DATA BANK EXTRACT
DATA BANK EXTRACT
UPAG101
FROM: LIBRARY
MASTER ACCOUNT RECORD
UPCA12M(0)
AG25
GEOGRAPHIC DISTRIBUTION OF FEDERAL PAYROLLS
AG30
ANNUAL STATE/CITY W-2 LISTING
AG35
ANNUAL W-2 LISTING
PRINT LINES
UPAG251
PRINT LINES
UPAG301
PRINT LINES
UPAG351
GEOGRAPHIC DISTRIBUTION OF FEDERAL PAYROLLS
ANNUAL STATE/CITY W-2 LISTING
ANNUAL W-2 LISTING
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

2.1 EARNINGS AND RETIREMENT - UPAG0000
Application Flow Chart Page 2

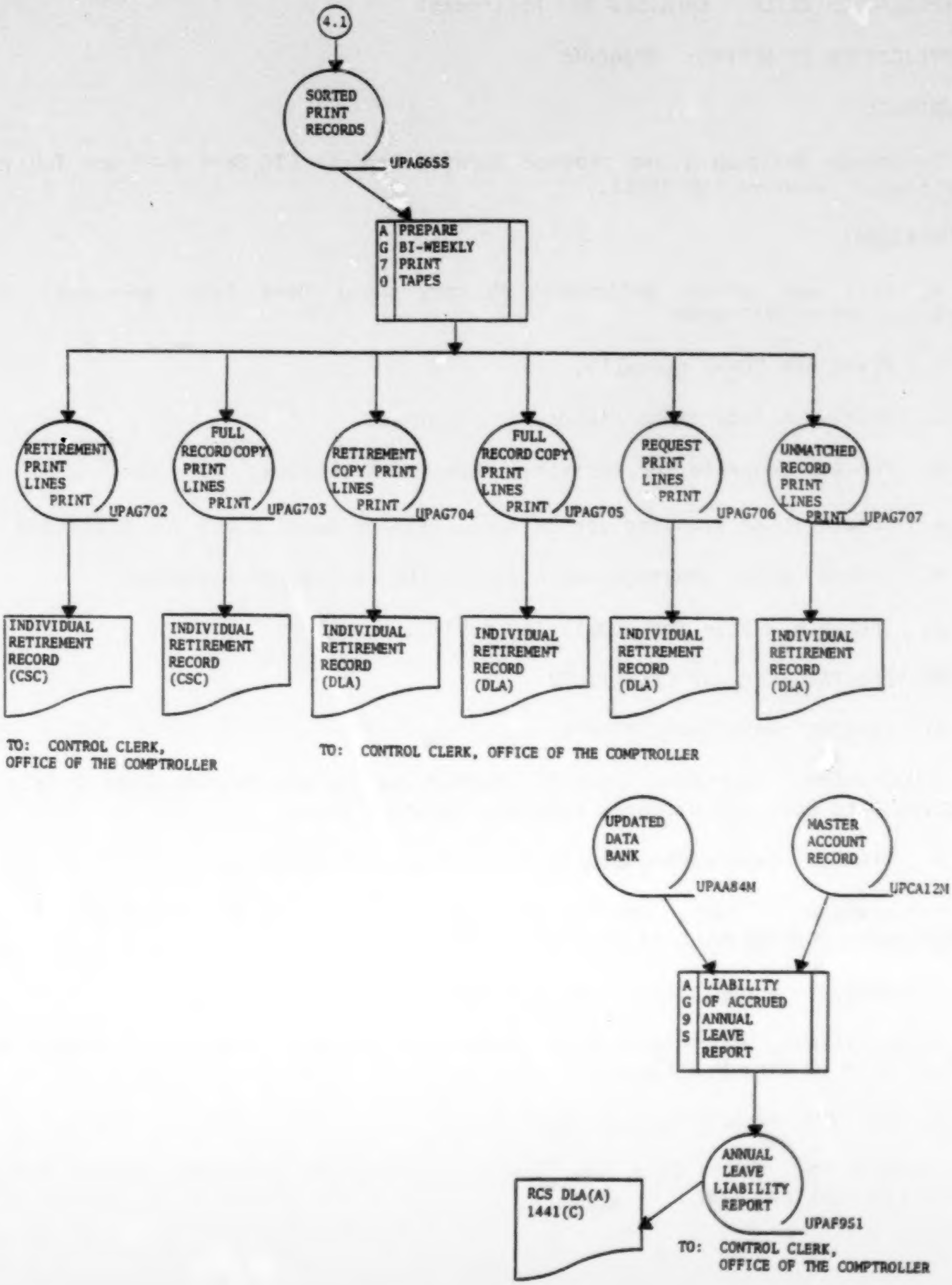

FROM:
UPAG10
DATA
BANK
EXTRACT
UPAG101
FROM:
LIBRARY
MASTER
ACCOUNT
RECORD
UPCA12M(0)
FROM:
LIBRARY
MASTER
TABLES
UPAA95M(0)
AG40
SSA (SOCIAL
SECURITY
ADMIN)
TAPE
CREATION
AG45
W-2
FORMS
W-2
TAPE
TOTALS
UPAG402
SSA
TAPE
UPAG401
TO:
SOCIAL SECURITY ADMINISTRATION
PRINT
LINES
UPAG451
W-2 MAGNETIC
TAPE TOTALS
TO: CONTROL CLERK,
OFFICE OF THE COMPTROLLER
W-2
FORMS
TO:
CONTROL CLERK, OFFICE OF THE COMPTROLLER

2.1 EARNINGS AND RETIREMENT - UPAG0000
Application Flow Chart Page 3


FROM: UPAF34
SORTED INPUT TO PAY HISTORY
UPAF348
FROM: UPAF06
SORTED VALID YGA TRANS
UPAF068
FROM: UPAF03
SORTED IC MISC TRANS
UPAF038
AG50
CONSOLIDATE CHANGES & REQUESTS
CONSOLIDATE CHANGES
UPAG501
AG55
CHANGE RECORD SORT
RETIREMENT FILE
UPAG60M
FROM: LIBRARY
MASTER TABLES
UPAA95M
FROM: LIBRARY
MASTER ACCOUNT RECORD
UPCA12M
FROM: LIBRARY
DATA BANK
UPAA84M
SORTED CONSOLIDATED CHANGES
UPAG55S
AG60
UPDATE RETIREMENT RECORDS
UPDATED RETIREMENT FILE
UPAG60M
RETIREMENT RECORDS W/CHANGED SSN
UPAG602
ID FORM W2 & RETIREMENT PRINT RECORDS
UPAG601
EMPL LOG EXTRACT
UPAG603
TO: UPAE32
AG62
RETIREMENT RECORDS SORT
AG65
PRINT RECORDS SORT
4.1
SORTED RETIREMENT RECORDS
UPAG62S
AG63
MERGE RETIREMENT RECORD
RETIREMENT FILE
UPAG60M

2.1 EARNINGS AND RETIREMENT - UPAG0000

Application Flow Chart Page 4


4.1
SORTED PRINT RECORDS
UPAG655
A G 7 0
PREPARE BI-WEEKLY PRINT TAPES
RETIREMENT PRINT LINES PRINT
UPAG702
FULL RECORD COPY PRINT LINES PRINT
UPAG703
RETIREMENT COPY PRINT LINES PRINT
UPAG704
FULL RECORD COPY PRINT LINES PRINT
UPAG705
REQUEST PRINT LINES PRINT
UPAG706
UNMATCHED RECORD PRINT LINES PRINT
UPAG707
INDIVIDUAL RETIREMENT RECORD (CSC)
INDIVIDUAL RETIREMENT RECORD (CSC)
INDIVIDUAL RETIREMENT RECORD (DLA)
INDIVIDUAL RETIREMENT RECORD (DLA)
INDIVIDUAL RETIREMENT RECORD (DLA)
INDIVIDUAL RETIREMENT RECORD (DLA)
UPDATED DATA BANK
UPAA84M
MASTER ACCOUNT RECORD
UPCA12M
A G 9 5
LIABILITY OF ACCRUED ANNUAL LEAVE REPORT
ANNUAL LEAVE LIABILITY REPORT
UPAF951
RCS DLA(A) 1441(C)

TO: CONTROL CLERK,
OFFICE OF THE COMPTROLLER

TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

TO: CONTROL CLERK,
OFFICE OF THE COMPTROLLER

2.1 EARNINGS AND RETIREMENT - UPAG0000
Application Narrative

APPLICATION TITLE: Earnings and Retirement

APPLICATION ID NUMBER: UPAG0000

PURPOSE:

To update Retirement and produce Earning Reports (TD Form W-2) and Individual Retirement Records (SF 2806).

FUNCTIONS:

a. Edit and update Retirement History using Data Bank, permanent transactions and adjustments.

b. Print out TD-W2 annually.

c. Print out Retirement History as required.

d. Process requests for individual history printouts.

e. Create TD-W2 listings for Internal Revenue Service and for State and City.

f. Create annual geographical distribution of Federal Payrolls.

g. Create W-2 File for submission to IRS, annually.

COMPONENT PROGRAMS AND OPERATIONS:

a. UPAG10: Data Bank Extract.

Operation: Extracts Control, Identification and Year-To-Date Totals from Active Data Bank and produces Data Bank Extract File.

b. UPAG25: Geographic Distribution of Federal Payrolls.

Operation: Sorts Data Bank Extract into proper sequence. Format Geographic Distribution of Federal Payrolls.

c. UPAG30: Annual State/City W-2 Listing.

Operation: Sorts Data Bank Extract into proper sequence. Format Annual State/City TD Form W-2 Listing.

d. UPAG35: Annual W-2 Listing.

Operation: Sorts Data Bank Extract into proper sequence. Format Annual TD Form W-2 Listing.

e. UPAG40: Social Security Administration (SSA) Tape Creation.

Operation: Sort Data Bank Extract into Social Security Number sequence. Produce SSA Tape.

f. UPAG45: W-2 Forms.

Operation: Sort Data Bank Extract into proper sequence. Format Wage and Tax Statement (W-2s).

g. UPAG50: Consolidate Changes and Requests.

Operation: Format consolidated record based on SSN, type input and activity date.

h. UPAG55: Change Record Sort.

i. UPAG60: Update Retirement Records.

Operation: Update retirement records, prepare print lines for TD Form W-2 and retirement form for separated employees and personnel making application for retirement.

j. UPAG62: Retirement Record Sort.

k. UPAG63: Merge Retirement Records.

l. UPAG65: Print Records Sort.

m. UPAG70: Prepare Biweekly Print Tapes.

Operation: Format Individual Retirement Records.

n. UPAG95: Liability of Accrued Annual Leave Report.

Operation: Format Accrued Annual Leave for printing of RCS DLA(A)1441(C).

INPUT-OUTPUT SOURCE DISPOSITION:

a. Input from File Maintenance, UPAA0000.

b. Ouput listings/reports to Control Clerk, Office of the Comptroller.

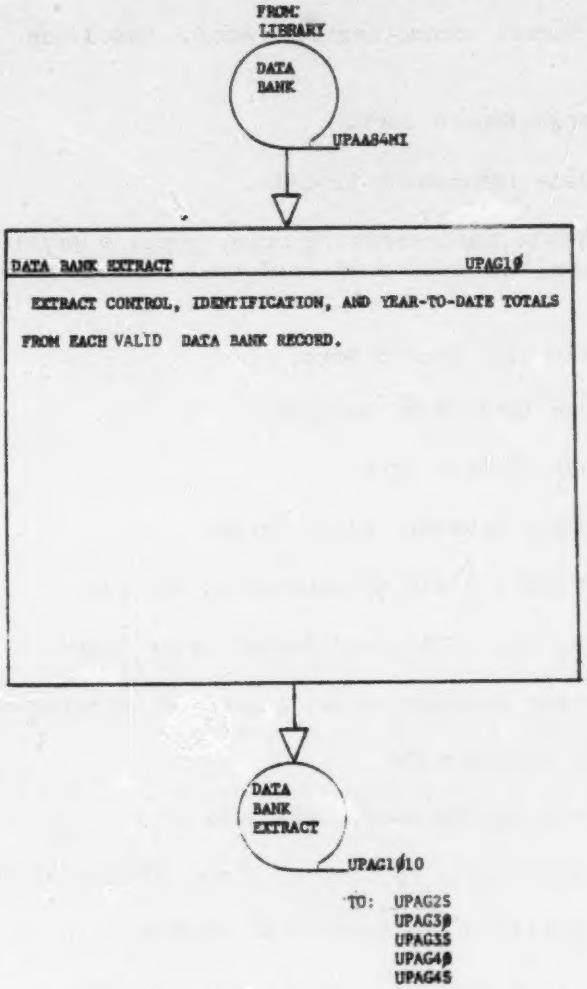
FREQUENCY, TIME LIMITATION AND SCHEDULING FACTORS:

This application is processed biweekly and annually.

SECTION 3 EARNINGS AND RETIREMENT PROGRAMS

3.1 DATA BANK EXTRACT - UPAG10

Program I/O Chart


FROM: LIBRARY
DATA BANK
UPAA84MI
DATA BANK EXTRACT
UPAG10
EXTRACT CONTROL, IDENTIFICATION, AND YEAR-TO-DATE TOTALS FROM EACH VALID DATA BANK RECORD.
DATA BANK EXTRACT
UPAG1010
TO: UPAG25
UPAG30
UPAG35
UPAG40
UPAG45

3.1 DATA BANK EXTRACT - UPAG10
Program Narrative

PROGRAM NAME: Data Bank Extract

PROGRAM ID NUMBER: UPAG10

PURPOSE:

To extract from the Data Bank the information required to prepare Individual Earnings Statements and Earnings Reports.

FUNCTIONS/FEATURES:

a. Selects valid records from the Data Bank.

b. Extract identifying information and year-to-date totals for each record meeting test conditions.

DESCRIPTION:

a. Input Files.

UPAA84MI: Data Bank.

b. Output Files.

UPAG1010: Data Bank Extract.

c. Processing Description.

(1) The Data Bank "Record Status Code" is tested for the following codes:

Code F - Active
Code H - Separated this Pay period
Code I - Separated during Quarter
Code J - Separated this Year

(2) The extracts made from records containing Code F are coded as Active Records, those containing Codes H, I or J are coded inactive. This coding of extracts controls the production of W-2 Forms and inclusion of total earnings on the Active or Inactive portions of Earnings Reports.

(3) The Extract Records produced contain the following control information plus all year-to-date totals from the Data Bank:

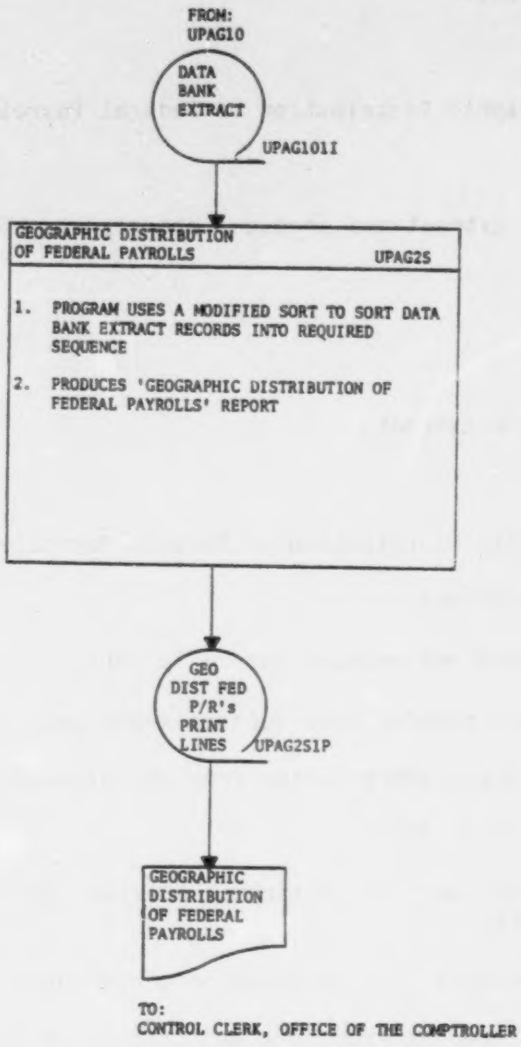
Payroll Block Number
Activity Code
Record Status Code
Employee Report Name
Employee Legal Name

EOD Date
Social Security Number
Organization Code
Serial Number
Complete Address
Last Pay Period Code Paid
Marital Status
Employment Geographical Code
Payment Year
Payroll Office Abbreviation
Retirement System Code

(4) The run is balanced by comparing number of Data Bank Records bypassed plus Extracts Written to number of Data Bank Records read.

SPECIAL CONDITIONS: None.

3.2 GEOGRAPHIC DISTRIBUTION OF FEDERAL PAYROLLS - UPAG25
Program I/O Chart


FROM:
UPAG10
DATA
BANK
EXTRACT
UPAG101I
GEOGRAPHIC DISTRIBUTION
OF FEDERAL PAYROLLS
UPAG25
1. PROGRAM USES A MODIFIED SORT TO SORT DATA BANK EXTRACT RECORDS INTO REQUIRED SEQUENCE
2. PRODUCES 'GEOGRAPHIC DISTRIBUTION OF FEDERAL PAYROLLS' REPORT
GEO
DIST FED
P/R's
PRINT
LINES
UPAG251P
GEOGRAPHIC
DISTRIBUTION
OF FEDERAL
PAYROLLS
TO:
CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.2 GEOGRAPHIC DISTRIBUTION OF FEDERAL PAYROLLS - UPAG25
Program Narrative

PROGRAM NAME: Geographic Distribution of Federal Payrolls

PROGRAM ID NUMBER: UPAG25

PURPOSE:

To produce the Geographic Distribution of Federal Payrolls Report.

FUNCTIONS/FEATURES:

Sorts the Data Bank Extract and produces the report: Geographic Distribution of Federal Payrolls.

DESCRIPTION:

a. Input Files:

UPAG101I: Data Bank Extract.

b. Output Files:

UPAG251P: Geographic Distribution of Federal Payrolls Report.

c. Processing Description:

(1) Build Sort Record and release record to sort.

(a) Select extract records with nonzero gross pay.

(b) Extract the state abbreviation from the WZX-L-CT-ST-ZIP.

(c) Release record to sort.

(d) Move high values to Allotment Serial Number and release this duplicate record to sort.

(2) Sort extract records into required sequence using the COBOL sort.

(3) Return extract records from sort and process as follows:

(a) Build Report Headings.

(b) Build Detail Lines which contain:

Allotment Number (when differnt from previous allotment number)
State (a two digit State Code)
Total Wages for the State

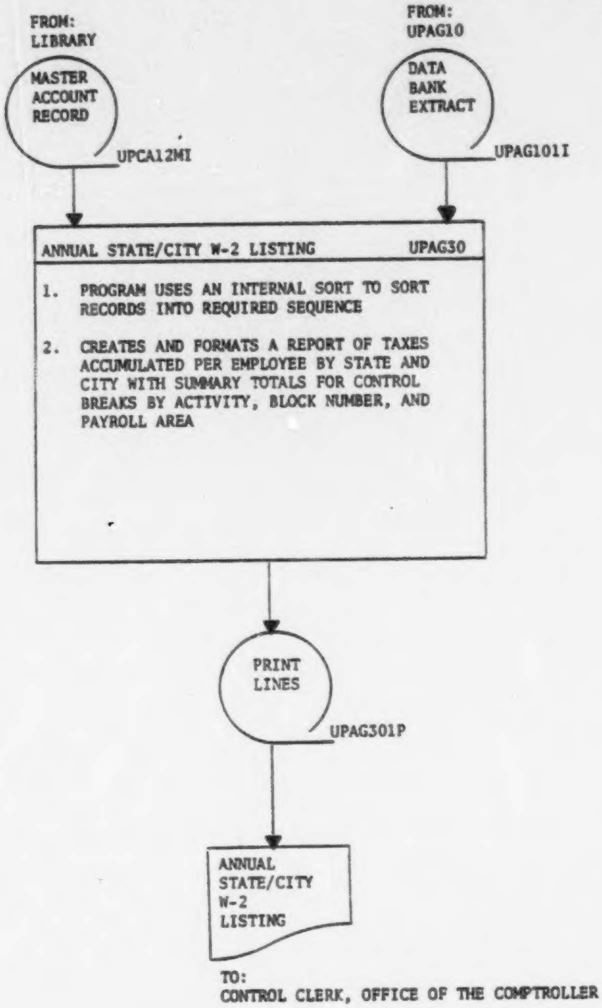
(c) Build Allotment Total Line (on break in allotment number).

(d) Build Summary Totals (on break in payroll area which occurs when allotment number is equal to high values).

SPECIAL CONDITIONS: None.

3.3 ANNUAL STATE/CITY W-2 LISTING - UPAG30

Program I/O Chart


FROM:
LIBRARY
MASTER ACCOUNT RECORD
UPCA12MI
FROM:
UPAG10
DATA BANK EXTRACT
UPAG101I
ANNUAL STATE/CITY W-2 LISTING
UPAG30
PRINT LINES
UPAG301P
ANNUAL STATE/CITY W-2 LISTING
TO:
CONTROL CLERK, OFFICE OF THE COMPTROLLER

1. PROGRAM USES AN INTERNAL SORT TO SORT RECORDS INTO REQUIRED SEQUENCE
2. CREATES AND FORMATS A REPORT OF TAXES ACCUMULATED PER EMPLOYEE BY STATE AND CITY WITH SUMMARY TOTALS FOR CONTROL BREAKS BY ACTIVITY, BLOCK NUMBER, AND PAYROLL AREA

3.3 ANNUAL STATE/CITY W-2 LISTING - UPAG30
Program Narrative

PROGRAM NAME: Annual State/City W-2 Listing

PROGRAM ID NUMBER: UPAG30

PURPOSE:

To format print lines for the Annual State and City W-2 Listing.

FUNCTIONS/FEATURES:

a. Uses an internal sort to sort the Data Bank Extract File into the required sequence.

b. Produce print lines for the Annual State and City W-2 Listing.

DESCRIPTION:

a. Input Files:

(1) UPCA12MI: Master Account Record.

(2) UPAG101I: Data Bank Extract.

b. Output Files:

UPAG301P: Print Lines.

c. Processing Description:

(1) Pertinent Data Bank extract information is selected and released to be sorted.

(2) Summary records are created and also released to be sorted.

(3) Each record is processed according to the Status Code (1 - Active, 2 - Inactive, 3 - Summary).

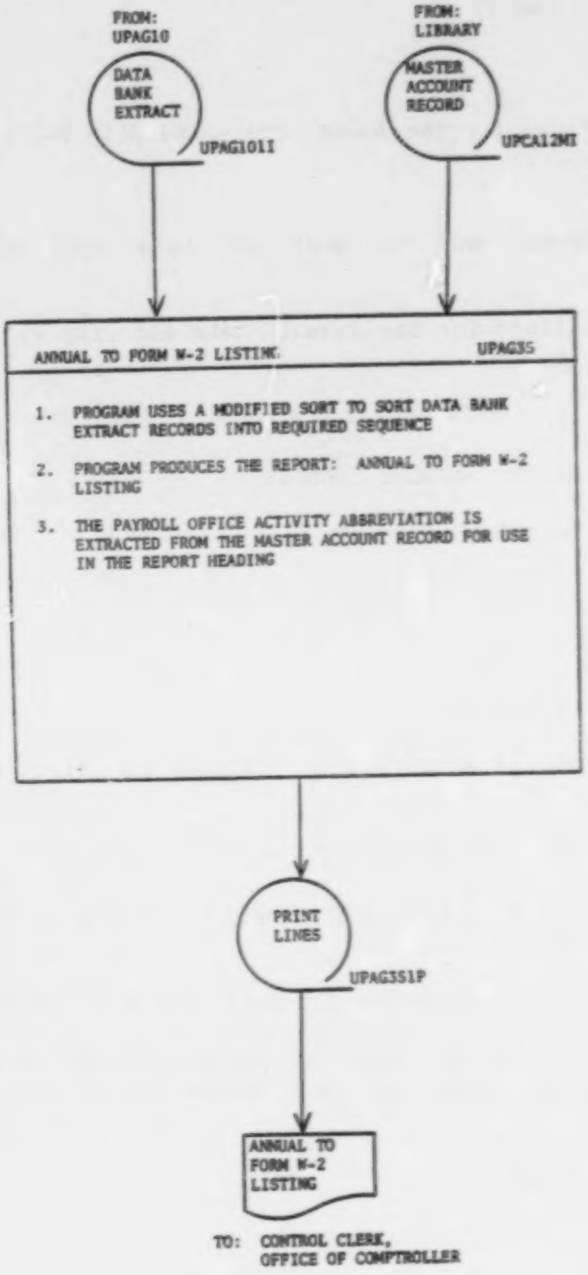
(a) Detail Lines are produced for each active or inactive record.

(b) Summary records are used to produce total lines at each control break. Control breaks occur at each change of activity, block number, and payroll area.

SPECIAL CONDITIONS: None.

3.4 ANNUAL TD FORM W-2 LISTING - UPAG35

Program I/O Chart



FROM:
UPAG10
DATA BANK EXTRACT
UPAG101I
FROM:
LIBRARY
MASTER ACCOUNT RECORD
UPCA12MI
ANNUAL TD FORM W-2 LISTING
UPAG35
PRINT LINES
UPAG351P
ANNUAL TD FORM W-2 LISTING
TO: CONTROL CLERK,
OFFICE OF COMPTROLLER

1. PROGRAM USES A MODIFIED SORT TO SORT DATA BANK EXTRACT RECORDS INTO REQUIRED SEQUENCE
2. PROGRAM PRODUCES THE REPORT: ANNUAL TD FORM W-2 LISTING
3. THE PAYROLL OFFICE ACTIVITY ABBREVIATION IS EXTRACTED FROM THE MASTER ACCOUNT RECORD FOR USE IN THE REPORT HEADING

3.4 ANNUAL TD FORM W-2 LISTING - UPAG35
Program Narrative

PROGRAM NAME: Annual TD Form W-2 Listing

PROGRAM ID NUMBER: UPAG35

PURPOSE:

To produce the Annual TD Form W-2 Listing.

FUNCTIONS/FEATURES:

Sorts the Data Bank extract and produces the report, Annual TD Form W-2 Listing.

DESCRIPTION:

a. Input Files:

(1) UPAG101I: Data Bank Extract.

(2) UPCA12MI: Master Account Record.

b. Output Files:

UPAG351P: TD Form W-2 Listing.

c. Processing Description:

(1) Extract the payroll office activity abbreviation from the Master Account Record.

(2) Build report record and release record to sort.

(3) Sort records into required sequence using the COBOL sort.

(4) Return sorted record and process as follows:

(a) Check record sequence to make sure sort was successful.

(b) Build appropriate headings.

1. Detail Line Headings:

Active
Inactive

2. Total headings for payroll block.

3. Headings for summary totals for payroll area.

(c) Build Detail Lines.

1. Detail Line 1 - formatted for reporting employee name.

2. Detail Line 2 - formatted for reporting the following:

Social Security Number
Organization Code
E.I.C.
Gross Wages
Federal Tax Deduction
FICA Gross
FICA Deduction
Cola
Death Pay

(d) Accumulate Totals at appropriate control breaks.

(e) Build Summary Lines:

Active
Inactive
Total

Summary lines are formatted for reporting same information as subparagraph (c)2 above (with exception of Social Security Number) and number of TD W-2s.

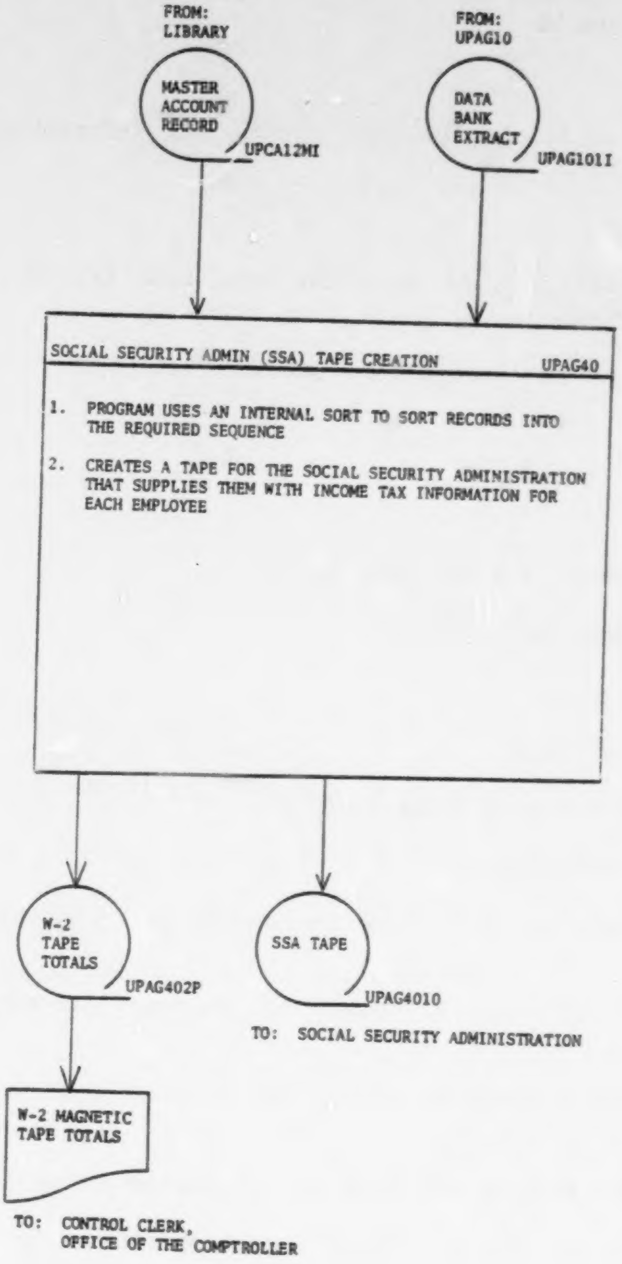
(f) Build Total Lines at end of payroll area formatted for reporting same information as Summary Lines.

(g) Build Report Message at end of payroll area.

SPECIAL CONDITIONS: None.

3.5 SOCIAL SECURITY ADMINISTRATION (SSA) TAPE CREATION - UPAG40

Program I/O Chart


FROM: LIBRARY
MASTER ACCOUNT RECORD
UPCA12MI
FROM: UPAG10
DATA BANK EXTRACT
UPAG101I
SOCIAL SECURITY ADMIN (SSA) TAPE CREATION
UPAG40
W-2 TAPE TOTALS
UPAG402P
SSA TAPE
UPAG4010
TO: SOCIAL SECURITY ADMINISTRATION
W-2 MAGNETIC TAPE TOTALS
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

1. PROGRAM USES AN INTERNAL SORT TO SORT RECORDS INTO THE REQUIRED SEQUENCE
2. CREATES A TAPE FOR THE SOCIAL SECURITY ADMINISTRATION THAT SUPPLIES THEM WITH INCOME TAX INFORMATION FOR EACH EMPLOYEE

3.5 SOCIAL SECURITY ADMINISTRATION (SSA) TAPE CREATION - UPAG40

Program Narrative

PROGRAM NAME: Social Security Administration (SSA) Tape Creation

PROGRAM ID NUMBER: UPAG40

PURPOSE:

To create a tape containing employee income tax information for the Social Security Administration.

FUNCTIONS/FEATURES:

a. Uses an internal sort to sort the Data Bank Extract File into Social Security Number sequence.

b. Create a tape of employee income tax information for the Social Security Administration.

DESCRIPTION:

a. Input Files:

(1) UPCA12MI: Master Account Record.

(2) UPAG101I: Data Bank Extract.

b. Output Files:

(1) UPAG401O: SSA Tape.

(2) UPAG402P: W-2 Magnetic Tape Totals.

c. Processing Description:

(1) The Data Bank Extract File is sorted into Social Security Number sequence.

(2) A Header Record (Code E) containing employer information obtained from the MAR is written.

(3) A Detail Record (Code W) is written for each employee on the Data Bank Extract File.

(4) Control Break Records are produced, formatted and written.

(5) An Intermediate Record (Code I) is written after every 41 Detail Records.

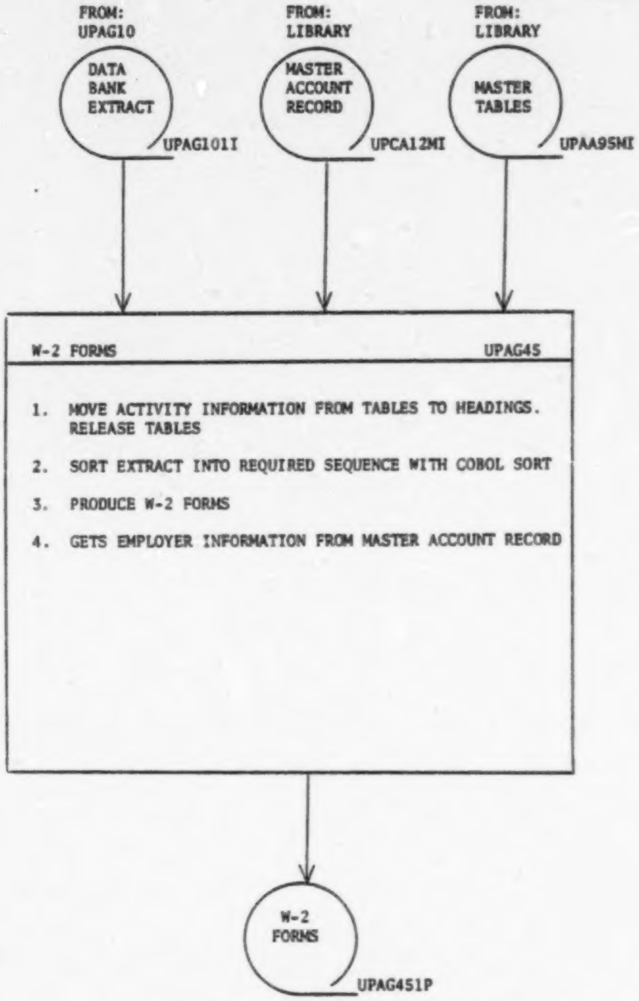
(6) A Total Record (Code T) is written after all employees have been processed and written.

(7) A Final Record (Code F) is written after the Total Record.

(8) Produces a one page report of Final Record (Code F) totals.

SPECIAL CONDITIONS: None.

3.6 W-2 FORMS - UPAG45
Program I/O Chart


FROM:
UPAG10
DATA BANK EXTRACT
UPAG101I
FROM:
LIBRARY
MASTER ACCOUNT RECORD
UPCA12MI
FROM:
LIBRARY
MASTER TABLES
UPAA95MI
W-2 FORMS
UPAG45
W-2 FORMS
UPAG451P

1. MOVE ACTIVITY INFORMATION FROM TABLES TO HEADINGS. RELEASE TABLES
2. SORT EXTRACT INTO REQUIRED SEQUENCE WITH COBOL SORT
3. PRODUCE W-2 FORMS
4. GETS EMPLOYER INFORMATION FROM MASTER ACCOUNT RECORD

TO: CONTROL CLERK, OFFICE OF COMPTROLLER

3.6 W-2 FORMS - UPAG45
Program Narrative

PROGRAM NAME: W-2 Forms

PROGRAM ID NUMBER: UPAG45

PURPOSE:

To produce the W-2 Forms tape.

FUNCTIONS/FEATURES:

Sorts Data Bank extract into required sequence using the COBAL sort and produces W-2 Forms tape.

DESCRIPTION:

a. Input Files:

(1) UPAA95MI: Master Tables.

(2) UPAG1010: Data Bank Extract.

(3) UPCA12MI: Master Account Record.

b. Output Files:

UPAG451P: W-2 Forms.

c. Processing Description

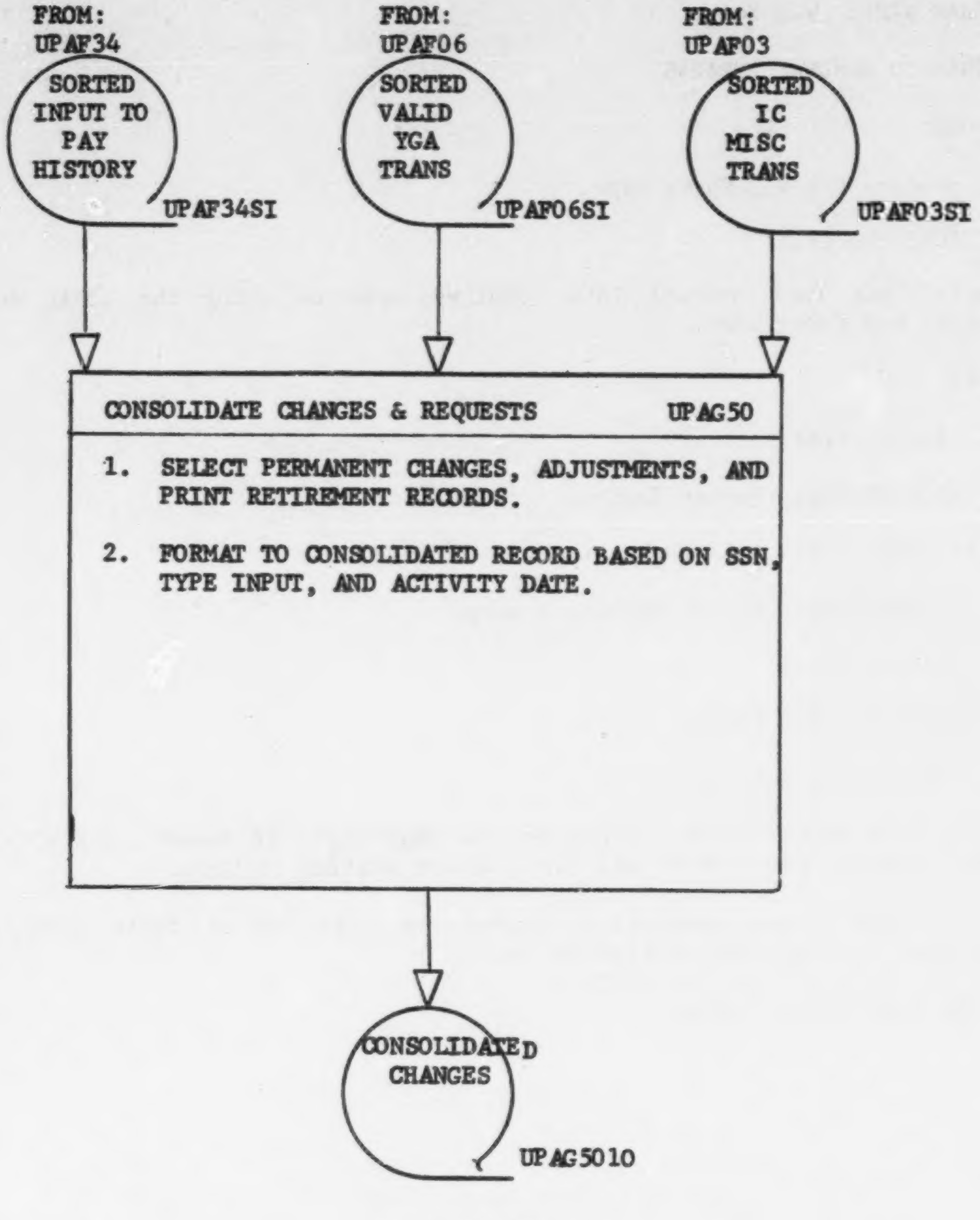
(1) Four header lines giving Federal employer's ID Number, activity title, street address, city, State and ZIP Code are written to tape.

(2) Print lines indicating Federal earnings, first State earnings and additional earnings are written to tape.

SPECIAL CONDITIONS: None.

3.7 CONSOLIDATE CHANGES AND REQUESTS - UPAG50

Program I/O Chart


FROM:
UPAF34
SORTED INPUT TO PAY HISTORY
UPAF34SI
FROM:
UPAF06
SORTED VALID YGA TRANS
UPAF06SI
FROM:
UPAF03
SORTED IC MISC TRANS
UPAF03SI
CONSOLIDATE CHANGES & REQUESTS
UPAG50
1. SELECT PERMANENT CHANGES, ADJUSTMENTS, AND PRINT RETIREMENT RECORDS.
2. FORMAT TO CONSOLIDATED RECORD BASED ON SSN, TYPE INPUT, AND ACTIVITY DATE.
CONSOLIDATED CHANGES
UPAG5010

TO: UPAG55

3.7 CONSOLIDATE CHANGES AND REQUESTS - UPAG50
Program Narrative

PROGRAM NAME: Consolidate Changes and Requests

PROGRAM ID NUMBER: UPAG50

PURPOSE:

To combine into one file the permanent changes, adjustments and print requests which affect the Retirement File.

FUNCTIONS/FEATURES:

Extract from the Permanent Change File, the Adjustment File and Print Request File those entries which will have an effect on the Retirement File and consolidate these entries into a standard format prior to processing against the Retirement File.

DESCRIPTION:

a. Input Files:

(1) UPAF03SI: Sorted Input Card Miscellaneous Transactions.

(2) UPAF06SI: Sorted Valid YGA Transactions.

(3) UPAF34SI: Sorted Input to Pay History.

b. Output File:

UPAG5010: Consolidated Changes.

c. Processing Description:

(1) The following types of changes are selected from the input files listed above to be consolidated into a common file for processing against the Retirement File:

Adjustments Coded GA
Print Requests Coded 5

(2) Adjustments are 280 characters, and print requests are 160 characters.

(3) The Permanent Change File is in sequence by Social Security Number and activity date. Adjustments and print requests are in sequence by Social Security Number.

(4) The Permanent Change File is processed first. All selected codes for one Social Security Number for a given activity date are screened for changes which should be posted to the Retirement File. A record of 150 characters is built containing the following information:

Social Security Number
Change Code 1
Activity Date
Pay Period Code
Pay Category
Type Employee
Grade and Step
Per Annum or Hourly Rate
Name
Date Entered on Duty
Personnel Action Code
Personnel Action Effective Date
Revised Social Security Number
Retirement/FICA Code
Personnel Action Description

NOTE: The Personnel Action Description is entered into the Change Record from a table in Memory. The description is located in the table by using the Personnel Action Code contained in the input record.

(5) The adjustments affecting the Retirement Deductions made during some prior year are included in the Permanent Change File. A record of 150 characters is built containing the following information:

Social Security Number
Change Code 3
Year to be Adjusted
Adjustment Amount
Adjustment Code

(6) The print requests are the last to be processed. A record of 150 characters is built containing the following:

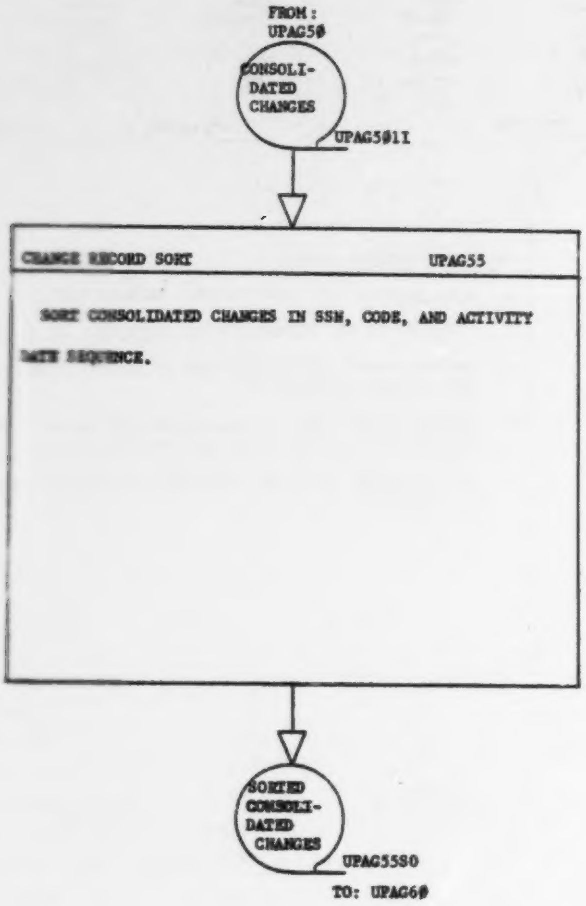
Social Security Number
Change Code 5

(7) Counts are made of permanent changes, adjustments, and print requests read. These counts are balanced against counts contained in the high-value record at the end of each file. Count is made of Change Records built and written.

SPECIAL CONDITIONS: None.

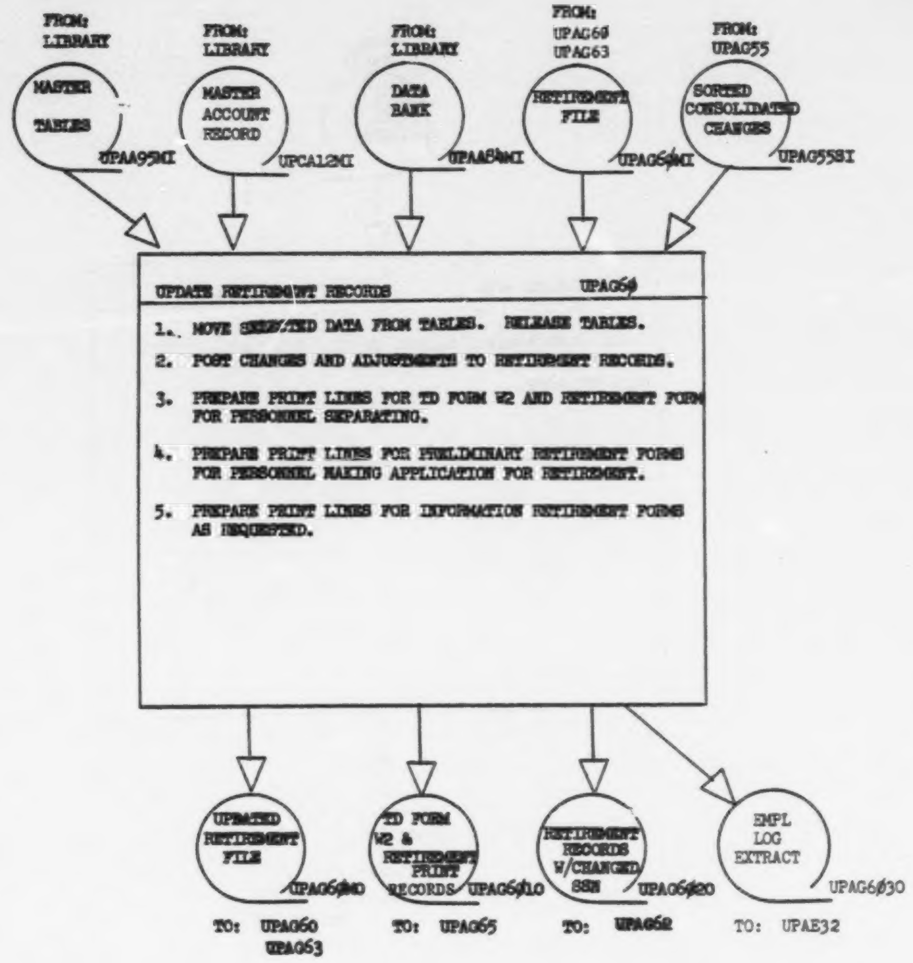
3.8 CHANGE RECORD SORT - UPAG55

Program I/O Chart


FROM:
UPAG50
CONSOLI-
DATED
CHANGES
UPAG5011
CHANGE RECORD SORT
UPAG55
SORT CONSOLIDATED CHANGES IN SSN, CODE, AND ACTIVITY DATE SEQUENCE.
SORTED
CONSOLI-
DATED
CHANGES
UPAG55S0
TO: UPAG60

3.9 UPDATE RETIREMENT RECORDS - UPAG60

Program I/O Chart


FROM: LIBRARY
MASTER TABLES
UPAA95MI
FROM: LIBRARY
MASTER ACCOUNT RECORD
UPCA12MI
FROM: LIBRARY
DATA BANK
UPAA84MI
FROM: UPAG60 UPAG63
RETIREMENT FILE
UPAG60MI
FROM: UPAG55
SORTED CONSOLIDATED CHANGES
UPAG55SI
UPDATE RETIREMENT RECORDS
UPAG60
UPDATED RETIREMENT FILE
UPAG6000
TO: UPAG60 UPAG63
TD FORM W2 & RETIREMENT PRINT RECORDS
UPAG6010
TO: UPAG65
RETIREMENT RECORDS W/CHANGED SSN
UPAG6020
TO: UPAG62
EMPL LOG EXTRACT
UPAG6030
TO: UPAE32

1. MOVE SELECTED DATA FROM TABLES. RELEASE TABLES.
2. POST CHANGES AND ADJUSTMENTS TO RETIREMENT RECORDS.
3. PREPARE PRINT LINES FOR TD FORM W2 AND RETIREMENT FORM FOR PERSONNEL SEPARATING.
4. PREPARE PRINT LINES FOR PRELIMINARY RETIREMENT FORMS FOR PERSONNEL MAKING APPLICATION FOR RETIREMENT.
5. PREPARE PRINT LINES FOR INFORMATION RETIREMENT FORMS AS REQUESTED.

3.9 UPDATE RETIREMENT RECORDS - UPAG60
Program Narrative

PROGRAM NAME: Update Retirement Records

PROGRAM ID NUMBER: UPAG60

PURPOSE:

To update the Retirement File, build individual records containing all information required to print Retirement Records for applications for disability retirements, retirements, separations, print requests, full file print (if requested) and W-2 Forms when required.

FUNCTIONS/FEATURES:

a. Post all personnel actions to History Section of Retirement File.

b. Make adjustments as required to prior year retirement deductions.

c. Post current year retirement deductions at end-of-year.

d. Determine if print of Retirement File is required and type of print to be made.

DESCRIPTION:

a. Input Files:

(1) UPAA95MI: Master Tables.

(2) UPCA12MI: Master Account Record.

(3) UPAA84MI: Data Bank.

(4) UPAG60MI: Updated Retirement.

(5) UPAG55SI: Sorted Consolidated Changes.

b. Output Files:

(1) UPAG60MO: Updated Retirement.

(2) UPAG6010: W-2 and Retirement Print Lines.

(3) UPAG6020: Retirement Records with changed SSN.

(4) UPAG6030: Employee Log Extract.

c. Processing Description:

(1) Input File UPAA95MI is read into memory and the last Pay Period Code for the current pay year is extracted and placed in hold area.

(2) Input File UPCA12MI is read. The payroll office, location, and office number is extracted and placed in hold area. Both these files are released.

(3) The Data Bank and Retirement File are in SSN sequence. Consolidated changes are in sequence by SSN, Change Code, and activity date.

(4) The Retirement File is completely rewritten during this process, additions and/or deletions made as required.

(5) A Retirement Record is made up of three sections, as follows:

(a) History Section - Space allotted for recording 46 personnel actions.

(b) Fiscal Section - Space allotted for recording retirement deductions, etc., for 30 years.

(c) Name Change Section - Space allotted for recording three name changes.

NOTE: Any one of these sections becoming full during the process will trigger a printout of the complete record on Standard Form 2806 with copy of record printed on DLA Form 1001. Allotted space is then cleared to permit accumulation of new data as it becomes available.

(6) Consolidated changes are processed against a retirement record in the following sequence:

Code 1 - Personnel Actions
Code 3 - Adjustments
Code 5 - Print Requests

(7) There are eight conditions under which a print of a Retirement Record will be made. Following is a list of the conditions in the sequence in which they will be honored:

(a) Death: Caused by processing Personnel Action - Code 01800.

(b) Disability Retirement: Caused by processing Personnel Action - Code 05300.

(c) Nondisability Retirement: Caused by processing Personnel Action - Codes 05100, 05200, 05400, 05500, 05600 or 05700.

(d) Separation: Caused by any separation other than those specified above.

(e) Disability Retirement Application: Caused by processing Personnel Action - Code 00300.

(f) Nondisability Retirement Application: Caused by processing Personnel Action - Code 00350.

(g) Full Record: Explained in note following subparagraph c(5) above.

(h) Print Request: By Code 5 Change Record.

(8) Prior to testing for any print required, a test is made to determine if an End-of-Year Flag has been set on. This flag, if on, indicates that changes, etc., being processed are for the last pay period of the year. If on, the Retirement Deductions for the year will be extracted from the Data Bank and posted to the fiscal section of the Retirement Record.

(9) If no print is required for any reason, the Retirement Record is written to one of two output tapes. If there has been no change to the Social Security Number, the record is written to the regular output tape. If SSN has been changed, the record is written to a change tape which will be sorted to new SSN sequence and merged with the regular output tape.

(10) If print is required, the print lines are formatted and coded so that subsequent sort will group lines to be printed as follows:

(a) Death, separations, retirements, applications for retirements to be printed on Standard Form 2806 for submission to Civil Service Commission.

(b) Copies of above to be printed on DLA Form 1001 to be retained at installation.

(c) Full records to be printed on Standard Form 2806 for submission to Civil Service Commission at some future date.

(d) Copy of full record to be printed on DLA Form 1001 - retained at installation.

(e) Special Requests to be printed on DLA Form 1001 for use at installation.

(11) One type of print not previously mentioned will be produced if a Retirement Record is found without a matching Data Bank Record. These records will be sorted into a separate group for printing on DLA Form 1001 and will then be deleted from the Retirement File, UPAG60M.

(12) Following formatting of required print lines for Retirement Record print lines are formatted for TD Form W-2 to report Federal and State earnings and tax withheld for those personnel separating from service.

(13) Retirement Records, for which print lines have been formatted because of Death, Retirement or Separation, will be dropped from the Retirement File. Retirement Records printed because of Application for Disability Retirement or Nondisability Retirement will have a basic record written to the Retirement File tape. All history, fiscal, and name change sections will be cleared. Future actions can be posted to these basic records. The retiremment deductions for all the above printouts will be totaled and the amount deducted from the overall dollar balance figure.

(14) The following checks are made for balancing:

(a) The number of Retirement Records read must equal the number written in previous run of this program.

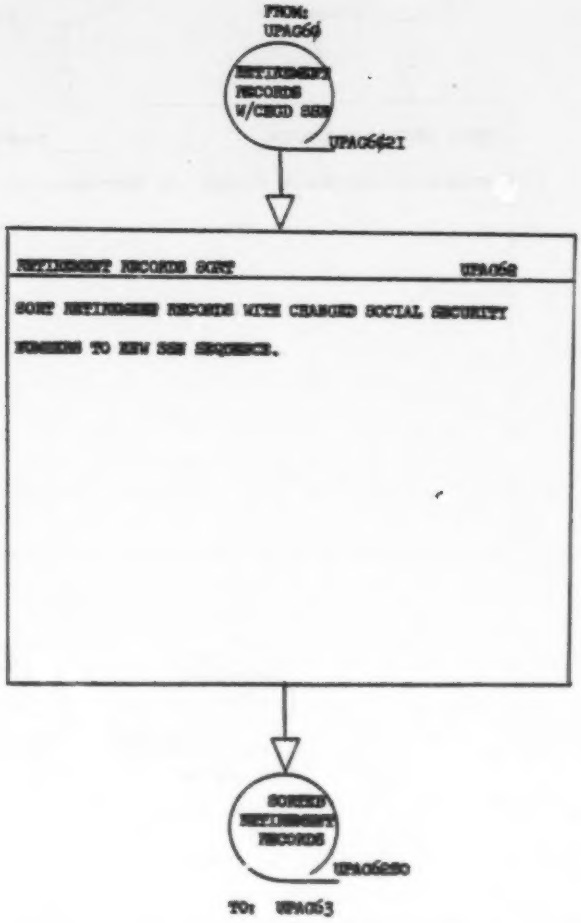
(b) The number of changes read must equal the number written in UPAG50.

(c) The number of Retirement Records written in this processing is zero balanced by adding the number of records written in previous run of the program plus the number of records added in this run. Subtracted from this total is the number of records deleted because of separations, retirements, etc., the number of records written to regular retirement file, and the number written to a Sort File because of SSN change. This must zero balance. A running total is maintained on dollars posted to the Retirement File. This total is maintained by adding the previous balance plus money posted to the file because of end-of-year routine or employees transferred in with transfer of money minus money released from the file because of separations, retirements, etc.

SPECIAL CONDITIONS: None.

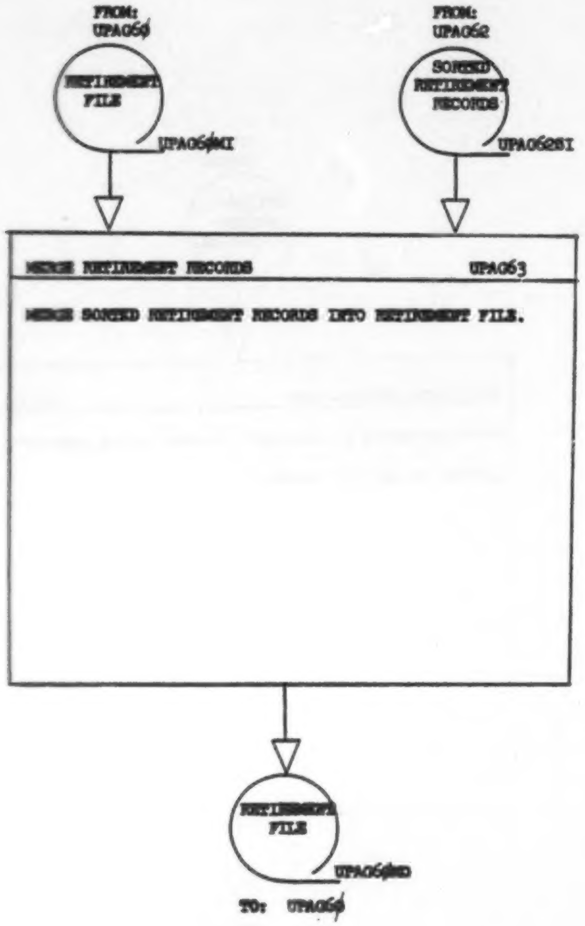
3.10 RETIREMENT RECORDS SORT - UPAG62

Program I/O Chart

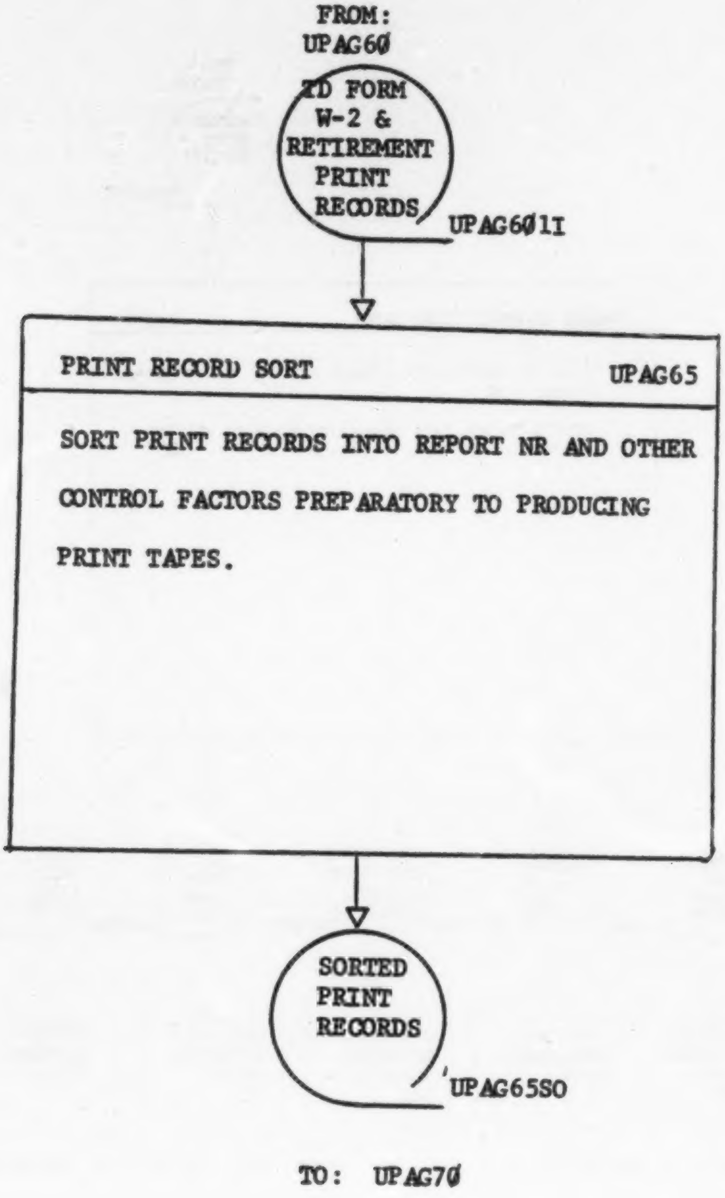

FROM:
UPAG60
RETIREMENT
RECORDS
W/CHGD SSN
UPAG602I
RETIREMENT RECORDS SORT
UPAG62
SORT RETIREMENT RECORDS WITH CHANGED SOCIAL SECURITY
NUMBERS TO NEW SSN SEQUENCE.
SORTED
RETIREMENT
RECORDS
UPAG62SO
TO: UPAG63

3.11 MERGE RETIREMENT RECORDS - UPAG63

Program I/O Chart


FROM:
UPAG60
RETIREMENT
FILE
UPAG60MI
FROM:
UPAG62
SORTED
RETIREMENT
RECORDS
UPAG62SI
MERGE RETIREMENT RECORDS
UPAG63
MERGE SORTED RETIREMENT RECORDS INTO RETIREMENT FILE.
RETIREMENT
FILE
UPAG60MO
TO: UPAG60

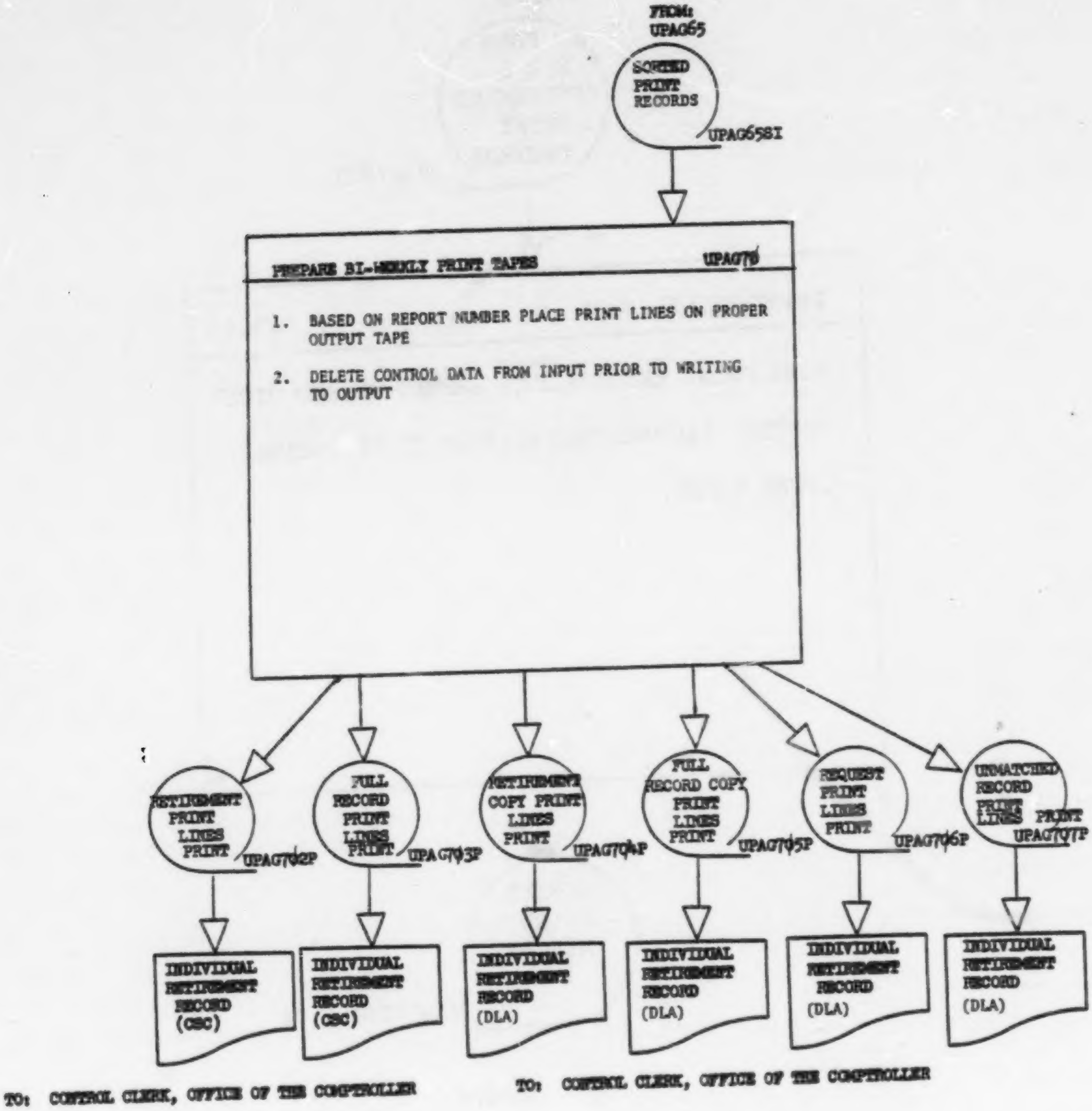
3.12 PRINT RECORD SORT - UPAG65
Program I/O Chart


FROM:
UPAG60
TD FORM W-2 & RETIREMENT PRINT RECORDS
UPAG601I
PRINT RECORD SORT
UPAG65
SORTED PRINT RECORDS
UPAG65SO
TO: UPAG70

SORT PRINT RECORDS INTO REPORT NR AND OTHER CONTROL FACTORS PREPARATORY TO PRODUCING PRINT TAPES.

3.13 PREPARE BIWEEKLY PRINT TAPES - UPAG70

Program I/O Chart


FROM:
UPAG65
SORTED PRINT RECORDS
UPAG658I
PREPARE BI-WEEKLY PRINT TAPES
UPAG70
1. BASED ON REPORT NUMBER PLACE PRINT LINES ON PROPER OUTPUT TAPE
2. DELETE CONTROL DATA FROM INPUT PRIOR TO WRITING TO OUTPUT
RETIREMENT PRINT LINES PRINT
UPAG7002P
FULL RECORD PRINT LINES PRINT
UPAG7003P
RETIREMENT COPY PRINT LINES PRINT
UPAG7004P
FULL RECORD COPY PRINT LINES PRINT
UPAG7005P
REQUEST PRINT LINES PRINT
UPAG7006P
UNMATCHED RECORD PRINT LINES PRINT
UPAG7007P
INDIVIDUAL RETIREMENT RECORD (CSC)
INDIVIDUAL RETIREMENT RECORD (CSC)
INDIVIDUAL RETIREMENT RECORD (DLA)
INDIVIDUAL RETIREMENT RECORD (DLA)
INDIVIDUAL RETIREMENT RECORD (DLA)
INDIVIDUAL RETIREMENT RECORD (DLA)
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.13 PREPARE BIWEEKLY PRINT TAPES - UPAG70
Program Narrative

PROGRAM NAME: Prepare Biweekly Print Tapes

PROGRAM ID NUMBER: UPAG70

PURPOSE:

To separate print lines by report number, add header lines as required, and produce final printable records.

FUNCTIONS/FEATURES:

Separate print lines by various reports.

DESCRIPTION:

a. Input File:

UPAG65SI: Sorted Print Records.

b. Output Files:

(1) UPAG702P: Print Lines for Standard Form 2806 (Separations, etc.).

(2) UPAG703P: Print Lines for Standard Form 2806 (Full Record).

(3) UPAG704P: Print Lines for DLA Form 1001 (Separations, etc.).

(4) UPAG705P: Print Lines for DLA Form 1001 (Full Record).

(5) UPAG706P: Print Lines for DLA Form 1001 (Print Request).

(6) UPAG707P: Print Lines for DLA Form 1001 (Unmatched Retirement Record).

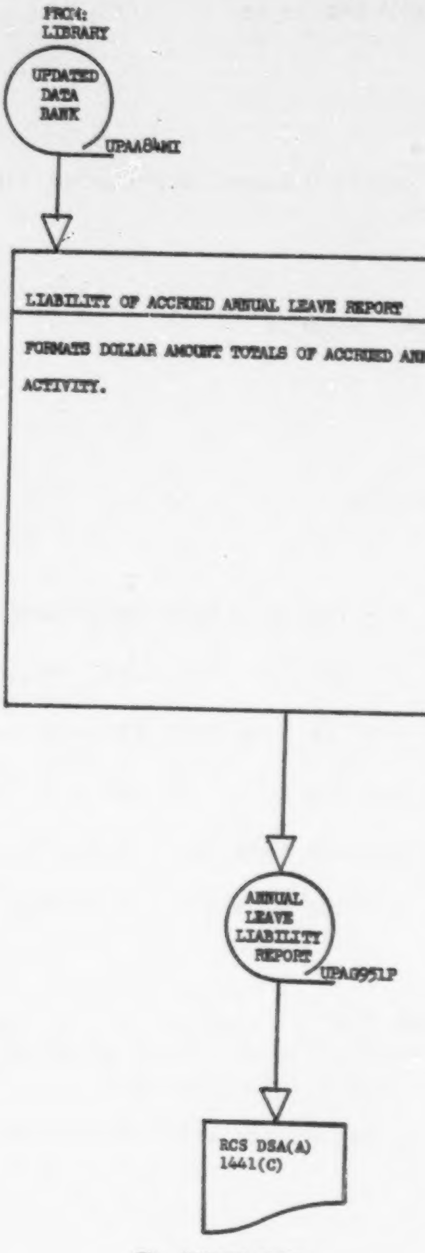
c. Processing Description:

(1) There are print records for six reports on the input file. Full file print, if requested, will be combined with normal print requests. The records have been sorted to the proper sequence for printing.

(2) All other reports are formatted and written to appropriate CPO Files.

SPECIAL CONDITIONS: None.

3.14 LIABILITY OF ACCRUED ANNUAL LEAVE REPORT - UPAG95
Program I/O Chart


FROM:
LIBRARY
UPDATED DATA BANK
UPAA84MI
FROM:
LIBRARY
MASTER ACCOUNT RECORD
UPCA12MI
LIABILITY OF ACCRUED ANNUAL LEAVE REPORT
UPAG95
FORMATS DOLLAR AMOUNT TOTALS OF ACCRUED ANNUAL LEAVE BY ACTIVITY.
ANNUAL LEAVE LIABILITY REPORT
UPAG951LP
RCS DSA(A) 1441(C)
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.14 LIABILITY OF ACCRUED ANNUAL LEAVE REPORT - UPAG95
Program Narrative

PROGRAM NAME: Liability of Accrued Annual Leave Report

PROGRAM ID NUMBER: UPAG95

PURPOSE:

To format dollar amount total of accrued annual leave by activity.

FUNCTIONS/FEATURES:

To report run.

DESCRIPTION:

a. Input Files:

(1) UPAA84MI: Updated Data Bank.

(2) UPCA12MI: Master Account Record.

b. Output File:

UPAG951P: Annual Leave Liability Report.

c. Processing Description: As each record is read the Accrued Annual Leave Liability is computed and the total dollar amount is added to the appropriate activity total.

SPECIAL CONDITIONS: None.

11

VOLUME I APCAPS ADP SPECIFICATIONS

PART 4 PAYROLL SUBSYSTEM

CHAPTER 9 RCS 0197-OPM-AN MAINTENANCE AND REPORTING - UPAH0000

CHAPTER TABLE OF CONTENTS

SECT	DESCRIPTION	PAGE
1	GENERAL	
1.1	Purpose	I-4-9-1
2	RCS 0197-OPM-AN MAINTENANCE AND REPORTING APPLICATION	
2.1	RCS 0197-OPM-AN Maintenance and Reporting - UPAH0000	I-4-9-2
3	RCS 0197-OPM-AN MAINTENANCE AND REPORTING PROGRAMS	
3.1	Leave Accumulator - UPAH10	I-4-9-6
3.2	Detail Count Sort - UPAH19	I-4-9-8
3.3	Pay Accumulator - UPAH20	I-4-9-9
3.4	Pay Accumulator Sort - UPAH28	I-4-9-11
3.5	Fiscal Year Pay/Split Accumulation - UPAH30	I-4-9-12
3.6	PSB RCS 0197-OPM-AN, Part A1 Format - UPAH35	I-4-9-14
3.7	PSB RCS 0197-OPM-AN, Part B1 Format - UPAH40	I-4-9-16
3.8	Leave Accumulator Sort - UPAH49	I-4-9-18
3.9	PSB RCS 0197-OPM-AN, Part C1 Format - UPAH50	I-4-9-19

VOLUME I APCAPS ADP SPECIFICATIONS

PART 4 PAYROLL SUBSYSTEM

CHAPTER 9 RCS 0197-OPM-AN MAINTENANCE AND REPORTING - UPAH0000

SECTION 1 GENERAL

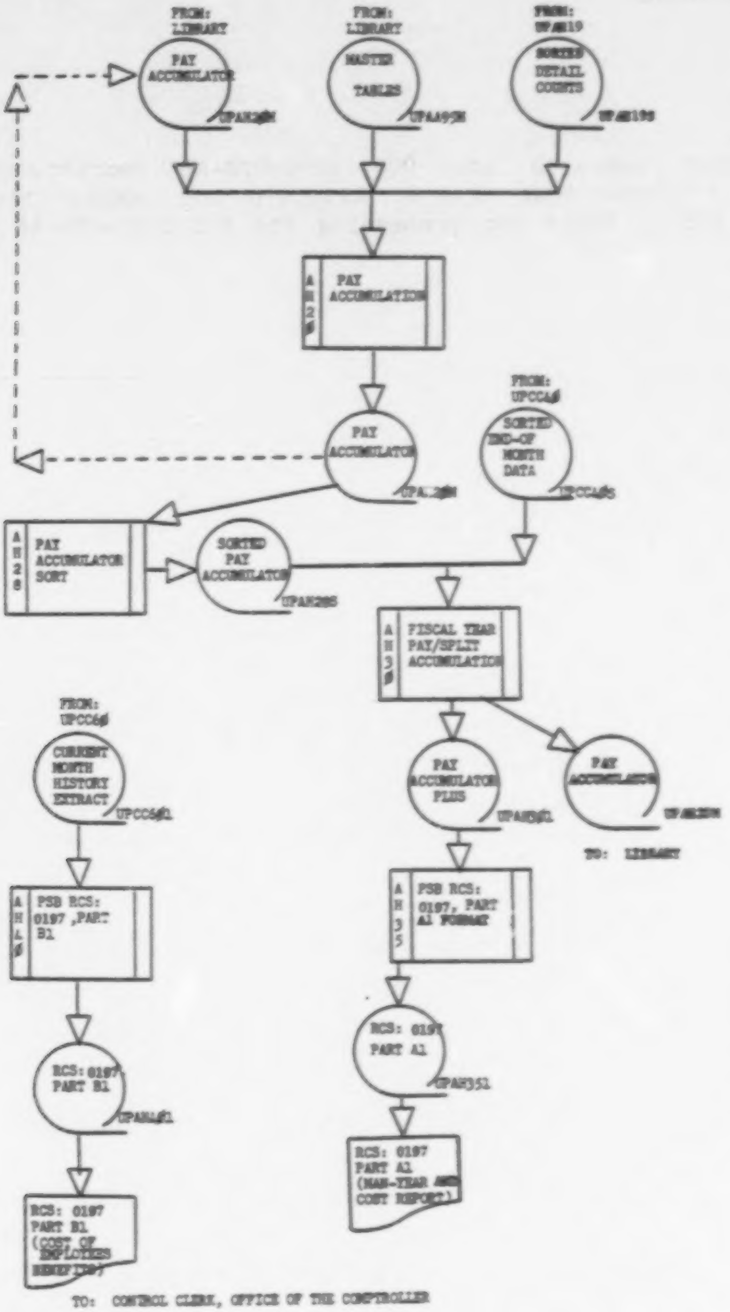
1.1 PURPOSE

This chapter contains the RCS 0197-OPM-AN Maintenance and Reporting Application programs that create, maintain and update the Leave and Pay Accumulator Master Files for processing the RCS 0197-OPM-AN Report, Parts A1, B1 and C1.

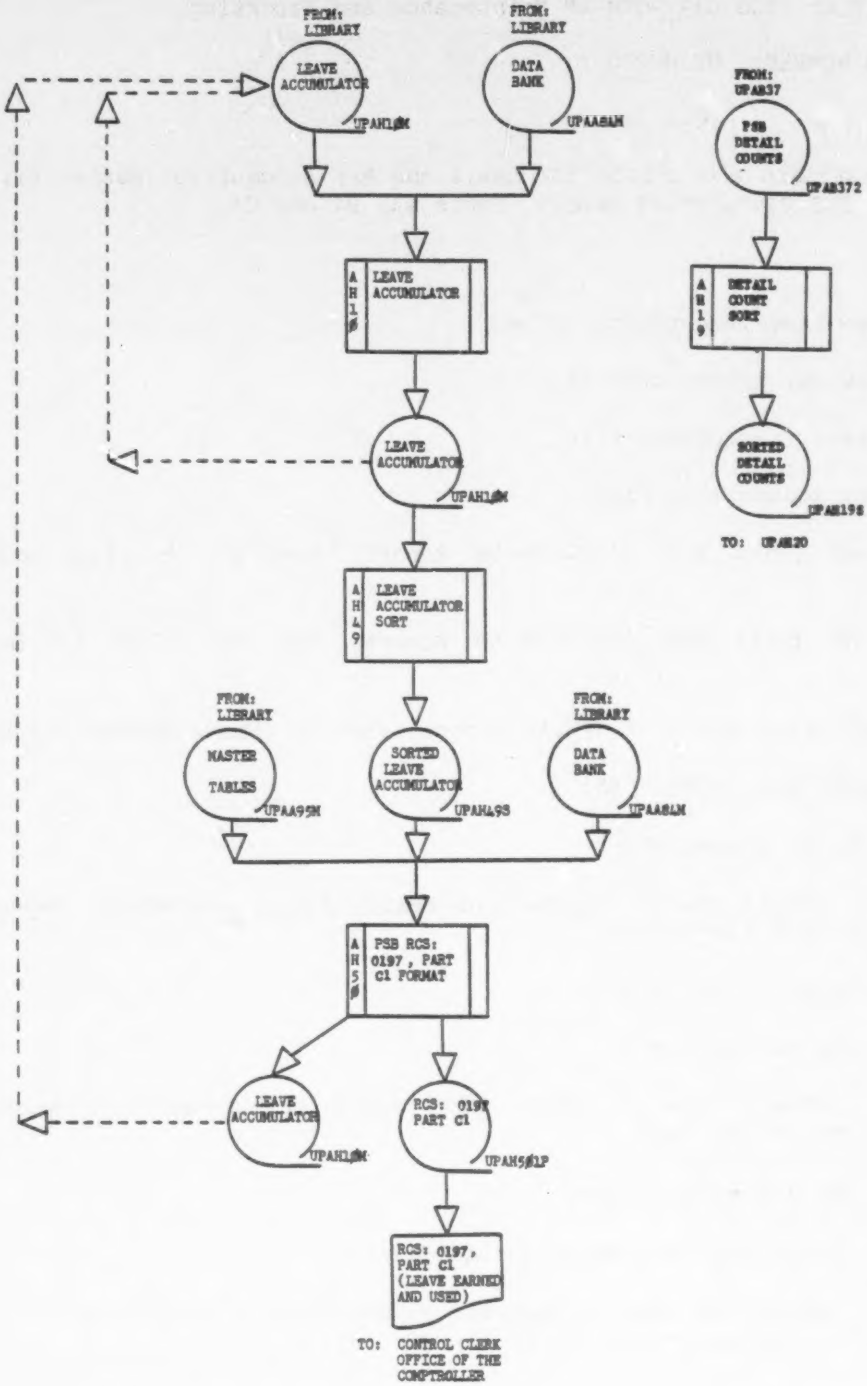
SECTION 2 RCS MAINTENANCE AND REPORTING APPLICATION

2.1 RCS 0197-OPM-AN MAINTENANCE AND REPORTING - UPAH0000

Application Flow Chart Page 1


FROM: LIBRARY
PAY ACCUMULATOR
UPAH20N
FROM: LIBRARY
MASTER TABLES
UPAA95N
FROM: UPAH19
SORTED DETAIL COUNTS
UPAH19S
AH20
PAY ACCUMULATION
PAY ACCUMULATOR
UPAH20N
FROM: UPCCA0
SORTED END-OF MONTH DATA
UPCCA05
AH28
PAY ACCUMULATOR SORT
SORTED PAY ACCUMULATOR
UPAH28S
AH30
FISCAL YEAR PAY/SPLIT ACCUMULATION
PAY ACCUMULATOR PLUS
UPAH301
PAY ACCUMULATOR
UPAH20N
TO: LIBRARY
FROM: UPCC60
CURRENT MONTH HISTORY EXTRACT
UPCC601
AH40
PSB RCS: 0197 ,PART B1
RCS: 0197 PART B1
UPAH401
RCS: 0197 PART B1 (COST OF EMPLOYEES BENEFITS)
AH35
PSB RCS: 0197, PART A1 FORMAT
RCS: 0197 PART A1
UPAH351
RCS: 0197 PART A1 (MAN-YEAR AND COST REPORT)
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

2.1 RCS 0197-OPM-AN MAINTENANCE AND REPORTING - UPAH0000
Application Flow Chart Page 2


FROM: LIBRARY
LEAVE ACCUMULATOR
UPAH10M
FROM: LIBRARY
DATA BANK
UPAA8AM
FROM: UPAB37
PSB DETAIL COUNTS
UPAB372
AH10
LEAVE ACCUMULATOR
AB19
DETAIL COUNT SORT
LEAVE ACCUMULATOR
UPAH10M
SORTED DETAIL COUNTS
UPAB198
TO: UPAB20
AH49
LEAVE ACCUMULATOR SORT
FROM: LIBRARY
MASTER TABLES
UPAA95M
SORTED LEAVE ACCUMULATOR
UPAH49S
FROM: LIBRARY
DATA BANK
UPAA8AM
AH50
PSB RCS: 0197, PART C1 FORMAT
LEAVE ACCUMULATOR
UPAH10M
RCS: 0197 PART C1
UPAH501P
RCS: 0197, PART C1 (LEAVE EARNED AND USED)
TO: CONTROL CLERK OFFICE OF THE COMPTROLLER

2.1 RCS 0197-OPM-AN MAINTENANCE AND REPORTING - UPAH0000 Application Narrative

APPLICATION TITLE: RCS 0197-OPM-AN Maintenance and Reporting

APPLICATION ID NUMBER: UPAH0000

PURPOSE:

To create, maintain and update the Leave and Pay Accumulator Master Files for processing the RCS 0197-OPM-AN Report, Parts A1, B1 and C1.

FUNCTIONS:

a. Create new Leave Accumulator File.

b. Create new Pay Accumulator File.

c. Update Leave Accumulator File.

d. Update Pay Accumulator File.

e. Format and print RCS 0197-OPM-AN Report, Part A1 (Man-Year and Cost Report).

f. Format and print RCS 0197-OPM-AN Report, Part B1 (Cost of Employee Benefits).

g. Format and print RCS 0197-OPM-AN Report, Part C1 (Leave Earned and Used).

COMPONENT PROGRAMS AND OPERATIONS:

a. UPAH10: Leave Accumulator.

Operation: Create new or update old Master Leave Accumulator Records by activity with current leave data.

b. UPAH19: Detail Count Sort.

c. UPAH20: Pay Accumulator.

Operation: Create new or update old Master Pay Accumulator Records by activity with current pay data.

d. UPAH28: Pay Accumulator Sort.

e. UPAH30: Fiscal Year Pay/Split Accumulation.

Operation: Update the Pay Accumulator Master File with cost split end-of-month data when fiscal year does not end on 30 June.

f. UPAH35: PSB RCS 0197-OPM-AN, Part A1 Format.

Operation: To format the pay accumulator plus file into reportable formats for reporting the RCS 0197-OPM-AN Report, Part A1.

g. UPAH40: PSB RCS 0197-OPM-AN, Part B1 Format.

Operation: To format the Cost Current Month History Extract for June to create the RCS 0197-OPM-AN Report, Part B1.

h. UPAH49: Leave Accumulator Sort by Activity.

Operation: To sort the leave accumulator into ascending activity sequence.

i. UPAH50: PSB RCS 0197-OPM-AN, Part C1 Format.

Operation: To format the Leave Accumulator File for reporting the RCS 0197-OPM-AN Report, Part C1.

INPUT-OUTPUT SOURCE AND DISPOSITION:

a. Input is from Applications UPAA0000, UPAB0000 and UPCC0000.

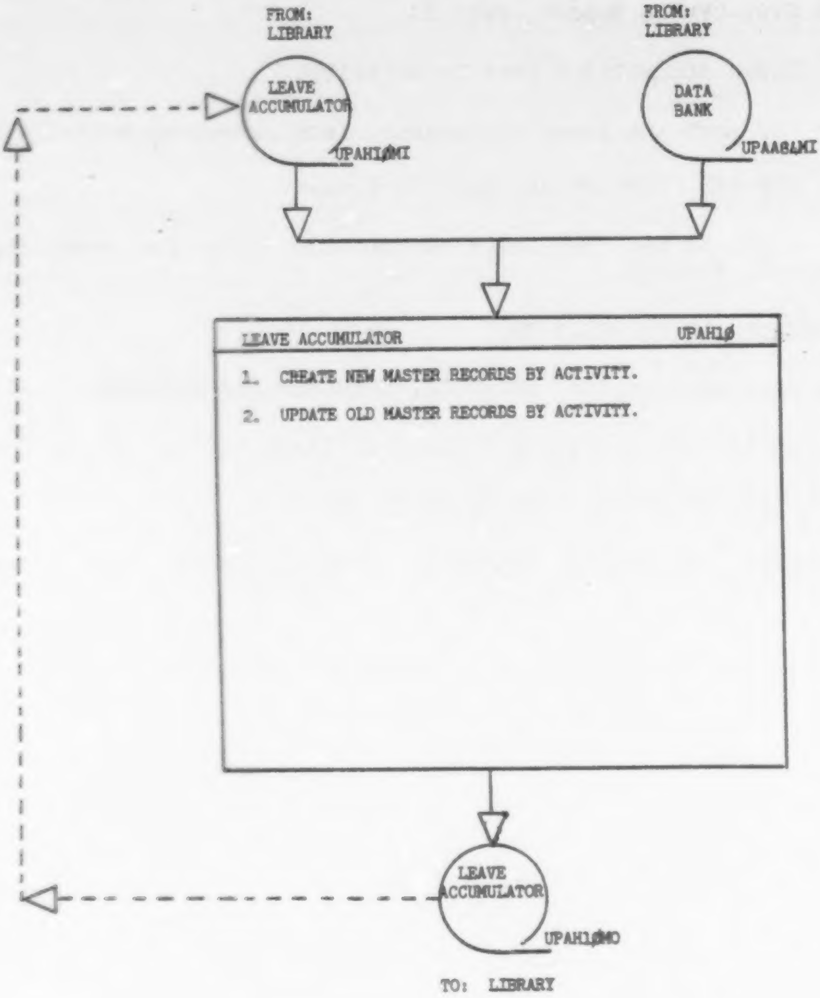
b. Output products are delivered to Control Clerk, Office of the Comptroller.

FREQUENCY, TIME LIMITATION AND SCHEDULING FACTOR:

This application encompasses biweekly, fiscal yearend and leave yearend processing.

SECTION 3 RCS 0197-OPM-AN MAINTENANCE AND REPORTING PROGRAMS

3.1 LEAVE ACCUMULATOR - UPAH10
Program I/O Chart


FROM:
LIBRARY
LEAVE
ACCUMULATOR
UPAH10MI
FROM:
LIBRARY
DATA
BANK
UPAA84MI
LEAVE ACCUMULATOR
UPAH10
1. CREATE NEW MASTER RECORDS BY ACTIVITY.
2. UPDATE OLD MASTER RECORDS BY ACTIVITY.
LEAVE
ACCUMULATOR
UPAH10MO
TO: LIBRARY

3.1 LEAVE ACCUMULATOR - UPAH10
Program Narrative

PROGRAM NAME: Leave Accumulator

PROGRAM ID NUMBER: UPAH10

PURPOSE:

To update the Master Leave Accumulator File biweekly by activity.

FUNCTIONS/FEATURES:

a. Create new master records by activity.

b. Update old master records by activity.

DESCRIPTION:

a. Input Files:

(1) UPAH10MI: Leave Accumulator.

(2) UPAA84MI: Data Bank.

b. Output File:

UPAH10MO: Updated Leave Accumulator.

c. Processing Description - The leave accumulator is:

(1) Updated by the Data Bank Current Leave Record.

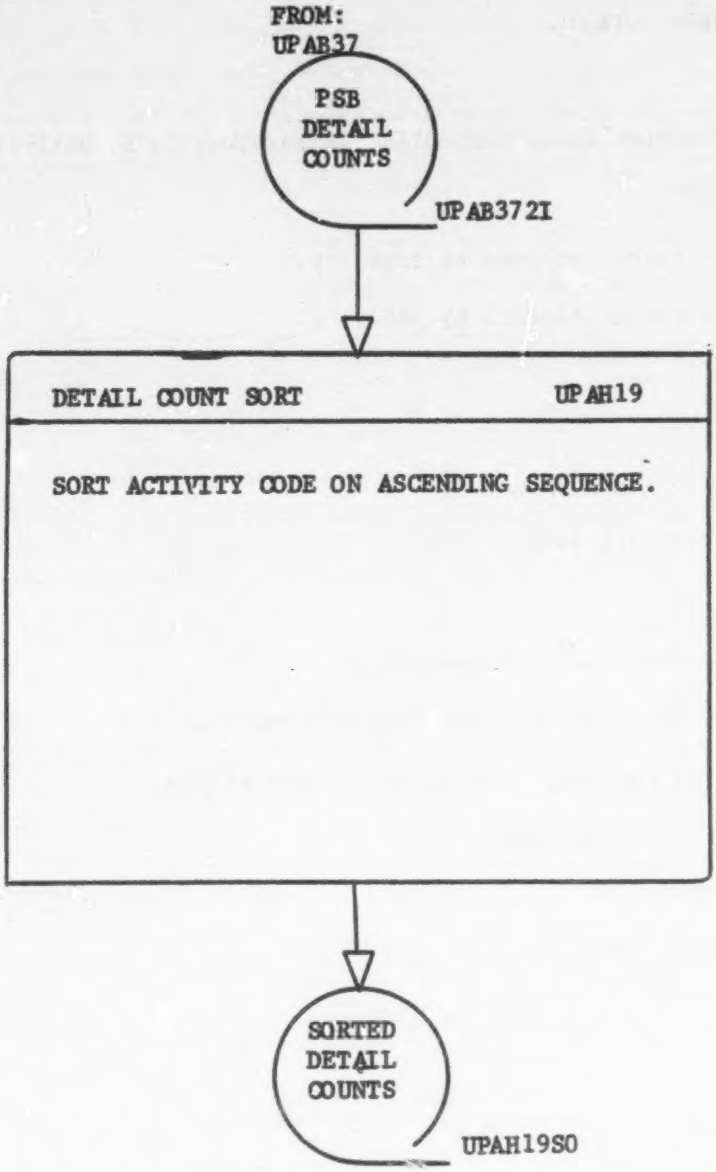
(2) Accumulated by activity.

(3) Run biweekly.

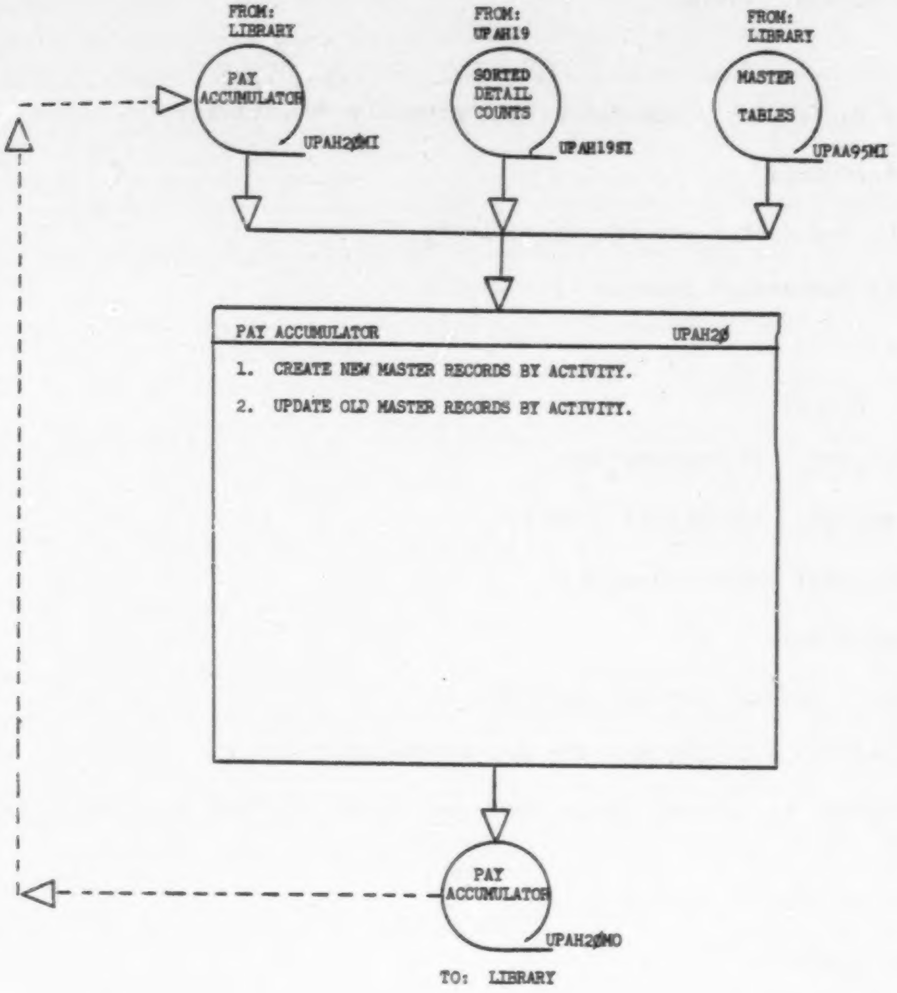
SPECIAL CONDITIONS: None.

3.2 DETAIL COUNT SORT - UPAH19

Program I/O Chart


FROM:
UPAB37
PSB
DETAIL
COUNTS
UPAB372I
DETAIL COUNT SORT
UPAH19
SORT ACTIVITY CODE ON ASCENDING SEQUENCE.
SORTED
DETAIL
COUNTS
UPAH19SO

3.3 PAY ACCUMULATOR - UPAH20
Program I/O Chart


FROM:
LIBRARY
PAY
ACCUMULATOR
UPAH20MI
FROM:
UPAH19
SORTED
DETAIL
COUNTS
UPAH19SI
FROM:
LIBRARY
MASTER
TABLES
UPAA95MI
PAY ACCUMULATOR
UPAH20
1. CREATE NEW MASTER RECORDS BY ACTIVITY.
2. UPDATE OLD MASTER RECORDS BY ACTIVITY.
PAY
ACCUMULATOR
UPAH20MO
TO: LIBRARY

3.3 PAY ACCUMULATOR - UPAH20
Program Narrative

PROGRAM NAME: Pay Accumulator

PROGRAM ID NUMBER: UPAH20

PURPOSE:

To update Master Pay Accumulator File biweekly by activity.

FUNCTIONS/FEATURES:

a. Create new master records by activity.

b. Update old master records by activity.

DESCRIPTION:

a. Input Files:

(1) UPAH20MI: Pay Accumulator.

(2) UPAB372I: PSB Detail Counts.

(3) UPAA95MI: Master Tables.

b. Output File:

UPAH20MO: Updated Pay Accumulator.

c. Processing Description - The pay accumulator is:

(1) Updated by current Data Bank pay data; current and prior pay period adjustments.

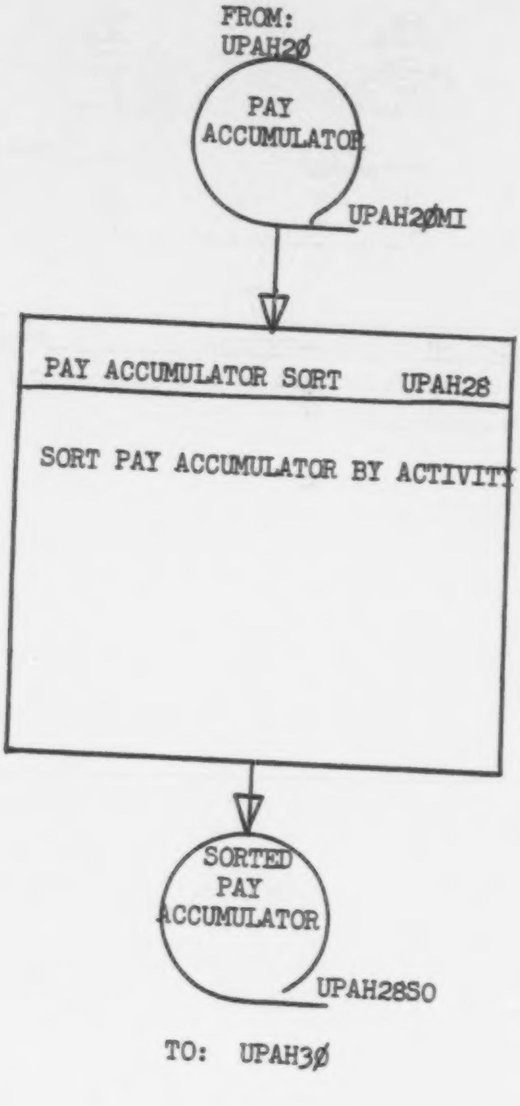
(2) Accumulated by activity.

(3) Run biweekly.

SPECIAL CONDITIONS: None.

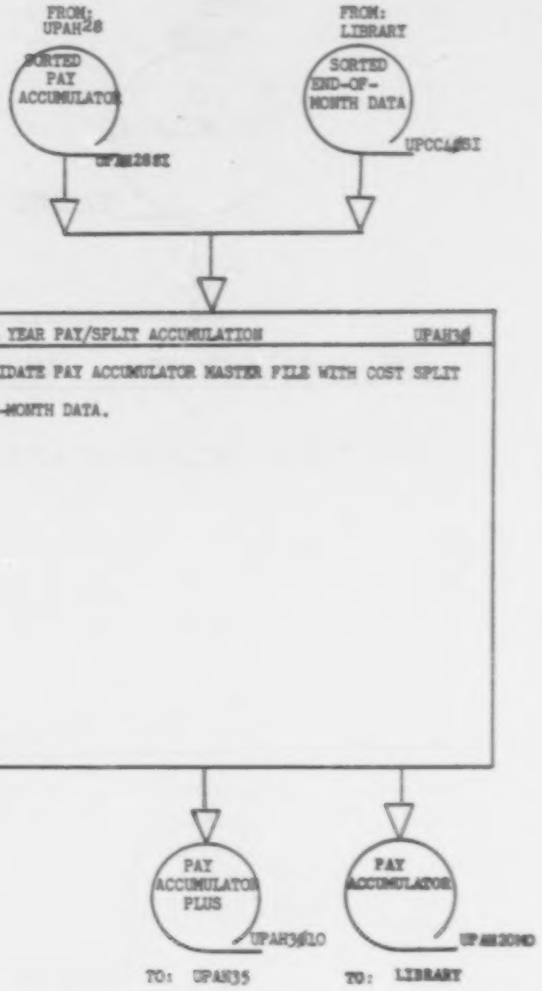
3.4 PAY ACCUMULATOR SORT - UPAH28

Program I/O Chart


FROM:
UPAH20
PAY
ACCUMULATOR
UPAH20MI
PAY ACCUMULATOR SORT
UPAH28
SORT PAY ACCUMULATOR BY ACTIVITY
SORTED
PAY
ACCUMULATOR
UPAH28SO
TO: UPAH30

3.5 FISCAL YEAR PAY/SPLIT ACCUMULATION - UPAH30

Program I/O Chart


FROM:
UPAH28
SORTED
PAY
ACCUMULATOR
UPAH28SI
FROM:
LIBRARY
SORTED
END-OF-
MONTH DATA
UPCC40SI
FISCAL YEAR PAY/SPLIT ACCUMULATION
UPAH30
CONSOLIDATE PAY ACCUMULATOR MASTER FILE WITH COST SPLIT
END-OF-MONTH DATA.
PAY
ACCUMULATOR
PLUS
UPAH3010
TO: UPAH35
PAY
ACCUMULATOR
UPAH20MO
TO: LIBRARY

3.5 FISCAL YEAR PAY/SPLIT ACCUMULATION - UPAH30
Program Narrative

PROGRAM NAME: Fiscal Year Pay/Split Accumulation

PROGRAM ID NUMBER: UPAH30

PURPOSE:

To consolidate the Pay Accumulator Master File with the Cost Split End-of-Month File at fiscal yearend when applicable.

FUNCTIONS/FEATURES:

Update the Pay Accumulator Master File with cost split end-of-month data when fiscal year does not equal pay period ending date.

DESCRIPTION:

a. Input Files:

(1) UPAH28SI: Sorted Pay Accumulator.

(2) UPCC40SI: Sorted End-of-Month Data.

b. Output Files:

(1) UPAH20MO: Pay Accumulator.

(2) UPAH3010: Pay Accumulator Plus.

c. Processing Description:

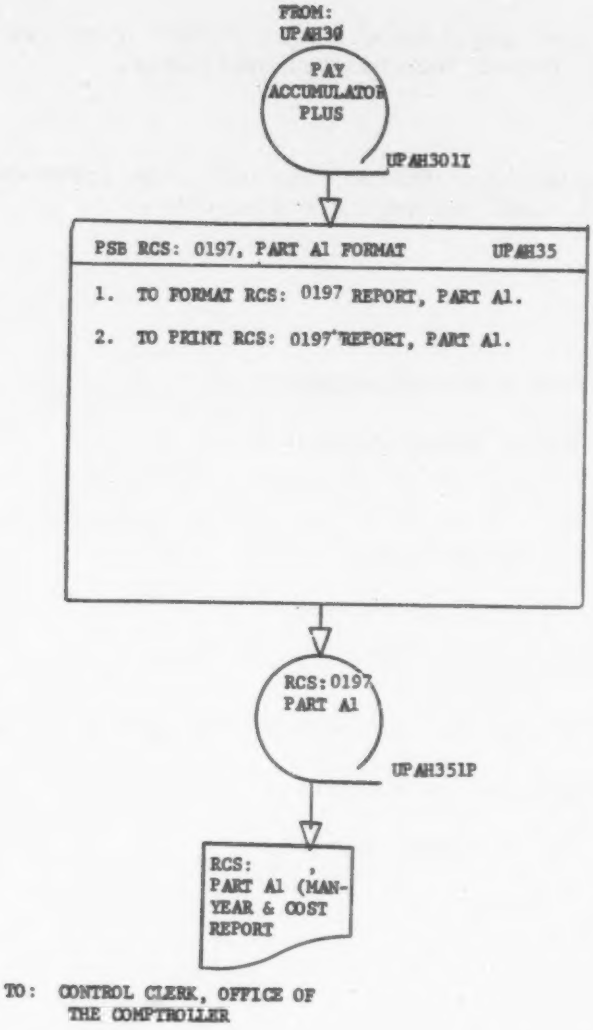
(1) Master Pay Accumulator is updated with cost split end-of-month data.

(2) Data is accumulated by activity.

(3) Program is run at Fiscal Yearend.

SPECIAL CONDITIONS: None.

3.6 PSB RCS 0197-OPM-AN, PART A1 FORMAT - UPAH35
Program I/O Chart


FROM:
UPAH30
PAY
ACCUMULATOR
PLUS
UPAH301I
PSB RCS: 0197, PART A1 FORMAT
UPAH35
1. TO FORMAT RCS: 0197 REPORT, PART A1.
2. TO PRINT RCS: 0197 REPORT, PART A1.
RCS: 0197
PART A1
UPAH351P
RCS: ,
PART A1 (MAN-
YEAR & COST
REPORT
TO: CONTROL CLERK, OFFICE OF
THE COMPTROLLER

3.6 PSB RCS 0197-OPM-AN, PART A1 FORMAT - UPAH35
Program Narrative

PROGRAM NAME: PSB RCS 0197-OPM-AN, Part A1 Format

PROGRAM ID NUMBER: UPAH35

PURPOSE:

To format the pay accumulator plus file into reportable formats for the RCS 0197-OPM-AN, Part A1 (Man-Year and Cost Report).

FUNCTIONS/FEATURES:

Format the pay accumulator plus file by activity at fiscal yearend and every other pay period.

DESCRIPTION:

a. Input File:

UPAH301I: Pay Accumulator Plus.

b. Output File:

UPAH351P: RCS 0197-OPM-AN, Part A1 (Man-Year and Cost Report).

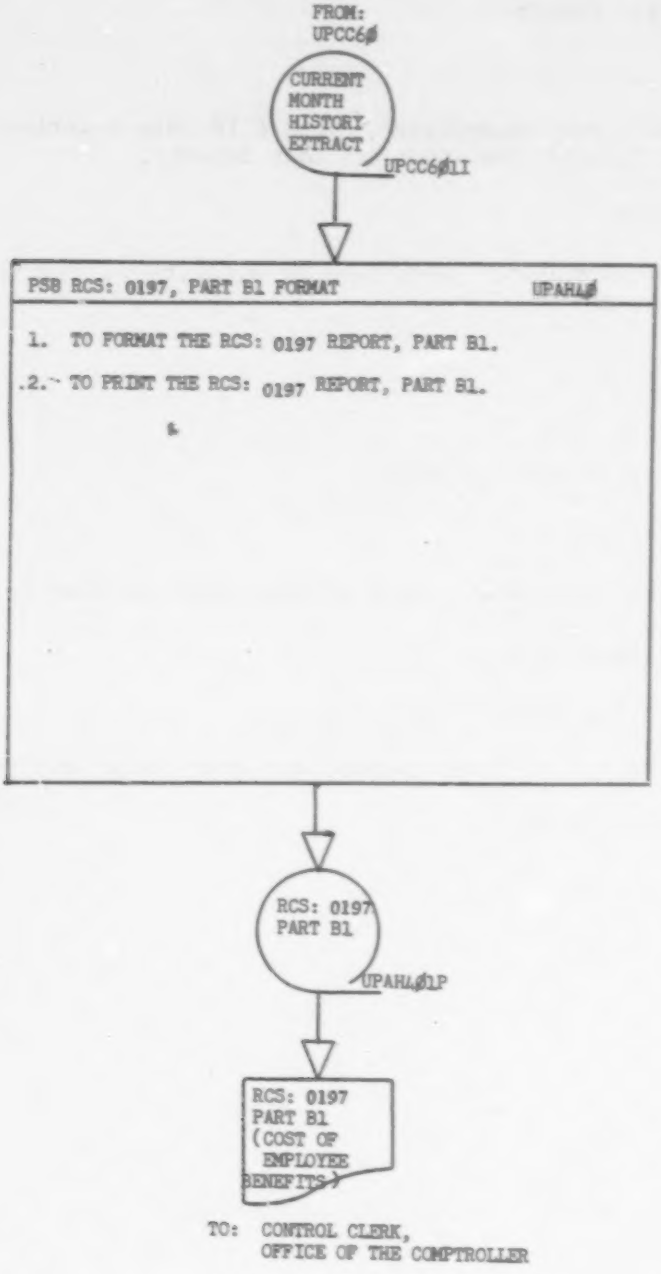
c. Processing Description:

(1) Reports are printed by activity.

(2) Program is run at fical yearend and every other pay period.

SPECIAL CONDITIONS: None.

3.7 PSB RCS 0197-OPM-AN, PART B1 FORMAT - UPAH40
Program I/O Chart


FROM:
UPCC60
CURRENT
MONTH
HISTORY
EXTRACT
UPCC601I
PSB RCS: 0197, PART B1 FORMAT
UPAH40
1. TO FORMAT THE RCS: 0197 REPORT, PART B1.
2. TO PRINT THE RCS: 0197 REPORT, PART B1.
RCS: 0197
PART B1
UPAH401P
RCS: 0197
PART B1
(COST OF
EMPLOYEE
BENEFITS)
TO: CONTROL CLERK,
OFFICE OF THE COMPTROLLER

3.7 PSB RCS 0197-OPM-AN, PART B1 FORMAT - UPAH40
Program Narrative

PROGRAM NAME: PSB RCS 0197-OPM-AN, Part B1 Format

PROGRAM ID NUMBER: UPAH40

PURPOSE:

To format the Cost Current Month History Extract for September to create the RCS 0197-OPM-AN, Part B1 (Cost of Employee Benefits) Report.

FUNCTIONS/FEATURES:

To format the Cost Current Month History Extract for September by activity.

DESCRIPTION:

a. Input File:

UPCC601I: Current Month History Extract.

b. Output File:

UPAH401P: RCS 0197-OPM-AN, Part B1 (Cost of Employee Benefits) Report.

c. Processing Description:

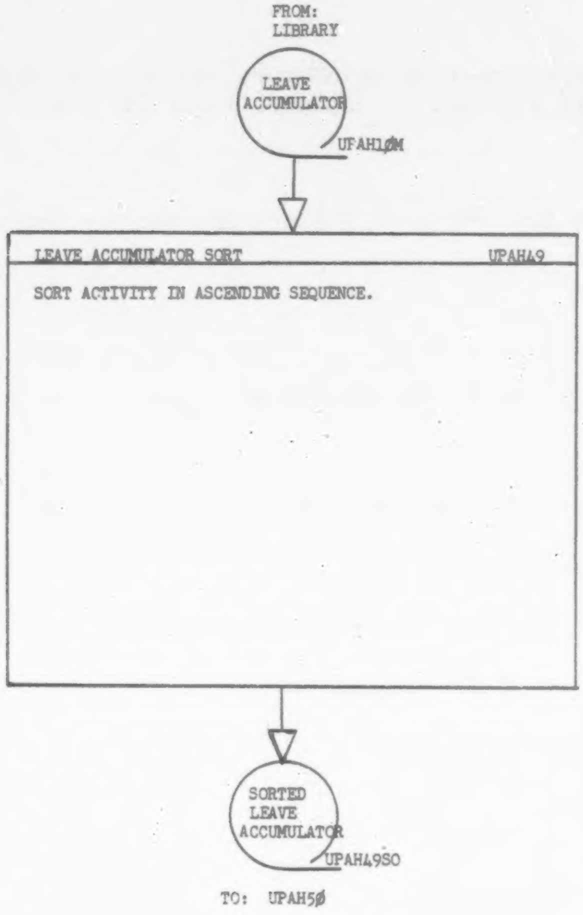
(1) RCS 0197-OPM-AN, Part B1 is printed by activity.

(2) Program is run at fiscal yearend.

SPECIAL CONDITIONS: None.

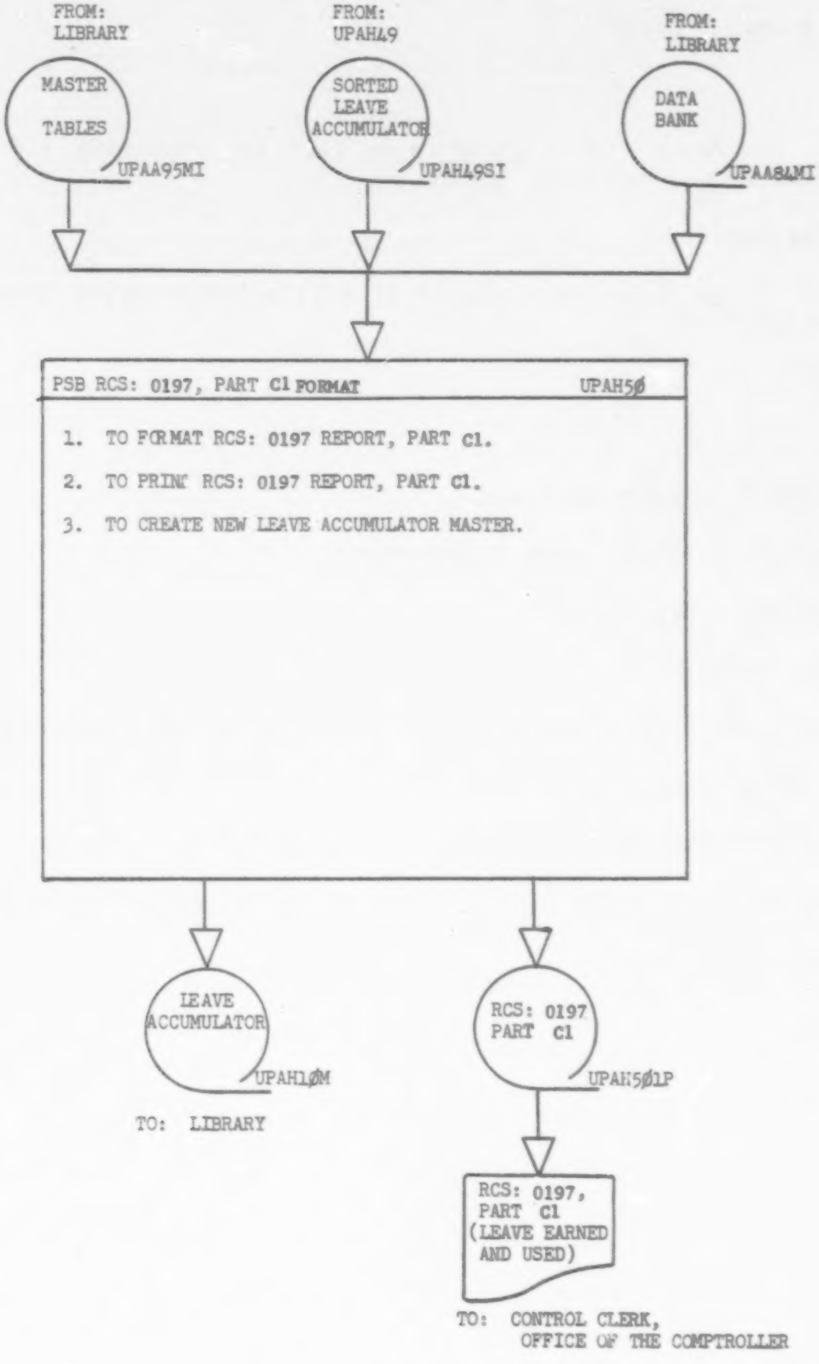
3.8 LEAVE ACCUMULATOR SORT - UPAH49

Program I/O Chart


FROM:
LIBRARY
LEAVE ACCUMULATOR
UFAH10M
LEAVE ACCUMULATOR SORT
UPAH49
SORT ACTIVITY IN ASCENDING SEQUENCE.
SORTED LEAVE ACCUMULATOR
UPAH49SO
TO: UPAH50

3.9 PSB RCS 0197-OPM-AN, PART C1 FORMAT - UPAH50

Program I/O Chart


FROM:
LIBRARY
MASTER
TABLES
UPAA95MI
FROM:
UPAH49
SORTED
LEAVE
ACCUMULATOR
UPAH49SI
FROM:
LIBRARY
DATA
BANK
UPAA84MI
PSB RCS: 0197, PART C1 FORMAT
UPAH50
1. TO FORMAT RCS: 0197 REPORT, PART C1.
2. TO PRINT RCS: 0197 REPORT, PART C1.
3. TO CREATE NEW LEAVE ACCUMULATOR MASTER.
LEAVE
ACCUMULATOR
UPAH10M
TO: LIBRARY
RCS: 0197
PART C1
UPAH501P
RCS: 0197,
PART C1
(LEAVE EARNED
AND USED)
TO: CONTROL CLERK,
OFFICE OF THE COMPTROLLER

3.9 PSB RCS 0197-OPM-AN, PART C1 FORMAT - UPAH50
Program Narrative

PROGRAM NAME: PSB RCS 0197-OPM-AN, Part C1 Format

PROGRAM ID NUMBER: UPAH50

PURPOSE:

To format the Master Leave Accumulator File for reporting RCS 0197-OPM-AN, Part C1 (Leave Earned and Used) Report.

FUNCTIONS/FEATURES:

Format the Master Leave Accumulator File by activity every other pay period and at leave yearend.

DESCRIPTION:

a. Input Files:

(1) UPAA95MI: Master Tables.

(2) UPAH49SI: Sorted Leave Accumulator.

(3) UPAA84MI: Data Bank.

b. Output File:

UPAH501P: RCS 0197-OPM-AN, Part C1 (Leave Earned and Used) Report.

c. Processing Description:

(1) Report is printed by activity.

(2) Program is run every other pay period and at end of leave year.

SPECIAL CONDITIONS: None.

VOLUME I APCAPS ADP SPECIFICATIONS

PART 5 COST/PERFORMANCE SUBSYSTEM

CHAPTER 1 COST/PERFORMANCE SUBSYSTEM SUMMARY

CHAPTER TABLE OF CONTENTS

SECT	DESCRIPTION	PAGE
1	GENERAL	
1.1	Purpose	I-5-1-1
2	COST/PERFORMANCE SUBSYSTEM CHART/NARRATIVE	
2.1	Cost/Performance - UPC00000	I-5-1-2

VOLUME I APCAPS ADP SPECIFICATIONS

PART 5 COST/PERFORMANCE SUBSYSTEM

CHAPTER 1 COST/PERFORMANCE SUBSYSTEM SUMMARY

SECTION 1 GENERAL

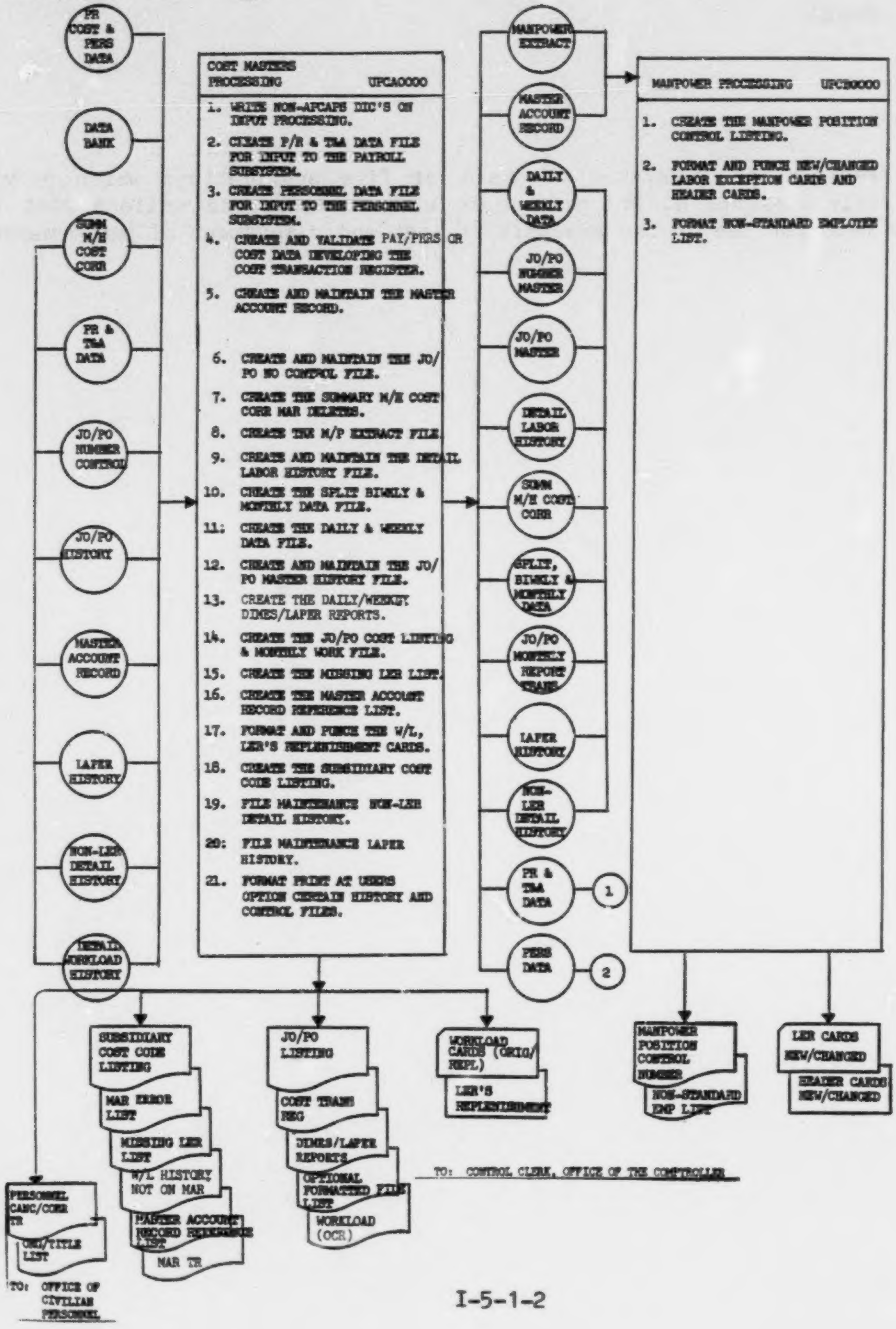
1.1 PURPOSE

The Cost/Performance Subsystem consists of five applications which provide the field activities and HQ DLA Management with reliable and uniform cost and performance data for use in the analysis of cost and assessment of performance.

SECTION 2 COST/PERFORMANCE SUBSYSTEM CHART/NARRATIVE

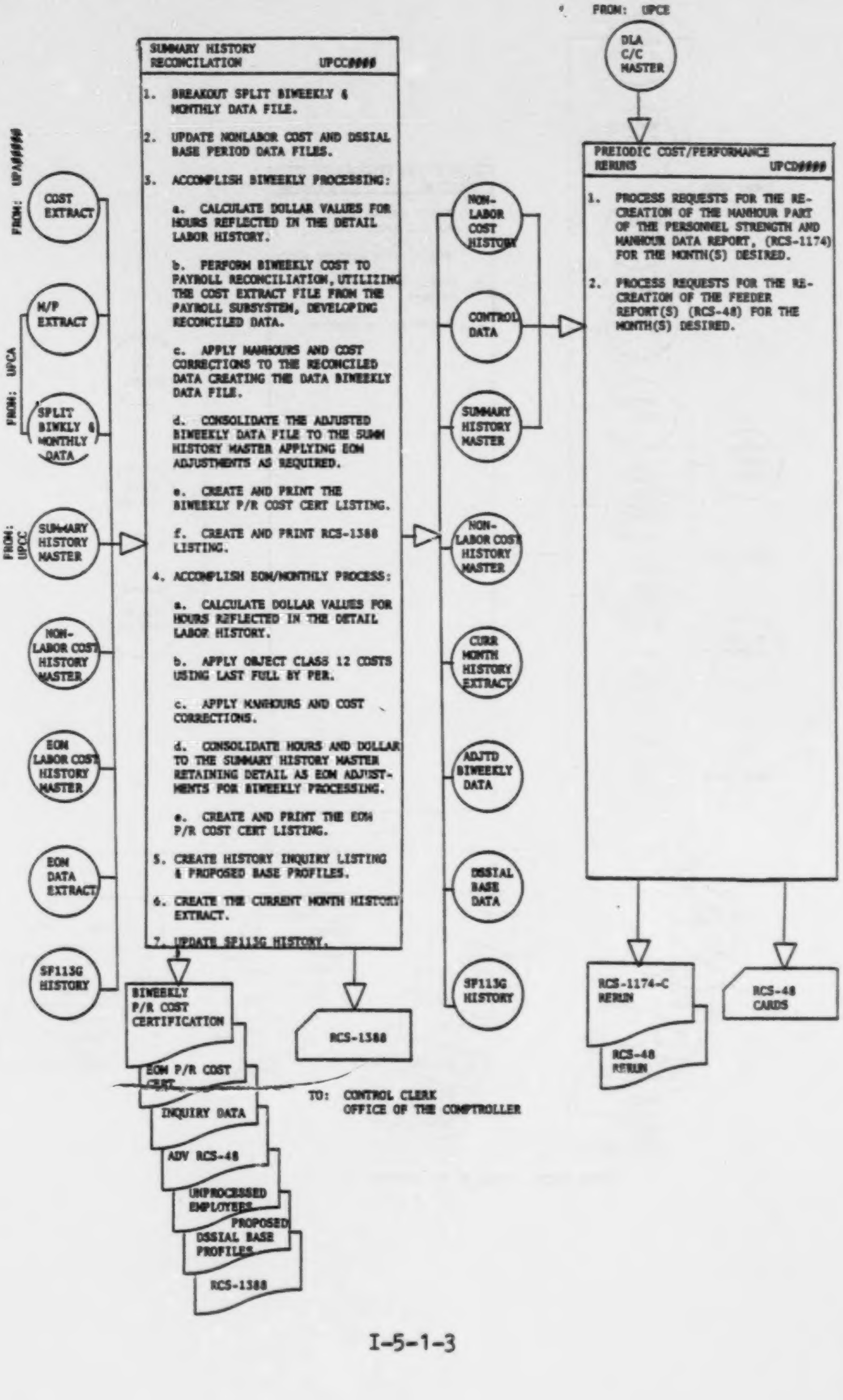
2.1 COST/PERFORMANCE - UPC00000

Subsystem Chart Page 1


PR COST & PERS DATA
DATA BANK
SUMM M/E COST CORR
PR & T&A DATA
JO/PO NUMBER CONTROL
JO/PO HISTORY
MASTER ACCOUNT RECORD
LAPER HISTORY
NON-LER DETAIL HISTORY
DETAIL WORKLOAD HISTORY
COST MASTERS PROCESSING UPCA0000
1. WRITE NON-AFCAPS DIC'S ON INPUT PROCESSING.
2. CREATE P/R & T&A DATA FILE FOR INPUT TO THE PAYROLL SUBSYSTEM.
3. CREATE PERSONNEL DATA FILE FOR INPUT TO THE PERSONNEL SUBSYSTEM.
4. CREATE AND VALIDATE PAY/PERS OR COST DATA DEVELOPING THE COST TRANSACTION REGISTER.
5. CREATE AND MAINTAIN THE MASTER ACCOUNT RECORD.
6. CREATE AND MAINTAIN THE JO/PO NO CONTROL FILE.
7. CREATE THE SUMMARY M/E COST CORR MAR DELETES.
8. CREATE THE M/P EXTRACT FILE.
9. CREATE AND MAINTAIN THE DETAIL LABOR HISTORY FILE.
10. CREATE THE SPLIT BIWKLY & MONTHLY DATA FILE.
11: CREATE THE DAILY & WEEKLY DATA FILE.
12. CREATE AND MAINTAIN THE JO/PO MASTER HISTORY FILE.
13. CREATE THE DAILY/WEEKLY DIMES/LAPER REPORTS.
14. CREATE THE JO/PO COST LISTING & MONTHLY WORK FILE.
15. CREATE THE MISSING LER LIST.
16. CREATE THE MASTER ACCOUNT RECORD REFERENCE LIST.
17. FORMAT AND PUNCH THE W/L, LER'S REPLENISHMENT CARDS.
18. CREATE THE SUBSIDIARY COST CODE LISTING.
19. FILE MAINTENANCE NON-LER DETAIL HISTORY.
20: FILE MAINTENANCE LAPER HISTORY.
21. FORMAT PRINT AT USERS OPTION CERTAIN HISTORY AND CONTROL FILES.
MANPOWER EXTRACT
MASTER ACCOUNT RECORD
DAILY & WEEKLY DATA
JO/PO NUMBER MASTER
JO/PO MASTER
DETAIL LABOR HISTORY
SUMM M/E COST CORR
SPLIT, BIWKLY & MONTHLY DATA
JO/PO MONTHLY REPORT TRANS
LAPER HISTORY
NON-LER DETAIL HISTORY
PR & T&A DATA
1
PERS DATA
2
MANPOWER PROCESSING UPCB0000
1. CREATE THE MANPOWER POSITION CONTROL LISTING.
2. FORMAT AND PUNCH NEW/CHANGED LABOR EXCEPTION CARDS AND HEADER CARDS.
3. FORMAT NON-STANDARD EMPLOYEE LIST.
PERSONNEL CANC/CORR TR
ORG/TITLE LIST
TO: OFFICE OF CIVILIAN PERSONNEL
SUBSIDIARY COST CODE LISTING
MAR ERROR LIST
MISSING LER LIST
W/L HISTORY NOT ON MAR
MASTER ACCOUNT RECORD REFERENCE LIST
MAR TR
JO/PO LISTING
COST TRANS REG
DIMES/LAPER REPORTS
OPTIONAL FORMATTED FILE LIST
WORKLOAD (OCR)
WORKLOAD CARDS (ORIG/REPL)
LER'S REPLENISHMENT
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
MANPOWER POSITION CONTROL NUMBER
NON-STANDARD EMP LIST
LER CARDS NEW/CHANGED
HEADER CARDS NEW/CHANGED

2.1 COST/PERFORMANCE - UPC00000

Subsystem Chart Page 2


FROM: UPA0000
COST EXTRACT
FROM: UPCA
M/P EXTRACT
SPLIT BIWKLY & MONTHLY DATA
FROM: UPCC
SUMMARY HISTORY MASTER
NON-LABOR COST HISTORY MASTER
EOM LABOR COST HISTORY MASTER
EOM DATA EXTRACT
SF113G HISTORY
NON-LABOR COST HISTORY
CONTROL DATA
SUMMARY HISTORY MASTER
NON-LABOR COST HISTORY MASTER
CURR MONTH HISTORY EXTRACT
ADJTD BIWEEKLY DATA
DSSIAL BASE DATA
SF113G HISTORY
BIWEEKLY P/R COST CERTIFICATION
EOM P/R COST CERT
INQUIRY DATA
ADV RCS-48
UNPROCESSED EMPLOYEES
PROPOSED DSSIAL BASE PROFILES
RCS-1388
RCS-1388
TO: CONTROL CLERK OFFICE OF THE COMPTROLLER
FROM: UPCE
DLA C/C MASTER
RCS-1174-C RERUN
RCS-48 RERUN
RCS-48 CARDS

SUMMARY HISTORY RECONCILATION UPCC0000

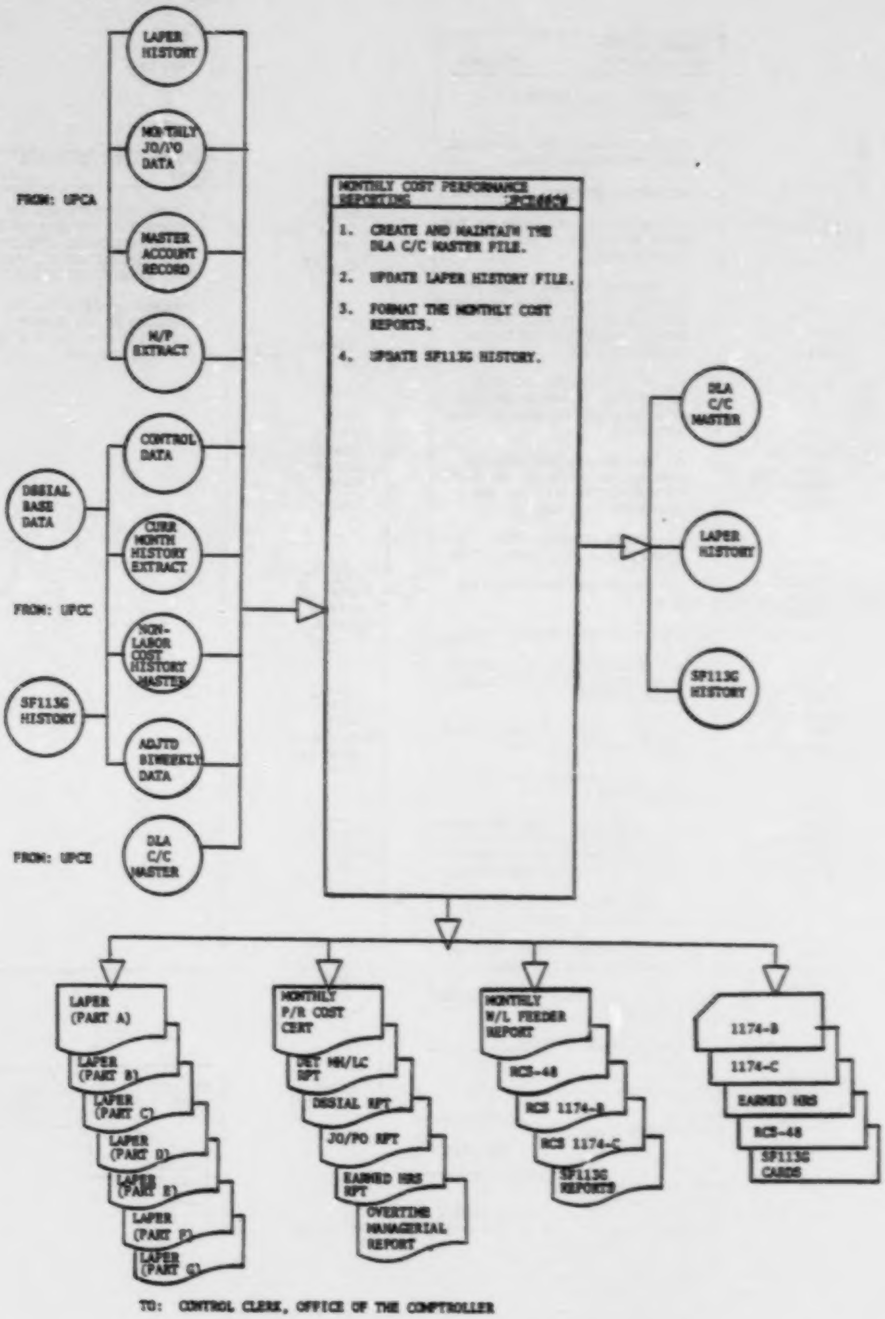
1. BREAKOUT SPLIT BIWEEKLY & MONTHLY DATA FILE.
2. UPDATE NONLABOR COST AND DSSIAL BASE PERIOD DATA FILES.
3. ACCOMPLISH BIWEEKLY PROCESSING:
   a. CALCULATE DOLLAR VALUES FOR HOURS REFLECTED IN THE DETAIL LABOR HISTORY.
   b. PERFORM BIWEEKLY COST TO PAYROLL RECONCILIATION, UTILIZING THE COST EXTRACT FILE FROM THE PAYROLL SUBSYSTEM, DEVELOPING RECONCILED DATA.
   c. APPLY MANHOURS AND COST CORRECTIONS TO THE RECONCILED DATA CREATING THE DATA BIWEEKLY DATA FILE.
   d. CONSOLIDATE THE ADJUSTED BIWEEKLY DATA FILE TO THE SUMM HISTORY MASTER APPLYING EOM ADJUSTMENTS AS REQUIRED.
   e. CREATE AND PRINT THE BIWEEKLY P/R COST CERT LISTING.
   f. CREATE AND PRINT RCS-1388 LISTING.
4. ACCOMPLISH EOM/MONTHLY PROCESS:
   a. CALCULATE DOLLAR VALUES FOR HOURS REFLECTED IN THE DETAIL LABOR HISTORY.
   b. APPLY OBJECT CLASS 12 COSTS USING LAST FULL BY PER.
   c. APPLY MANHOURS AND COST CORRECTIONS.
   d. CONSOLIDATE HOURS AND DOLLAR TO THE SUMMARY HISTORY MASTER RETAINING DETAIL AS EOM ADJUSTMENTS FOR BIWEEKLY PROCESSING.
   e. CREATE AND PRINT THE EOM P/R COST CERT LISTING.
5. CREATE HISTORY INQUIRY LISTING & PROPOSED BASE PROFILES.
6. CREATE THE CURRENT MONTH HISTORY EXTRACT.
7. UPDATE SF113G HISTORY.

PREIODIC COST/PERFORMANCE RERUNS UPCD0000

1. PROCESS REQUESTS FOR THE RE-CREATION OF THE MANHOUR PART OF THE PERSONNEL STRENGTH AND MANHOUR DATA REPORT, (RCS-1174) FOR THE MONTH(S) DESIRED.
2. PROCESS REQUESTS FOR THE RE-CREATION OF THE FEEDER REPORT(S) (RCS-48) FOR THE MONTH(S) DESIRED.

2.1 COST/PERFORMANCE - UPC00000

Subsystem Chart Page 3


LAPER HISTORY
MONTHLY JO/PO DATA
FROM: UPCA
MASTER ACCOUNT RECORD
M/P EXTRACT
CONTROL DATA
DSSIAL BASE DATA
CURR MONTH HISTORY EXTRACT
FROM: UPCC
NON-LABOR COST HISTORY MASTER
SF113G HISTORY
ADJTD BIWEEKLY DATA
FROM: UPCE
DLA C/C MASTER
MONTHLY COST PERFORMANCE REPORTING [illegible]
1. CREATE AND MAINTAIN THE DLA C/C MASTER FILE.
2. UPDATE LAPER HISTORY FILE.
3. FORMAT THE MONTHLY COST REPORTS.
4. UPDATE SF113G HISTORY.
DLA C/C MASTER
LAPER HISTORY
SF113G HISTORY
LAPER (PART A)
LAPER (PART B)
LAPER (PART C)
LAPER (PART D)
LAPER (PART E)
LAPER (PART F)
LAPER (PART G)
MONTHLY P/R COST CERT
DET MH/LC RPT
DSSIAL RPT
JO/PO RPT
EARNED HRS RPT
OVERTIME MANAGERIAL REPORT
MONTHLY W/L FEEDER REPORT
RCS-48
RCS 1174-B
RCS 1174-C
SF113G REPORTS
1174-B
1174-C
EARNED HRS
RCS-48
SF113G CARDS
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

2.1 COST/PERFORMANCE - UPC00000
Subsystem Narrative

SUBSYSTEM TITLE: Cost/Performance

SUBSYSTEM ID NUMBER: UPC00000

PURPOSE:

To provide field activity and HQ DLA Management with reliable and uniform cost and performance data for use in the analysis of cost and assessment of performance.

FUNCTIONS:

a. Serves as the input and prevalidation for all input to the Automated Payroll, Cost and Personnel System.

b. Maintains the Master Account Record and the Job Order/Project Order Number Control File.

c. Build a Manpower Extract, containing authorized position and incumbent data, for use in building Detail History and output of certain reports.

d. Maintain four months of reconciled manhour labor cost, non-labor cost and 15 months work units/standard hours history at the Activity Code, Organization Code and Cost Code level.

e. Prepare daily, weekly and monthly Job Order/Project Order Cost Listings.

f. Prepare Labor Production Effectiveness Reports, Parts A through G, and DSSIAL Report.

g. Prepare the Payroll Cost Certification Listing to distribute the total payroll to the proper DLA Cost Accounts.

h. Prepare Monthly Detail Manhour and Labor Cost Report.

i. Prepare Manpower Position Control Listing.

j. Prepare the Personnel Strength and Manhour Data Report (RCS DLA(M)1174(C)MIN) and the Expense/Cost Report (RCS DLA(M)48(C)MIN).

k. Prepare Prepunched Daily Labor Exception and Header Cards for all Civilian and Assigned Military Personnel.

l. Prepare Initial and Replenishment Workload Reporting Cards and/or Workload OCR Forms.

m. Weekly Subsidiary Cost Code Report.

READEX FICHE

n. Accounts (W/L) Unmatched to MAR Report.

o. Monthly Workload Feeder Listing.

p. Redo Selected Reports.

q. Monthly SF 113G Reports.

r. Quarterly Overtime Managerial Report.

COMPONENT APPLICATIONS AND INTERRELATIONSHIPS:

a. Cost Masters Processing - UPCA0000.

(1) The prevalidation portion of this application lists documents which consists of all APCAPS Document Identifier Codes on the I/O Control Officers Report.

(2) The Payroll, Personnel and Cost Data File contains all of the DICs applicable to the Payroll Subsystem, Personnel Subsystem and the Cost/Performance Subsystem.

(3) The Payroll, Personnel and Cost Data File is processed to create the Payroll and Time and Attendance File; Cost Data File; Master Account Record, Job Order/Project Order Number Master and the Transaction Register, Errors, and Workload Cards File. All of the Cost Data Transactions and certain Payroll and Personnel Transactions are validated against the Master Account Record and the Job Order/Project Order Number Master.

(4) The valid Cost Data, consisting of Daily Labor Exception Trans, Workload, Corrections, etc., are processed to create Detail History for each employee for the current pay period and update the master files with all adjustments.

(5) Calculations are performed to produce the Labor Production Effectiveness Reports (Parts A through E), Job Order/Project Order Cost Listing and Subsidiary Cost Code Listing. The Master Account Record Reference Listing, Cost Transaction Register, Missing Labor Exception List and Master Account Record Transaction Register are also printed. The Initial and Replenishment Workload Cards or forms, Replenish Labor Exception Cards and Headers are punched.

b. Manpower Processing - UPCB0000:

(1) The Manpower Extract, which is created from elements contained in the Data Bank, is used to produce the Manpower Position Control Listing and for the generation of Detail Cost History. The Manpower Extract File and the listing contain data elements such as Authorized Civilian and Military Positions (vacant or incumbered), Position Number and Title, Grade, Job Series, Organization and Subsidiary Cost Code, Classification, Employment, Appointment and Service Codes and Employee Name.

(2) The Manpower Position Control Listing provides management with the data necessary to manage the resources efficiently and perform special studies.

(3) Nonstandard Employees List.

(4) Original/Changed LERS/Header Cards.

c. Summary History Reconciliation - UPCC0000:

(1) The first step in this application is to breakout the Split, Biweekly and Monthly File into the Control Data File, DSSIAL Base Period Transaction File, Summary History Inquiries, and the Detail Labor History File.

(2) The Detail Labor History reflecting various Organizations and Cost Codes where labor was expended is reconciled to the Cost Extract File (produced by the Payroll Subsystem) in terms of total pay, type leave, and hours work, resulting in reconciled Biweekly Cost data.

(3) Corrections prepared in the functional area are processed and the biweekly data is consolidated to Activity Code, Organization Code and Subsidiary Cost Code. The Payroll Cost Certification is formatted and the Summary History Master is updated with the reconciled biweekly data. The RCS DLA(BW)1388(C) Report, Average Daily Rate, is formatted for selected DLA Cost Codes; associated cards are produced for transmission to HQ DLA.

(4) When a pay period extends into next month, an end-of-month split pay is calculated. Corrections prepared in the functional area are applied and the end-of-month data is consolidated to Activity Code, Organization Code and Subsidiary Cost Code. The end-of-month Payroll Cost Certification is formatted and the end-of-month data is recorded on the Summary History File.

(5) In reply to inquiry transactions, the inquiry listing is formatted reflecting up to four months of manhours, labor costs and Government contributions.

(6) The DSSIAL Base Data File and the SF 113G History File are updated.

(7) The Non-Labor Cost History File (up to four months) is updated.

d. Periodic Cost/Performance Reruns - UPCD0000:

(1) The Cost/Performance Subsystem must have the capability to produce certain cost/performance reports for any one of the previous three months. This application accomplishes this requirement.

(2) Upon request, the Personnel Strength and Manhour Data Report RCS DLA(M)1174(C)MIN manhours and the Expense/Cost Report RCS DLA(M)48(C)MIN are reprinted for the month(s) indicated in the Rerun Report Request Card(s).

(3) The Summary History Master, DLA Cost Code Master, and Non-Labor Cost History, all containing up to four months of data, are used to reprint the above reports.

e. Monthly Cost/Performance Reporting - UPCE0000:

(1) This application is primarily concerned with formatting, punching and printing reporting outputs using the masters and work files produced in the previous four applications.

(2) The files involved to produce the reports are:

Master Account Record
DLA Cost Code Master
Workload Summary Master
Current Month History Extract
Control Data File
LAPER History File
Sorted Adjusted Biweekly Data from Last Pay Period
Manpower Extract and the SF 113G History File
Non-Labor History
Monthly JO/PO Work File
DSSIAL Base Data File

(3) The products formatted, punched and/or printed are:

Detail Manhour/Labor Cost Listing
Monthly Payroll Cost Certification
Labor Production Effectiveness Listing - Parts A through G
The Expense/Cost Report (RCS DLA(M)48(C)MIN (Listing and Cards))
Personnel Strength and Manhour Data Report (RCS DLA(M)1174(C)MIN (three separate listings and two card outputs))
Monthly Workload Feeder Listing
Detail Summary Standards Interface Analysis Listing (DSSIAL)
Job Order/Project Order Report (Monthly)
SF 113G Reports
Quarterly Overtime Managerial Report

VOLUME I APCAPS ADP SPECIFICATIONS

PART 5 COST/PERFORMANCE SUBSYSTEM

CHAPTER 2 COST MASTER PROCESSING - UPCA0000

CHAPTER TABLE OF CONTENTS

SECT DESCRIPTION PAGE

1 GENERAL

1.1 Purpose I-5-2-1

2 COST MASTER PROCESSING APPLICATION

2.1 Cost Master Processing - UPCA0000 I-5-2-2

3 COST MASTER PROCESSING PROGRAMS

3.1 Entry/Exit Interface - UPCA00 I-5-2-17
3.2 APCAPS Input and Prevalidation - UPCA01 I-5-2-19
3.3 History Cancel/Correction Sort - UPCA03 I-5-2-22
3.4 History Cancel/Correction Validation - UPCA04 I-5-2-23
3.5 Cost Master Account Record Validation - UPCA05 I-5-2-26
3.6 Transaction Key Sort - UPCA10 I-5-2-28
3.7 MAR Update and Compatibility - UPCA12 I-5-2-29
3.8 Job Order/Project Order Number Update, Pay/Personnel Screening - UPCA15 I-5-2-32
3.9 Composite MAR Data Sort - UPCA17 I-5-2-35
3.10 Format MAR Reports/Workload Cards - UPCA18 I-5-2-36
3.11 Job Order/Project Order Number Exception Sort - UPCA20 I-5-2-39
3.12 Job Order/Project Order Number Exception Validation - UPCA25 I-5-2-40
3.13 Build Manpower Extract and Sort Key Generation - UPCA28 I-5-2-43
3.14 Sort Valid Cost Data - UPCA30 I-5-2-45
3.15 Manpower Extract Sort (SSN) - UPCA31 I-5-2-46
3.16 Non-LER History File Maintenance - UPCA33 I-5-2-47
3.17 Detail History File Maintenance - UPCA35 I-5-2-49
3.18 Daily or Weekly Data Sort - UPCA40 I-5-2-52
3.19 LAPER History File Maintenance - UPCA41 I-5-2-53
3.20 Inquiries/Transfer Data Sort - UPCA42 I-5-2-56
3.21 LAPER History Inquiry/Merge and Create Daily/Weekly LAPER Data - UPCA45 I-5-2-57
3.22 Daily/Weekly Supervisory Standard Hours and Work Center Percentages Calculations - UPCA46 I-5-2-60

SECT	DESCRIPTION	PAGE
3.23	Format Daily/Weekly LAPER Listings and Create the Weekly Summary/Organization Work File - UPCA47	I-5-2-62
3.24	Weekly Labor Effectiveness Summary by Organization - UPCA49	I-5-2-65
3.25	Weekly LPE Functional Organization Sort - UPCA50	I-5-2-68
3.26	Weekly LPE Functional Summary by Organization - UPCA51	I-5-2-69
3.27	Weekly Division/Functional Work File Sort - UPCA52	I-5-2-72
3.28	Weekly Division/Functional/Organization Sort - UPCA53	I-5-2-73
3.29	Format Weekly LPE Division/Functional/Organization Report - UPCA54	I-5-2-74
3.30	Job Order/Project Order Master File Maintenance - UPCA55	I-5-2-77
3.31	Daily or Weekly Job Order/Project Order Report Transaction Sort - UPCA60	I-5-2-79
3.32	Format Daily or Weekly Job Order/Project Order Cost Listing - UPCA65	I-5-2-80
3.33	Job Order/Project Order Master Sort - UPCA70	I-5-2-82
3.34	Sort/Format Cost Reports/Cards - UPCA80	I-5-2-83
3.35	Format Organization Code and Title Listing - UPCA81	I-5-2-86
3.36	Format DSSIAL Base Period Listing - UPCA82	I-5-2-88
3.37	Format Non-Labor History Master File Listing - UPCA83	I-5-2-90
3.38	Format LAPER History Master File Listing - UPCA84	I-5-2-92
3.39	Format Master Account Record Listing - UPCA85	I-5-2-94
3.40	Format DLA Cost Code File Listing - UPCA86	I-5-2-96
3.41	Format Job Order/Project Order Number Listing - UPCA87	I-5-2-98
3.42	Format SF113G History Master File Listing - UPCA88	I-5-2-100
3.43	Format Job Order/Project Order History File Listing - UPCA89	I-5-2-102
3.44	Subsidiary Cost Code Data Sort - UPCA90	I-5-2-104
3.45	Format Subsidiary Cost Code Listing - UPCA95	I-5-2-105

VOLUME I APCAPS ADP SPECIFICATIONS

PART 5 COST/PERFORMANCE SUBSYSTEM

CHAPTER 2 COST MASTER PROCESSING - UPCA0000

SECTION 1 GENERAL

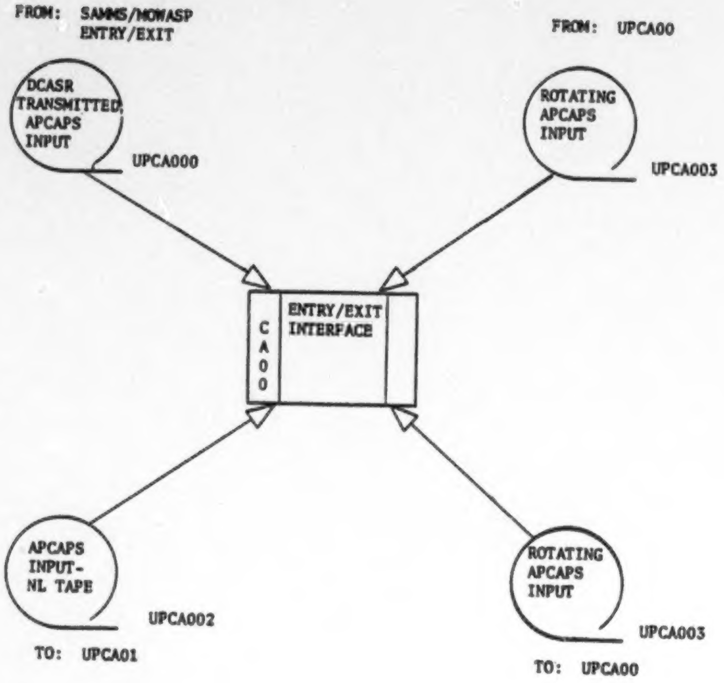
1.1 PURPOSE

This chapter contains the programs for the Cost Master Processing Application which serves as the input point for all APCAPS input.

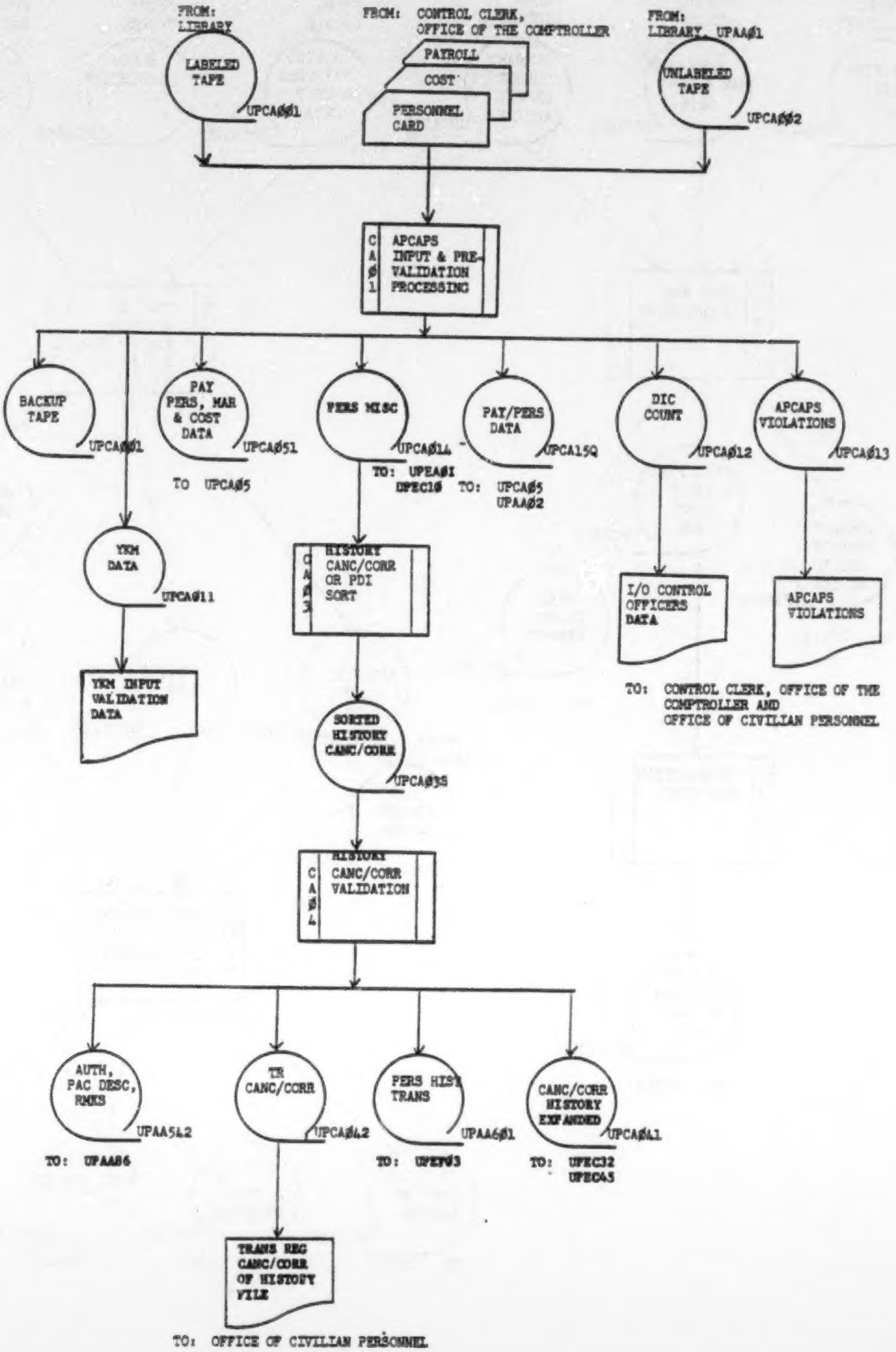
SECTION 2 COST MASTER PROCESSING APPLICATION

2.1 COST MASTER PROCESSING - UPCA0000

Application Chart Page 1

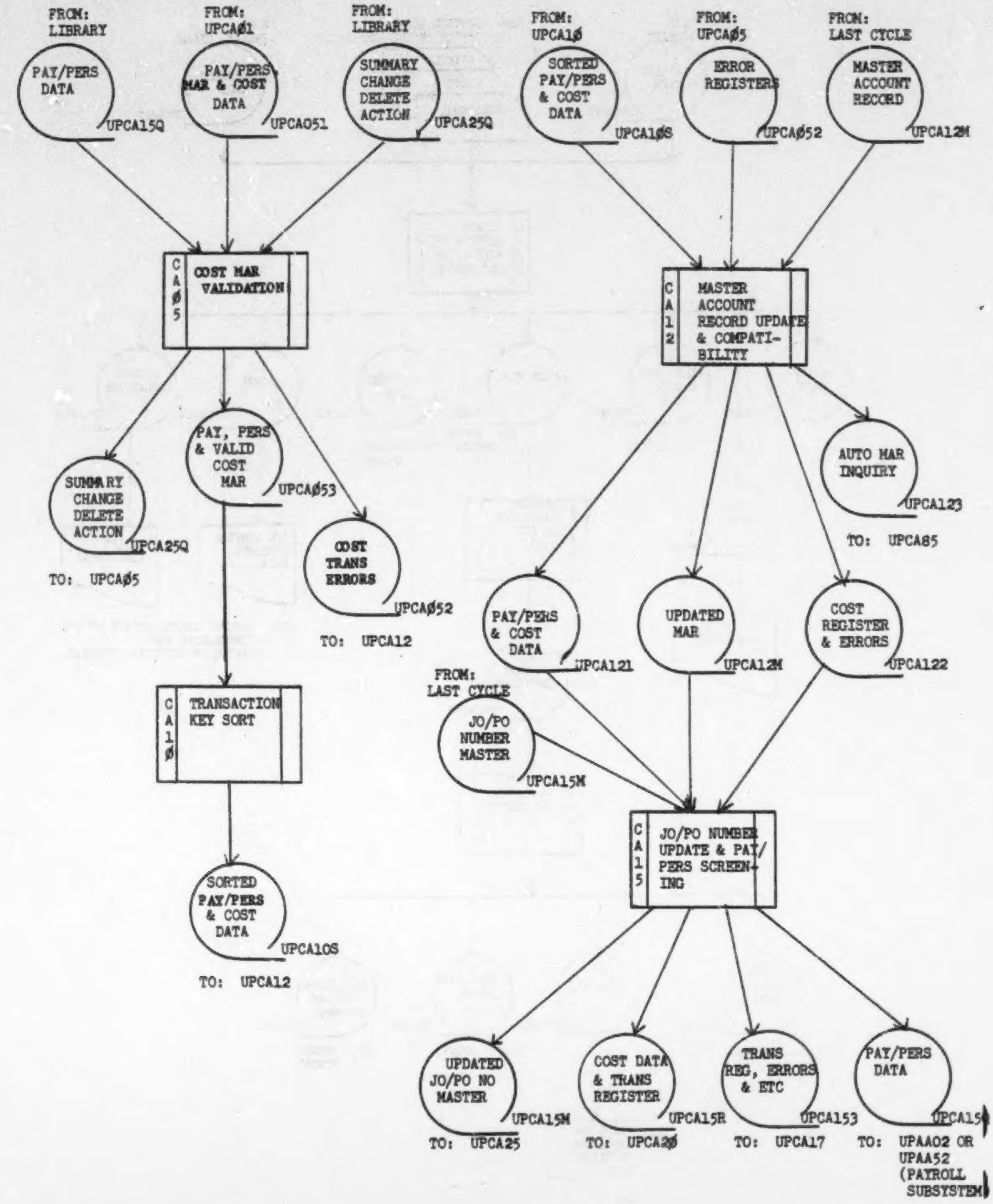

FROM: SAMMS/MOWASP ENTRY/EXIT
DCASR TRANSMITTED APCAPS INPUT
UPCA000
FROM: UPCA00
ROTATING APCAPS INPUT
UPCA003
C A 0 0
ENTRY/EXIT INTERFACE
APCAPS INPUT-NL TAPE
UPCA002
TO: UPCA01
ROTATING APCAPS INPUT
UPCA003
TO: UPCA00

2.1 COST MASTER PROCESSING - UPCA0000
Application Chart Page 2

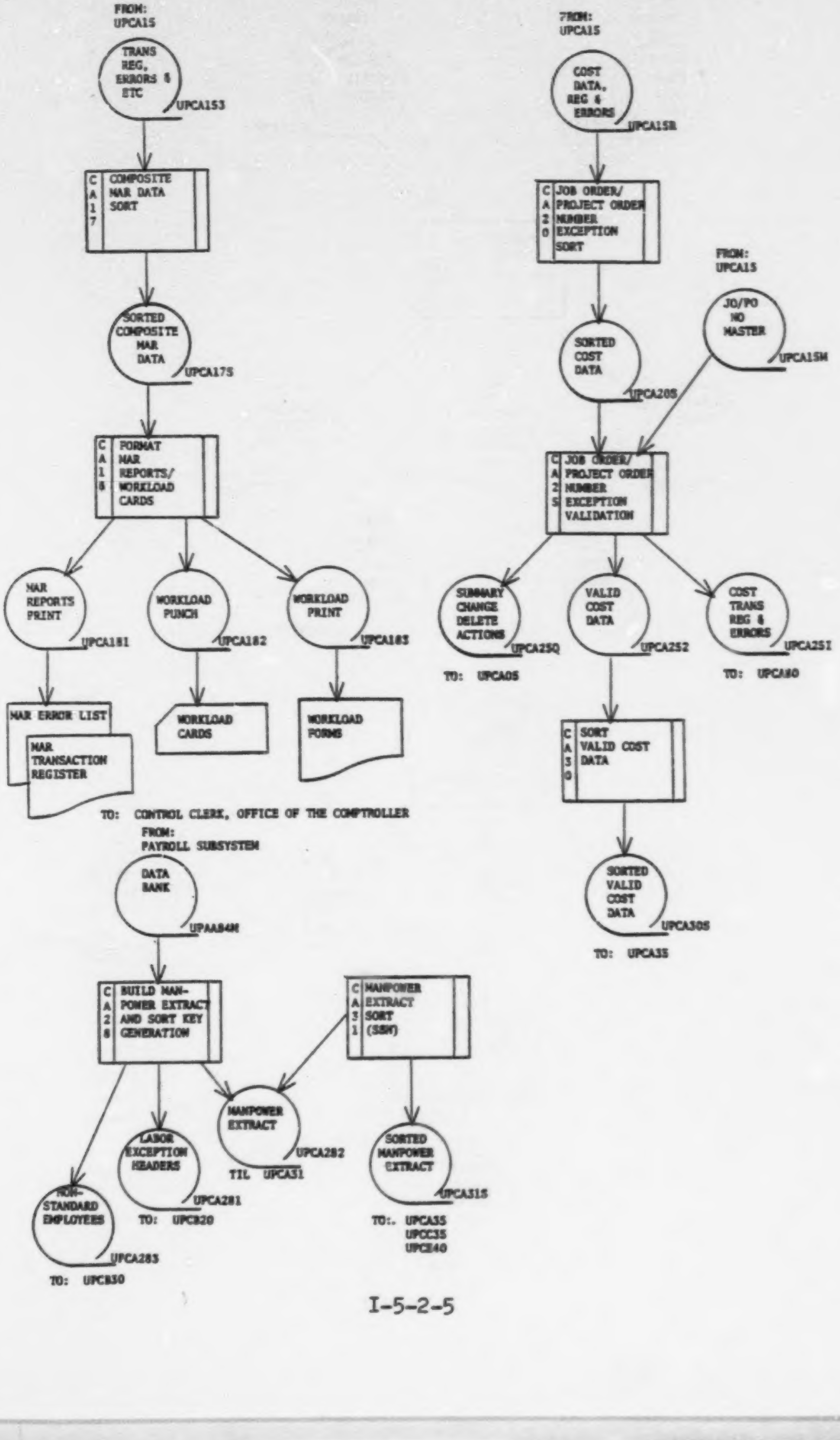

FROM: LIBRARY
LABELED TAPE
UPCA001
FROM: CONTROL CLERK, OFFICE OF THE COMPTROLLER
PAYROLL
COST
PERSONNEL CARD
FROM: LIBRARY, UPAA01
UNLABELED TAPE
UPCA002
C A 0 1
APCAPS INPUT & PRE-VALIDATION PROCESSING
BACKUP TAPE
UPCA001
PAY PERS, MAR & COST DATA
UPCA051
TO UPCA05
PERS MISC
UPCA014
TO: UPEA0I UPEC10
PAY/PERS DATA
UPCA15Q
TO: UPCA05 UPAA02
DIC COUNT
UPCA012
APCAPS VIOLATIONS
UPCA013
YKM DATA
UPCA011
YKM INPUT VALIDATION DATA
C A 0 3
HISTORY CANC/CORR OR PDI SORT
I/O CONTROL OFFICERS DATA
APCAPS VIOLATIONS
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER AND OFFICE OF CIVILIAN PERSONNEL
SORTED HISTORY CANC/CORR
UPCA035
C A 0 4
HISTORY CANC/CORR VALIDATION
AUTH, PAC DESC, RMKS
UPAA542
TO: UPAA86
TR CANC/CORR
UPCA042
PERS HIST TRANS
UPAA601
TO: UPEP03
CANC/CORR HISTORY EXPANDED
UPCA041
TO: UPEC32 UPEC45
TRANS REG CANC/CORR OF HISTORY FILE
TO: OFFICE OF CIVILIAN PERSONNEL

]

2.1 COST MASTER PROCESSING - UPCA0000
Application Chart Page 3

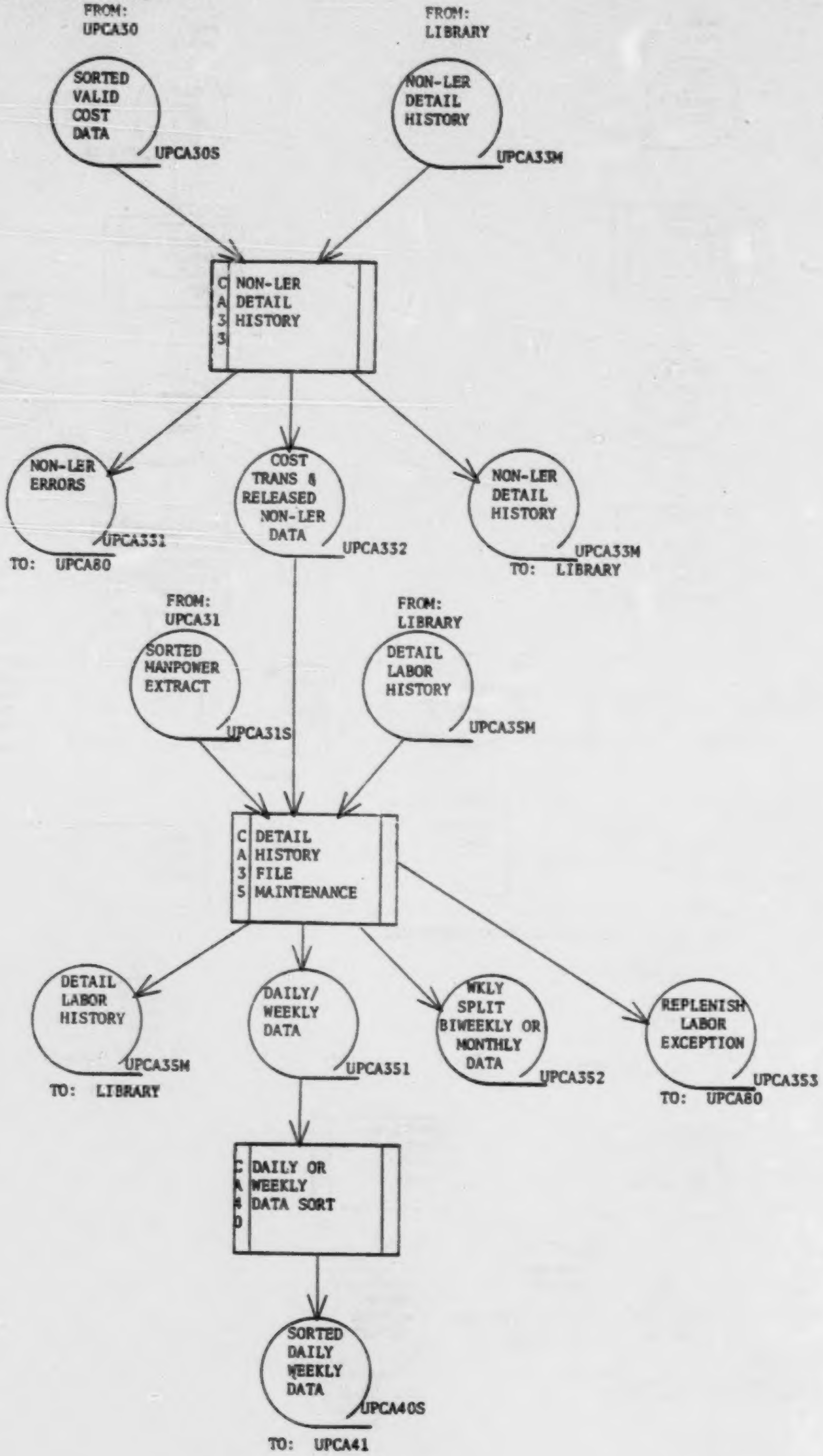

FROM: LIBRARY
PAY/PERS DATA
UPCA15Q
FROM: UPCA01
PAY/PERS, MAR & COST DATA
UPCA051
FROM: LIBRARY
SUMMARY CHANGE DELETE ACTION
UPCA25Q
FROM: UPCA10
SORTED PAY/PERS & COST DATA
UPCA10S
FROM: UPCA05
ERROR REGISTERS
UPCA052
FROM: LAST CYCLE
MASTER ACCOUNT RECORD
UPCA12M
CA05
COST MAR VALIDATION
CA12
MASTER ACCOUNT RECORD UPDATE & COMPATIBILITY
SUMMARY CHANGE DELETE ACTION
UPCA25Q
TO: UPCA05
PAY, PERS & VALID COST MAR
UPCA053
COST TRANS ERRORS
UPCA052
TO: UPCA12
AUTO MAR INQUIRY
UPCA123
TO: UPCA85
PAY/PERS & COST DATA
UPCA121
UPDATED MAR
UPCA12M
COST REGISTER & ERRORS
UPCA122
CA10
TRANSACTION KEY SORT
FROM: LAST CYCLE
JO/PO NUMBER MASTER
UPCA15M
CA15
JO/PO NUMBER UPDATE & PAY/PERS SCREENING
SORTED PAY/PERS & COST DATA
UPCA10S
TO: UPCA12
UPDATED JO/PO NO MASTER
UPCA15M
TO: UPCA25
COST DATA & TRANS REGISTER
UPCA15R
TO: UPCA20
TRANS REG, ERRORS & ETC
UPCA153
TO: UPCA17
PAY/PERS DATA
UPCA15
TO: UPAA02 OR UPAA52 (PAYROLL SUBSYSTEM)

2.1 COST MASTER PROCESSING - UPCA0000
Application Chart Page 4

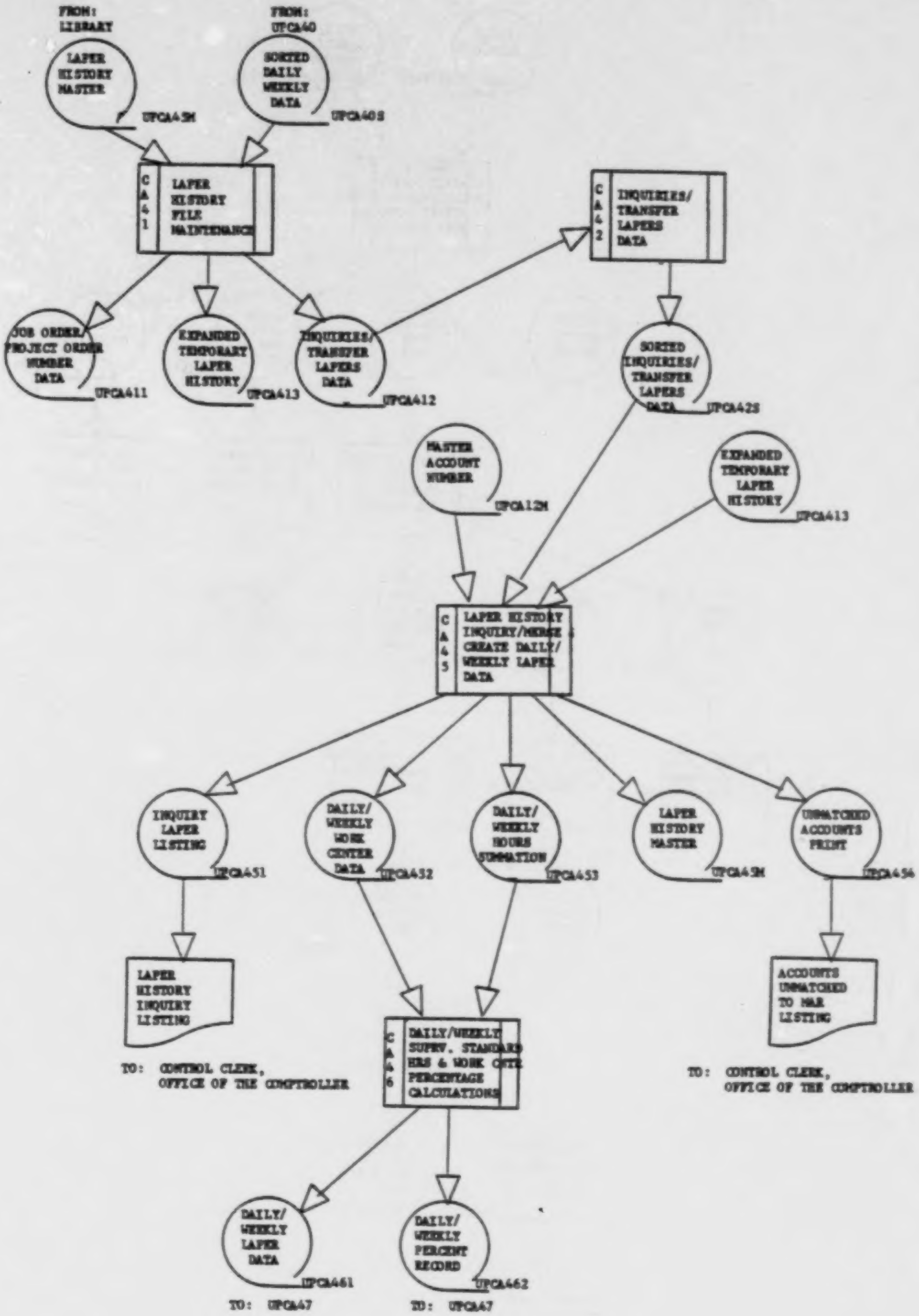

FROM:
UPCA15
TRANS
REG,
ERRORS &
ETC
UPCA153
C
A
1
7
COMPOSITE
MAR DATA
SORT
SORTED
COMPOSITE
MAR
DATA
UPCA17S
C
A
1
8
FORMAT
MAR
REPORTS/
WORKLOAD
CARDS
MAR
REPORTS
PRINT
UPCA181
WORKLOAD
PUNCH
UPCA182
WORKLOAD
PRINT
UPCA183
MAR ERROR LIST
MAR
TRANSACTION
REGISTER
WORKLOAD
CARDS
WORKLOAD
FORMS
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
FROM:
PAYROLL SUBSYSTEM
DATA
BANK
UPAA84M
C
A
2
8
BUILD MAN-
POWER EXTRACT
AND SORT KEY
GENERATION
C
A
3
1
MANPOWER
EXTRACT
SORT
(SSN)
NON-
STANDARD
EMPLOYEES
UPCA283
TO: UPCB30
LABOR
EXCEPTION
HEADERS
UPCA281
TO: UPCB20
MANPOWER
EXTRACT
UPCA282
TIL UPCA31
SORTED
MANPOWER
EXTRACT
UPCA31S
TO: UPCA35
UPCC35
UPCE40
FROM:
UPCA15
COST
DATA,
REG &
ERRORS
UPCA15R
C
A
2
0
JOB ORDER/
PROJECT ORDER
NUMBER
EXCEPTION
SORT
FROM:
UPCA15
JO/PO
NO
MASTER
UPCA15M
SORTED
COST
DATA
UPCA20S
C
A
2
5
JOB ORDER/
PROJECT ORDER
NUMBER
EXCEPTION
VALIDATION
SUMMARY
CHANGE
DELETE
ACTIONS
UPCA25Q
TO: UPCA05
VALID
COST
DATA
UPCA252
COST
TRANS
REG &
ERRORS
UPCA25I
TO: UPCA80
C
A
3
0
SORT
VALID COST
DATA
SORTED
VALID
COST
DATA
UPCA30S
TO: UPCA35

2.1 COST MASTER PROCESSING - UPCA0000

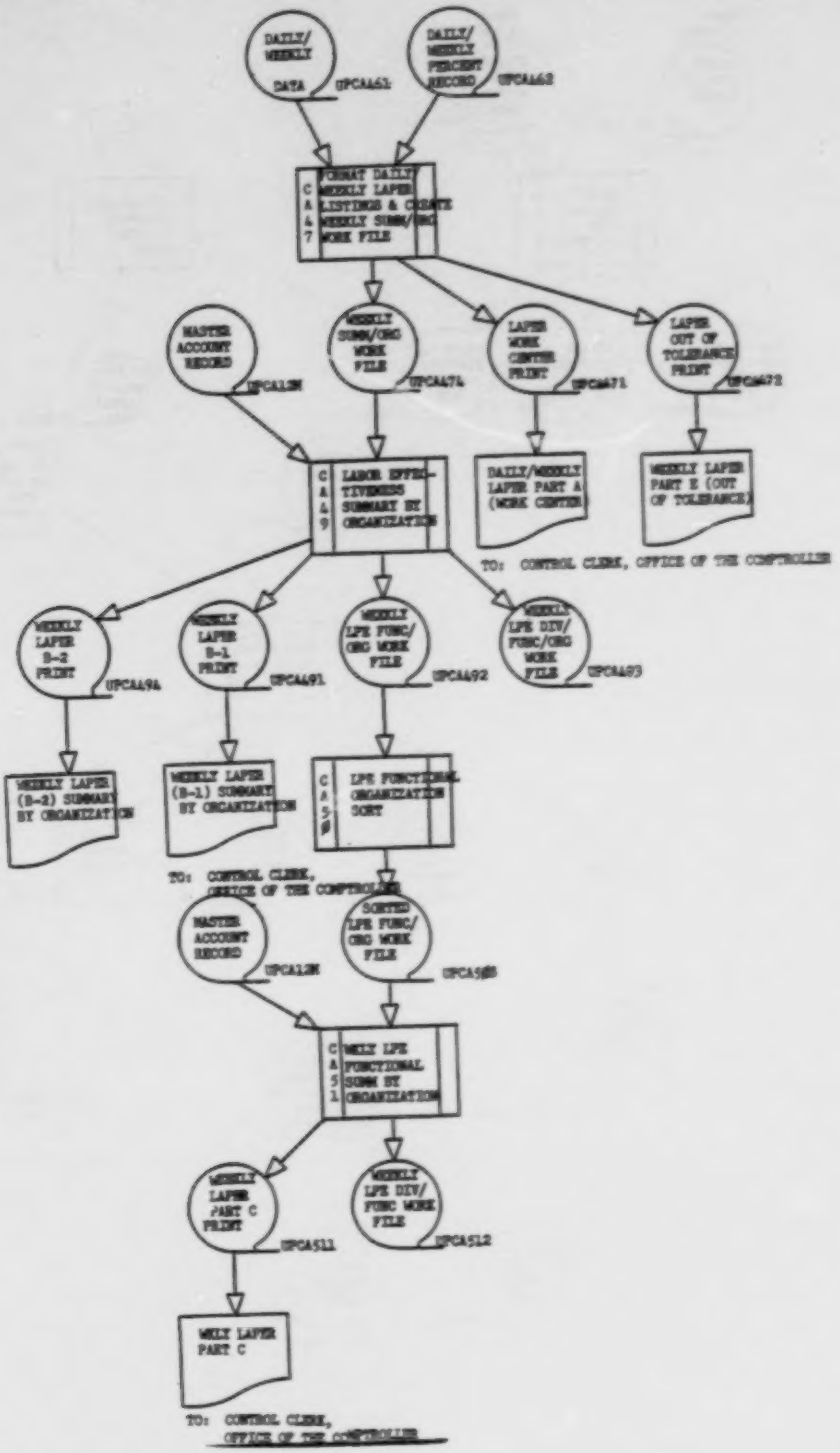
Application Chart Page 5


FROM:
UPCA30
SORTED VALID COST DATA
UPCA30S
FROM:
LIBRARY
NON-LER DETAIL HISTORY
UPCA33M
CA33
NON-LER DETAIL HISTORY
NON-LER ERRORS
UPCA331
TO: UPCA80
COST TRANS & RELEASED NON-LER DATA
UPCA332
NON-LER DETAIL HISTORY
UPCA33M
TO: LIBRARY
FROM:
UPCA31
SORTED MANPOWER EXTRACT
UPCA31S
FROM:
LIBRARY
DETAIL LABOR HISTORY
UPCA35M
CA35
DETAIL HISTORY FILE MAINTENANCE
DETAIL LABOR HISTORY
UPCA35M
TO: LIBRARY
DAILY/ WEEKLY DATA
UPCA351
WKLY SPLIT BIWEEKLY OR MONTHLY DATA
UPCA352
REPLENISH LABOR EXCEPTION
UPCA353
TO: UPCA80
CA4D
DAILY OR WEEKLY DATA SORT
SORTED DAILY WEEKLY DATA
UPCA40S
TO: UPCA41

2.1 COST MASTER PROCESSING - UPCA0000
Application Chart Page 6

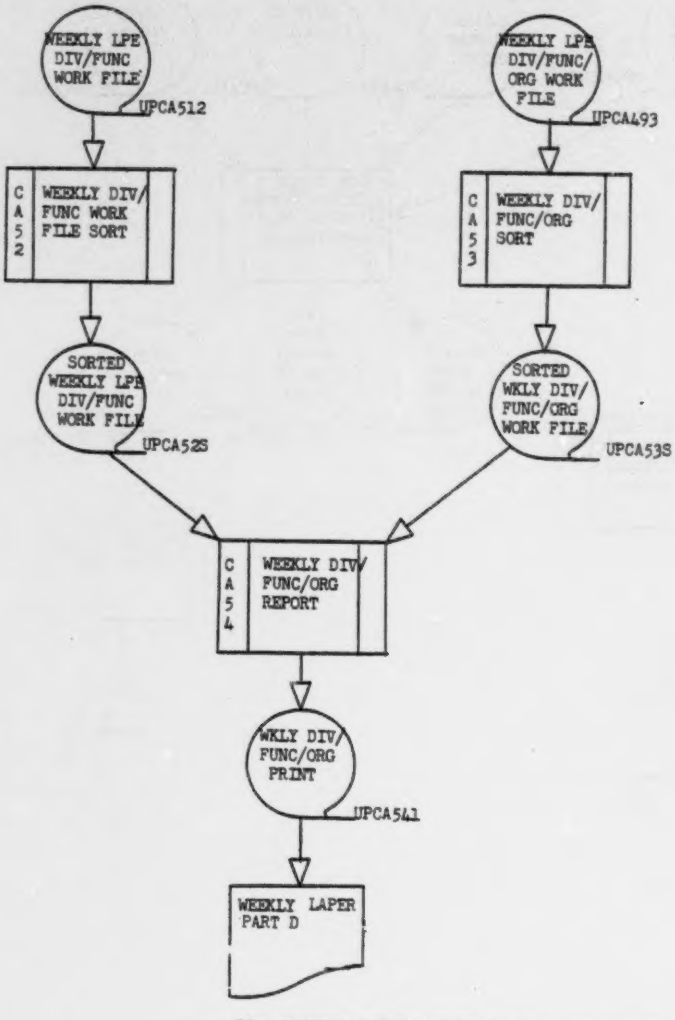

FROM:
LIBRARY
LAPER HISTORY MASTER
UPCA45M
FROM:
UPCA40
SORTED DAILY WEEKLY DATA
UPCA40S
CA41
LAPER HISTORY FILE MAINTENANCE
CA42
INQUIRIES/ TRANSFER LAPERS DATA
JOB ORDER/ PROJECT ORDER NUMBER DATA
UPCA411
EXPANDED TEMPORARY LAPER HISTORY
UPCA413
INQUIRIES/ TRANSFER LAPERS DATA
UPCA412
SORTED INQUIRIES/ TRANSFER LAPERS DATA
UPCA42S
MASTER ACCOUNT NUMBER
UPCA12M
EXPANDED TEMPORARY LAPER HISTORY
UPCA413
CA45
LAPER HISTORY INQUIRY/MERGE & CREATE DAILY/ WEEKLY LAPER DATA
INQUIRY LAPER LISTING
UPCA451
DAILY/ WEEKLY WORK CENTER DATA
UPCA452
DAILY/ WEEKLY HOURS SUMMATION
UPCA453
LAPER HISTORY MASTER
UPCA45M
UNMATCHED ACCOUNTS PRINT
UPCA456
LAPER HISTORY INQUIRY LISTING
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
CA46
DAILY/WEEKLY SUPRV. STANDARD HRS & WORK CNTR PERCENTAGE CALCULATIONS
ACCOUNTS UNMATCHED TO MAR LISTING
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
DAILY/ WEEKLY LAPER DATA
UPCA461
TO: UPCA47
DAILY/ WEEKLY PERCENT RECORD
UPCA462
TO: UPCA47

2.1 COST MASTER PROCESSING - UPCA0000
Application Chart Page 7


DAILY/ WEEKLY DATA
UPCA461
DAILY/ WEEKLY PERCENT RECORD
UPCA462
C A 4 7
FORMAT DAILY/ WEEKLY LAPER LISTINGS & CREATE WEEKLY SUMM/ORG WORK FILE
MASTER ACCOUNT RECORD
UPCA13M
WEEKLY SUMM/ORG WORK FILE
UPCA474
LAPER WORK CENTER PRINT
UPCA471
LAPER OUT OF TOLERANCE PRINT
UPCA472
C A 4 9
LABOR EFFEC- TIVENESS SUMMARY BY ORGANIZATION
DAILY/WEEKLY LAPER PART A (WORK CENTER)
WEEKLY LAPER PART E (OUT OF TOLERANCE)
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
WEEKLY LAPER B-2 PRINT
UPCA494
WEEKLY LAPER B-1 PRINT
UPCA491
WEEKLY LPE FUNC/ ORG WORK FILE
UPCA492
WEEKLY LPE DIV/ FUNC/ORG WORK FILE
UPCA493
WEEKLY LAPER (B-2) SUMMARY BY ORGANIZATION
WEEKLY LAPER (B-1) SUMMARY BY ORGANIZATION
C A 5 0
LPE FUNCTIONAL ORGANIZATION SORT
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
MASTER ACCOUNT RECORD
UPCA13M
SORTED LPE FUNC/ ORG WORK FILE
UPCA500
C A 5 1
WKLY LPE FUNCTIONAL SUMM BY ORGANIZATION
WEEKLY LAPER PART C PRINT
UPCA511
WEEKLY LPE DIV/ FUNC WORK FILE
UPCA512
WKLY LAPER PART C
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

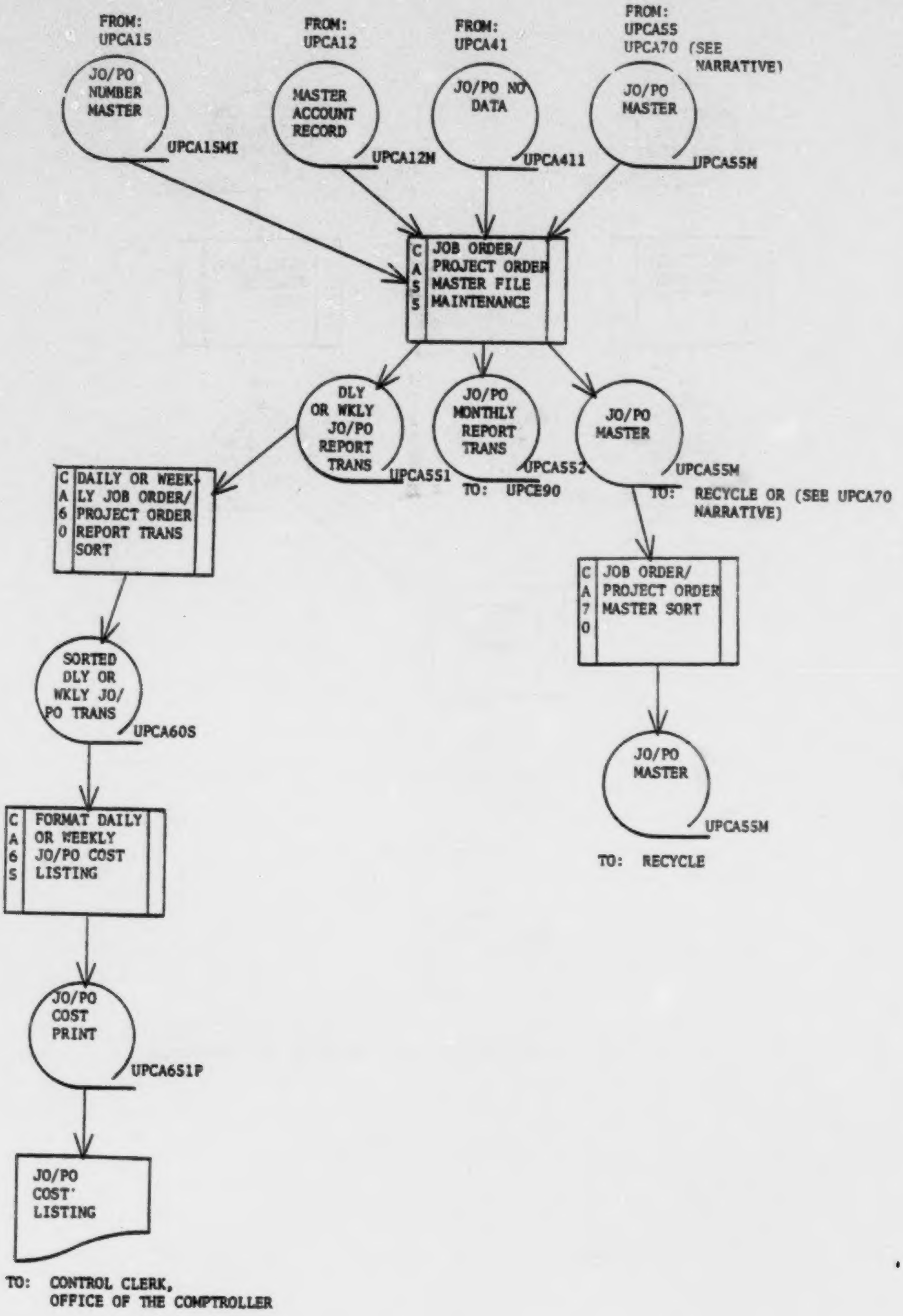
2.1 COST MASTER PROCESSING - UPCA0000

Application Chart Page 8

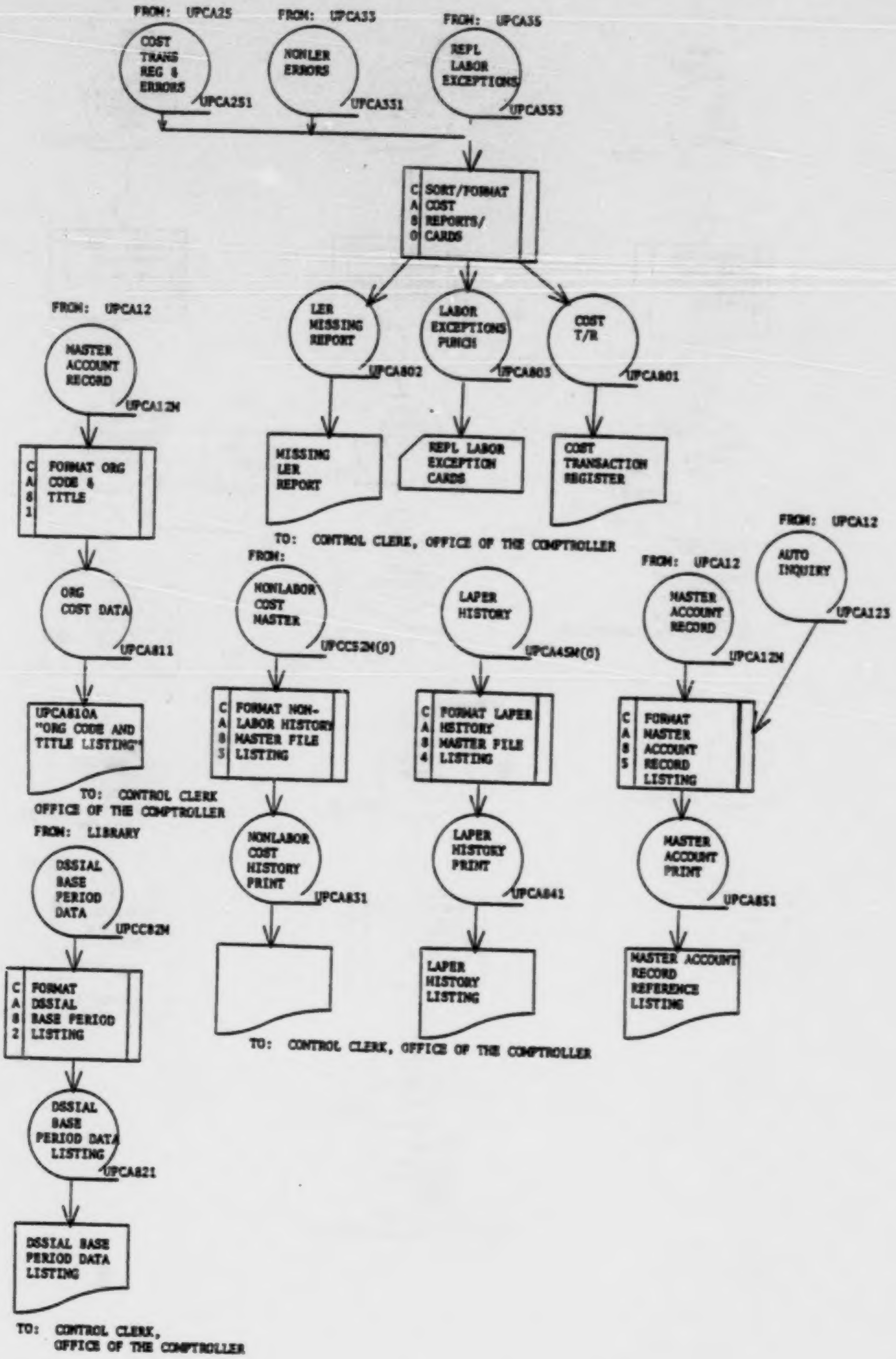

WEEKLY LPE DIV/FUNC WORK FILE
UPCA512
CA52
WEEKLY DIV/ FUNC WORK FILE SORT
SORTED WEEKLY LPE DIV/FUNC WORK FILE
UPCA52S
WEEKLY LPE DIV/FUNC/ ORG WORK FILE
UPCA493
CA53
WEEKLY DIV/ FUNC/ORG SORT
SORTED WKLY DIV/ FUNC/ORG WORK FILE
UPCA53S
CA54
WEEKLY DIV/ FUNC/ORG REPORT
WKLY DIV/ FUNC/ORG PRINT
UPCA541
WEEKLY LAPER PART D

TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

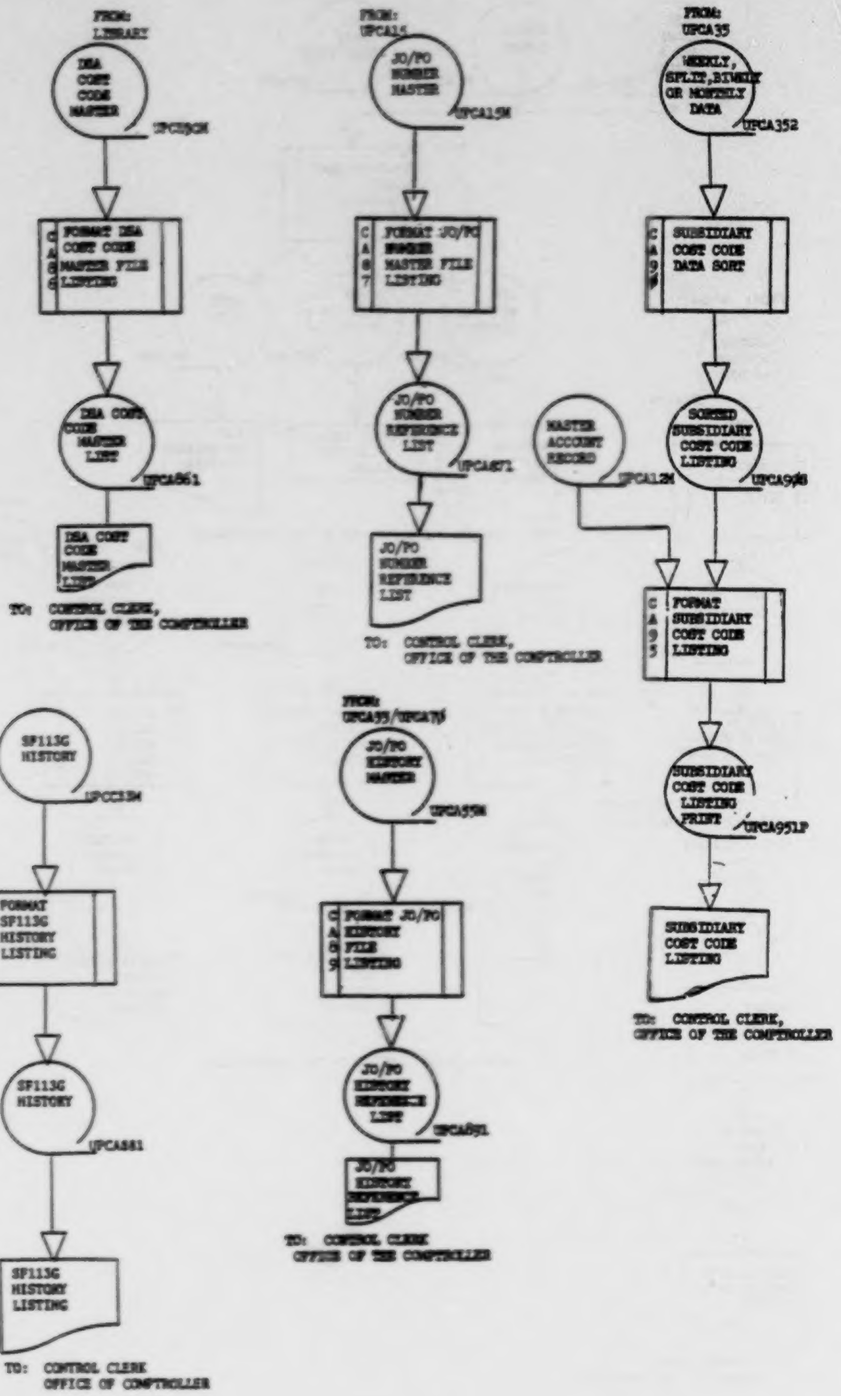
2.1 COST MASTER PROCESSING - UPCA0000
Application Chart Page 9


FROM: UPCA15
JO/PO NUMBER MASTER
UPCA15MI
FROM: UPCA12
MASTER ACCOUNT RECORD
UPCA12M
FROM: UPCA41
JO/PO NO DATA
UPCA411
FROM: UPCA55 UPCA70 (SEE NARRATIVE)
JO/PO MASTER
UPCA55M
C A 5 5 JOB ORDER/ PROJECT ORDER MASTER FILE MAINTENANCE
DLY OR WKLY JO/PO REPORT TRANS
UPCA551
JO/PO MONTHLY REPORT TRANS
UPCA552
TO: UPCE90
JO/PO MASTER
UPCA55M
TO: RECYCLE OR (SEE UPCA70 NARRATIVE)
C A 6 0 DAILY OR WEEKLY JOB ORDER/ PROJECT ORDER REPORT TRANS SORT
SORTED DLY OR WKLY JO/PO TRANS
UPCA60S
C A 6 5 FORMAT DAILY OR WEEKLY JO/PO COST LISTING
JO/PO COST PRINT
UPCA651P
JO/PO COST LISTING
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
C A 7 0 JOB ORDER/ PROJECT ORDER MASTER SORT
JO/PO MASTER
UPCA55M
TO: RECYCLE

2.1 COST MASTER PROCESSING - UPCA0000
Application Chart Page 10


FROM: UPCA25
COST TRANS REG & ERRORS
UPCA251
FROM: UPCA33
NONLER ERRORS
UPCA331
FROM: UPCA35
REPL LABOR EXCEPTIONS
UPCA353
CA80
SORT/FORMAT COST REPORTS/ CARDS
LER MISSING REPORT
UPCA802
LABOR EXCEPTIONS PUNCH
UPCA803
COST T/R
UPCA801
MISSING LER REPORT
REPL LABOR EXCEPTION CARDS
COST TRANSACTION REGISTER
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
FROM: UPCA12
MASTER ACCOUNT RECORD
UPCA12M
CA81
FORMAT ORG CODE & TITLE
ORG COST DATA
UPCA811
UPCA810A "ORG CODE AND TITLE LISTING"
TO: CONTROL CLERK OFFICE OF THE COMPTROLLER
FROM:
NONLABOR COST MASTER
UPCC52M(O)
CA83
FORMAT NON-LABOR HISTORY MASTER FILE LISTING
NONLABOR COST HISTORY PRINT
UPCA831
LAPER HISTORY
UPCA45M(O)
CA84
FORMAT LAPER HISTORY MASTER FILE LISTING
LAPER HISTORY PRINT
UPCA841
LAPER HISTORY LISTING
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
FROM: UPCA12
MASTER ACCOUNT RECORD
UPCA12M
FROM: UPCA12
AUTO INQUIRY
UPCA123
CA85
FORMAT MASTER ACCOUNT RECORD LISTING
MASTER ACCOUNT PRINT
UPCA851
MASTER ACCOUNT RECORD REFERENCE LISTING
FROM: LIBRARY
DSSIAL BASE PERIOD DATA
UPCC82M
CA82
FORMAT DSSIAL BASE PERIOD LISTING
DSSIAL BASE PERIOD DATA LISTING
UPCA821
DSSIAL BASE PERIOD DATA LISTING
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

2.1 COST MASTER PROCESSING - UPCA0000
Application Chart Page 11


FROM: LIBRARY
DSA COST CODE MASTER
UPCC9CM
C A 8 6 FORMAT DSA COST CODE MASTER FILE LISTING
DSA COST CODE MASTER LIST
UPCA861
DSA COST CODE MASTER LIST
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
FROM: UPCA15
JO/PO NUMBER MASTER
UPCA15M
C A 8 7 FORMAT JO/PO NUMBER MASTER FILE LISTING
JO/PO NUMBER REFERENCE LIST
UPCA871
JO/PO NUMBER REFERENCE LIST
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
FROM: UPCA35
WEEKLY, SPLIT,BIWEEK OR MONTHLY DATA
UPCA352
C A 9 0 SUBSIDIARY COST CODE DATA SORT
SORTED SUBSIDIARY COST CODE LISTING
UPCA908
MASTER ACCOUNT RECORD
UPCA12M
C A 9 5 FORMAT SUBSIDIARY COST CODE LISTING
SUBSIDIARY COST CODE LISTING PRINT
UPCA951P
SUBSIDIARY COST CODE LISTING
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
SF113G HISTORY
UPCC13M
C A 8 8 FORMAT SF113G HISTORY LISTING
SF113G HISTORY
UPCA881
SF113G HISTORY LISTING
TO: CONTROL CLERK OFFICE OF COMPTROLLER
FROM: UPCA35/UPCA75
JO/PO HISTORY MASTER
UPCA55M
C A 8 9 FORMAT JO/PO HISTORY FILE LISTING
JO/PO HISTORY REFERENCE LIST
UPCA891
JO/PO HISTORY REFERENCE LIST
TO: CONTROL CLERK OFFICE OF THE COMPTROLLER

2.1 COST MASTER PROCESSING - UPCA0000
Application Narrative

APPLICATION TITLE: Cost Master Processing

APPLICATION ID NUMBER: UPCA0000

PURPOSE:

This application serves as the input point for all APCAPS input. Cost Masters are maintained, transactions are validated, Detail History is generated and Daily/Weekly Cost and Performance Reports are prepared in this application.

FUNCTIONS:

a. Accepts all APCAPS input to the system and outputs all non-APCAPS data on the Card Violation List. All APCAPS DICs are reported on the I/O Control List.

b. Validate Personnel History Cancel/Correction Transactions.

c. Maintains the Master Account Record and the Job Order/Project Order Number Master.

d. Performs edit and validation of all cost transactions.

e. Creates a manpower extract using the Data Bank.

f. Creates Detail History for each employee in the absence of Labor Exception Reporting.

g. Prepares Daily/Weekly Job Order/Project Order Cost Listings, Labor Production Effectiveness Reports (Parts A through E), and the Subsidiary Cost Code Listing.

h. Output Prepunched Workload Reporting and Replenishment Labor Exception Cards.

i. Prepares the Daily Missing Labor Exception, MAR Transaction Register, MAR Error List, Cost Transaction Register Listings and Personnel Cancel/Correction Transaction Register.

COMPONENT PROGRAMS AND OPERATIONS:

a. UPCA00: Entry/Exit Interface.

Operation: Selects applicable data from data set UPCA0000 and outputs to data set UPCA02.

b. UPCA01: APCAPS Input and Pre-Validation Processing.

Operation: Create I/O Control Officers List reflecting each type of DIC and the number received for each.

c. UPCA03: History Cancel/Correction Sort.

d. UPCA04: History Cancel/Correction Validation.

Operation: Validate Personnel Cancel/Correction Actions.

e. UPCA05: Cost MAR Validation.

Operation: Validate MAR and Cost documents and generate unique sort key.

f. UPCA10: Transaction Key Sort.

g. UPCA12: MAR Update and Compatibility.

Operation: To update the MAR and retain the MAR hierarchy.

h. UPCA15: Job Order/Project Order Number Update and Pay/Personnel Screening.

Operation: Validate manpower, cost, pay and personnel transactions against the MAR and update the JO/PO Number Master File.

i. UPCA17: Composite MAR Data Sort.

j. UPCA18: Format MAR Reports/Workload Cards.

Operation: Prepare MAR Transaction Register, MAR Error Listing and punch initial and replenishment workload cards or forms.

k. UPCA20: Job Order/Project Order Number Exception Sort.

l. UPCA25: Job Order/Project Order Number Exception Validation.

Operation: Validate Job Order/Project Order Numbers and identify cost transactions passed to subsequent programs.

m. UPCA28: Build Manpower Extract and Sort Key Generation.

n. UPCA30: Sort Valid Cost Data.

o. UPCA31: Manpower Extract Sort (SSN).

p. UPCA33: Non-LER History File Maintenance.

Operation: Validate dates and collect non-LER data until appropriate schedule at which time data is released and purged.

q. UPCA35: Detail History File Maintenance.

Operation: Maintain Detail Labor History File for normal tour of duty employees.

r. UPCA40: Daily or Weekly Data Sort.

s. UPCA41: LAPER History File Maintenance.

t. UPCA42: Inquiries/Transfer LAPERS Data.

u. UPCA45: LAPER History Inquiry/Merge and Create Daily/Weekly LAPER Data.

v. UPCA46: Daily/Weekly Supervisory Standard Hours and Work Center Percentages Calculations.

w. UPCA47: Format Daily/Weekly LAPER Listings and Create the Weekly Summary/Organization Work File.

x. UPCA49: Labor Effectiveness Summary by Organization.

y. UPCA50: LPE Functional Organization Sort.

z. UPCA51: Weekly LPE Functional Summary by Organization.

aa. UPCA52: Weekly Division/Functional Work File Sort.

ab. UPCA53: Weekly Division/Functional/Organization Sort.

ac. UPCA54: Weekly Division/Functional/Organization Report.

ad. UPCA55: Job Order/Project Order Master File Maintenance.

ae. UPCA60: Daily or Weekly Job Order/Project Order Report Transaction Sort.

af. UPCA65: Format Daily or Weekly Job Order/Project Order Cost Listing.

ag. UPCA70: Job Order/Project Order Master Sort.

ah. UPCA80: Sort/Format Cost Reports/Cards.

Operation: Print Missing Labor Exception Report Print, Cost Transaction Register, punch Replenishment Labor Exception Cards.

ai. UPCA81: Format Organization Title List.

aj. UPCA82: Format DSSIAL Base Period Listing.

ak. UPCA83: Format Non-Labor History Master File Listing.

Operation: Print Non-Labor Cost History Listing.

al. UPCA84: Format LAPER History Master File Listing.

Operation: Print LAPER History Master File Listing.

am. UPCA85: Format Master Account Record Reference Listing.

Operation: Print Master Account Record Reference Listing.

an. UPCA86: Format DLA Cost Code Master File Listing.

Operation: Print DLA Cost Code Master File Listing.

ao. UPCA87: Format JO/PO Numbers Master File Listing.

ap. UPCA88: Format SF 113G History File Listing.

aq. UPCA89: Format JO/PO Numbers Master File Listing.

Operation: Print JO/PO History File Listing.

ar. UPCA90: Subsidiary Cost Code Data Sort.

as. UPCA95: Format Subsidiary Cost Code Listing.

Operation: Print Subsidiary Cost Code Listing.

INPUT-OUTPUT SOURCE AND DISPOSITION:

a. Transactions from APCAPS Control Clerk, Office of the Comptroller and from Office of Civilian Personnel.

b. Output of Listings and Reports to the Control Clerk, Office of the Comptroller or Office of Civilian Personnel.

FREQUENCY, TIME LIMITATIONS AND SCHEDULING FACTORS:

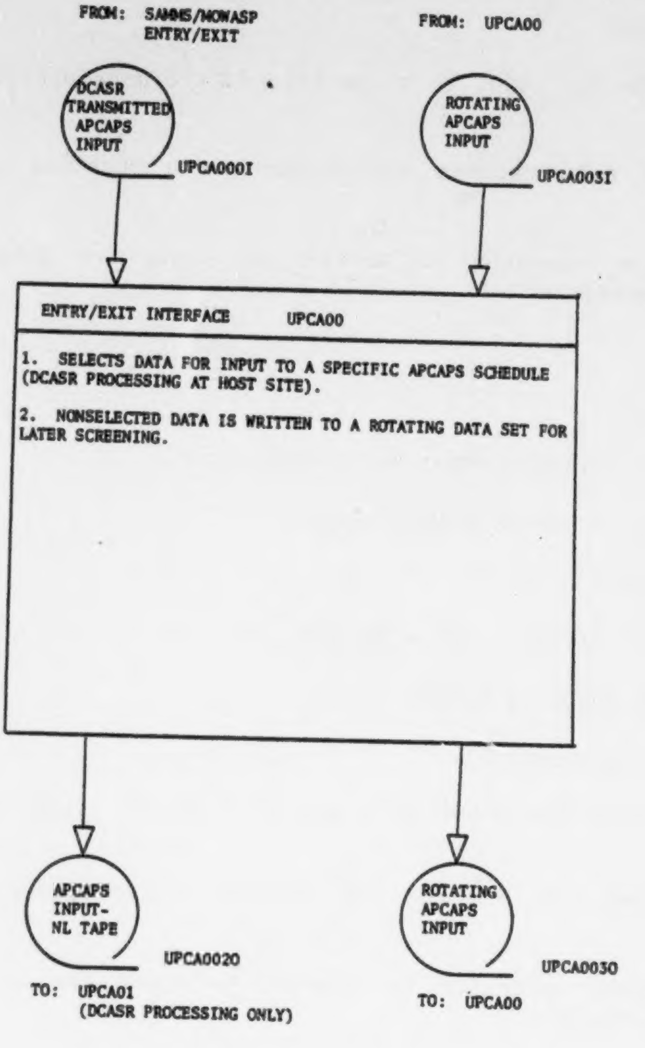
a. Most Master/History Files is this application can and will be updated whenever a Cost Schedule is run.

b. Certain outputs in this application are produced in Daily/Weekly Schedules, others whenever a Cost Schedule is run.

c. Multiple days of Labor Exceptions and Workload Reporting transactions may be input and the programs will process them: however, if transactions with a date greater than the schedule date they will be rejected and must be re-input in a later schedule.

SECTION 3 COST MASTER PROCESSING PROGRAMS

3.1 ENTRY/EXIT INTERFACE - UPCA00
Program I/O Chart


FROM: SAMMS/MOWASP ENTRY/EXIT
DCASR TRANSMITTED APCAPS INPUT
UPCA000I
FROM: UPCA00
ROTATING APCAPS INPUT
UPCA003I
ENTRY/EXIT INTERFACE UPCA00
1. SELECTS DATA FOR INPUT TO A SPECIFIC APCAPS SCHEDULE (DCASR PROCESSING AT HOST SITE).
2. NONSELECTED DATA IS WRITTEN TO A ROTATING DATA SET FOR LATER SCREENING.
APCAPS INPUT-NL TAPE
UPCA002O
TO: UPCA01 (DCASR PROCESSING ONLY)
ROTATING APCAPS INPUT
UPCA003O
TO: UPCA00

3.1 ENTRY/EXIT INTERFACE - UPCA00
Program Narrative

PROGRAM NAME: Entry/Exit Interface

PROGRAM ID NUMBER: UPCA00

PURPOSE:

To provide a means to identify DCASR APCAPS input.

FUNCTIONS/FEATURES:

a. Selects data for input to a specific APCAPS schedule (DCASR processing at a host site).

b. Nonselected data records are written to a rotating data set for later screening.

c. The computer operator is alerted to route the output data set to a specific APCAPS schedule.

DESCRIPTION:

a. Input Files:

(1) UPCA000I: DCASR transmitted APCAPS input.

(2) UPCA003I: Rotating APCAPS input.

b. Output Files:

(1) UPCA002O: APCAPS input - NL tape.

(2) UPCA003O: Rotating APCAPS input.

c. Processing Description:

(1) Selects data for input to a specific APCAPS schedule (DCASR processing at a host site).

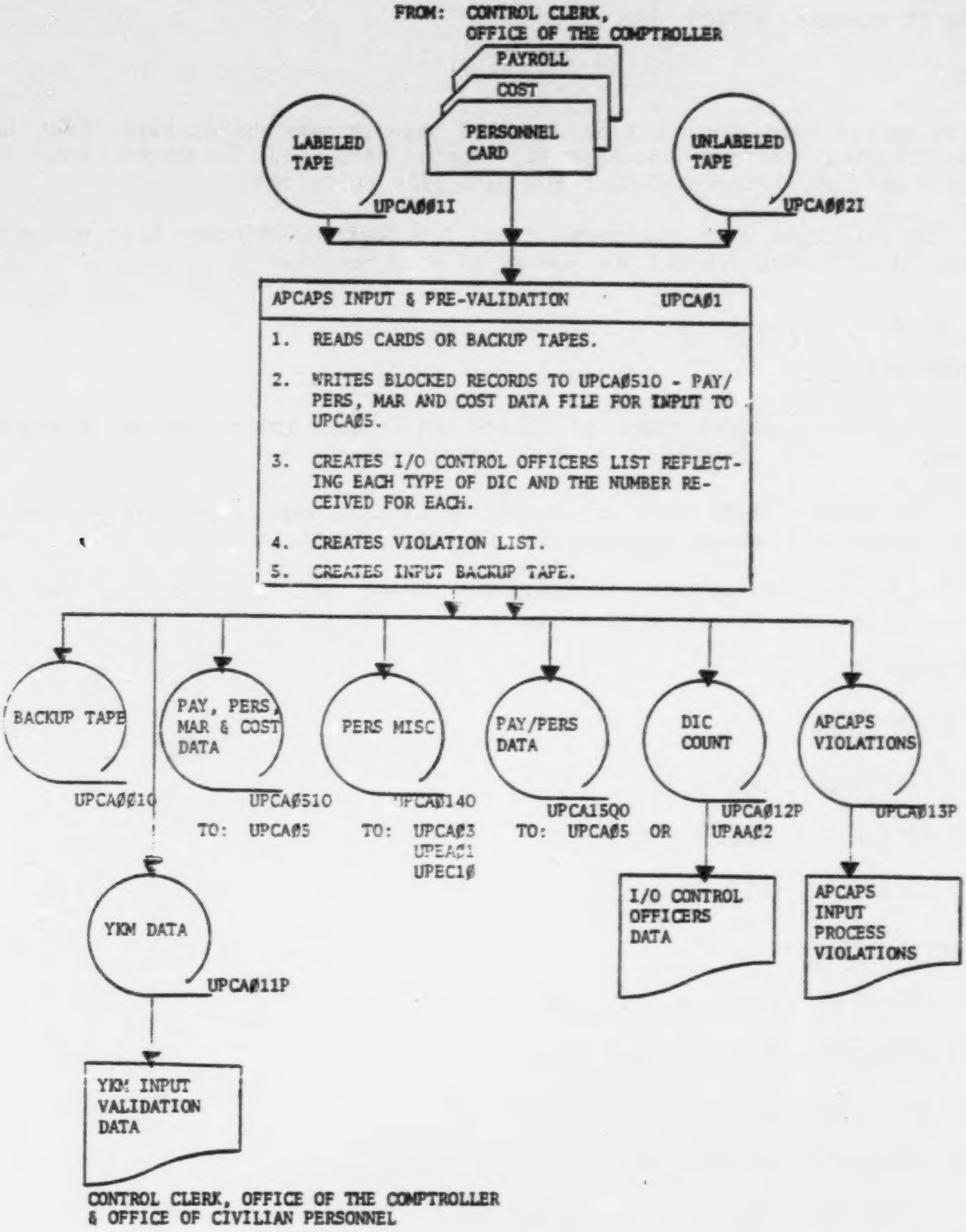
(2) Nonselected data records are written to a rotating data set for later screening.

(3) The computer operator is alerted to route the output data set to a specific APCAPS schedule.

SPECIAL CONDITIONS:

This program is to be used by a host processing site only.

3.2 APCAPS INPUT AND PRE-VALIDATION - UPCA01
Program I/O Chart


FROM: CONTROL CLERK, OFFICE OF THE COMPTROLLER
PAYROLL
COST
PERSONNEL CARD
LABELED TAPE
UPCA0011I
UNLABELED TAPE
UPCA0021I
APCAPS INPUT & PRE-VALIDATION UPCA01
1. READS CARDS OR BACKUP TAPES.
2. WRITES BLOCKED RECORDS TO UPCA0510 - PAY/PERS, MAR AND COST DATA FILE FOR INPUT TO UPCA05.
3. CREATES I/O CONTROL OFFICERS LIST REFLECTING EACH TYPE OF DIC AND THE NUMBER RECEIVED FOR EACH.
4. CREATES VIOLATION LIST.
5. CREATES INPUT BACKUP TAPE.
BACKUP TAPE
UPCA0010
PAY, PERS, MAR & COST DATA
UPCA0510
TO: UPCA05
PERS MISC
UPCA0140
TO: UPCA03 UPEA01 UPEC10
PAY/PERS DATA
UPCA1500
TO: UPCA05 OR UPAA02
DIC COUNT
UPCA012P
APCAPS VIOLATIONS
UPCA013P
YKM DATA
UPCA011P
I/O CONTROL OFFICERS DATA
APCAPS INPUT PROCESS VIOLATIONS
YKM INPUT VALIDATION DATA
CONTROL CLERK, OFFICE OF THE COMPTROLLER & OFFICE OF CIVILIAN PERSONNEL

3.2 APCAPS INPUT AND PRE-VALIDATION - UPCA01
Program Narrative

PROGRAM NAME: APCAPS Input and Pre-Validation

PROGRAM ID NUMBER: UPCA01

PURPOSE:

a. To accept card, backup tape, labeled tape or nonlabeled tape input data, writing blocked records to Payroll, Cost, MAR, and Personnel Data File (UPCA051) and Cancel/Correction of PDI Data File (UPCA014).

b. List all input data and prepare and I/O Control Officers List reflecting Document Identifier Codes and the number of each received.

c. Validate input.

FUNCTIONS/FEATURES:

a. Checks for negative input to UPCA05 and cancels entry process if input is negative.

b. Will accept input cards or an entry labeled tape depending on operator response, also will accept nonlabeled tape and/or backup tape.

c. Checks for Non-APCAPS documents. These are included on the Card Violation List with an appropriate remark.

DESCRIPTION:

a. Input Files:

(1) Card input (optional).

(2) UPCA001I: Labeled Tape.

(3) UPCA002I: Unlabeled Tape.

b. Output Files:

(1) UPCA051O: Pay/Personnel, MAR and Cost Data.

(2) UPCA15QO: Pay/Personnel Data.

(3) UPCA014O: Personnel Misc.

(4) UPCA001O: Backup Tape.

(5) UPCA011P: YKM Input Validation Data.

(6) UPCA012P: DIC Count.

(7) UPCA013P: APCAPS Violations.

c. Processing Description:

(1) APCAPS input data (card or tape) is read and listed as received.

(2) Input data is written as blocked records to the Payroll, MAR, Cost and Personnel Data Files (UPCA051 ad UPCA15Q).

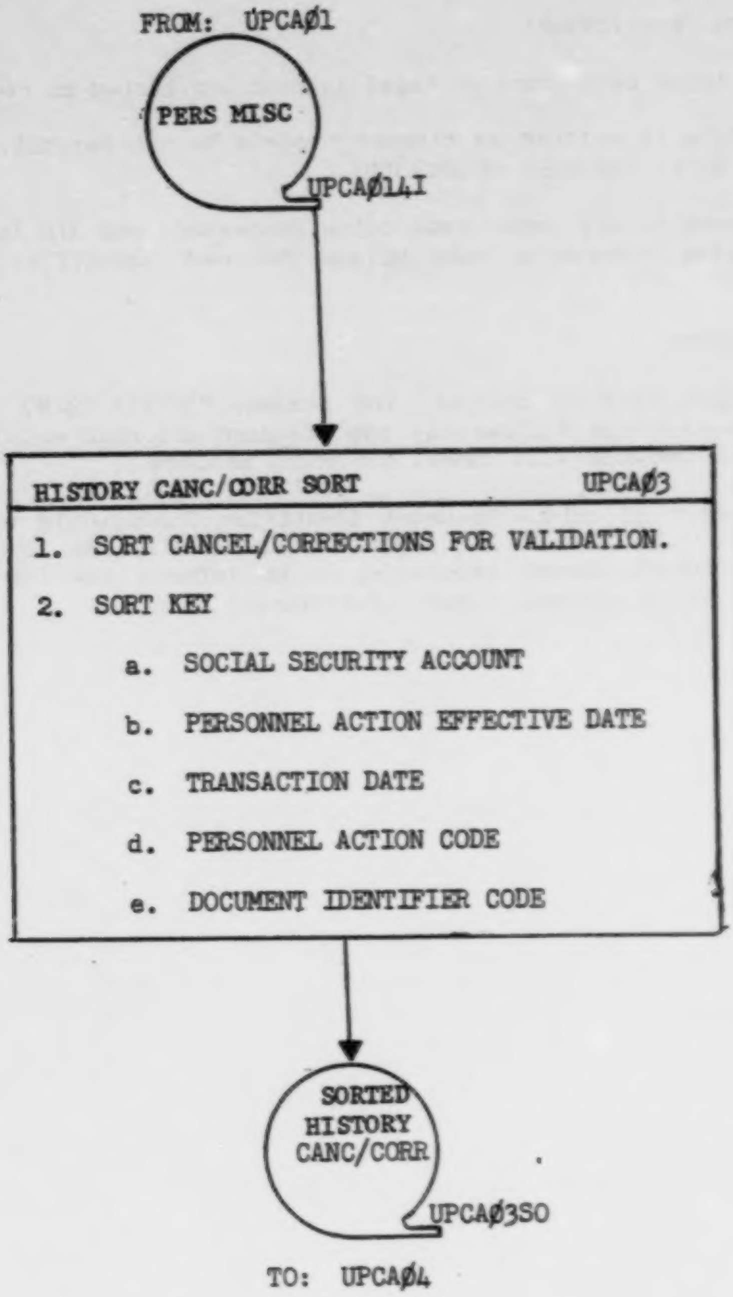
(3) Subsequent to all input data being processed, and I/O Control Officers Report is created reflecting each unique Document Identifier Code and the number received.

SPECIAL CONDITIONS:

a. If no input data is present, the message "UPCA01-02-NO INPUT" will be displayed on the console followed by the standard abnormal end-of-job message. Any reply by the operator will cancel the entry process.

b. If the number of unique Document Identifier Codes would exceed 100, the message "UPAC01-01-INCOMPLETE I/O REPORT" will be displayed upon the console. This will not affect normal processing. It informs the operator and I/O Control Officer of an abnormal number of different DICs.

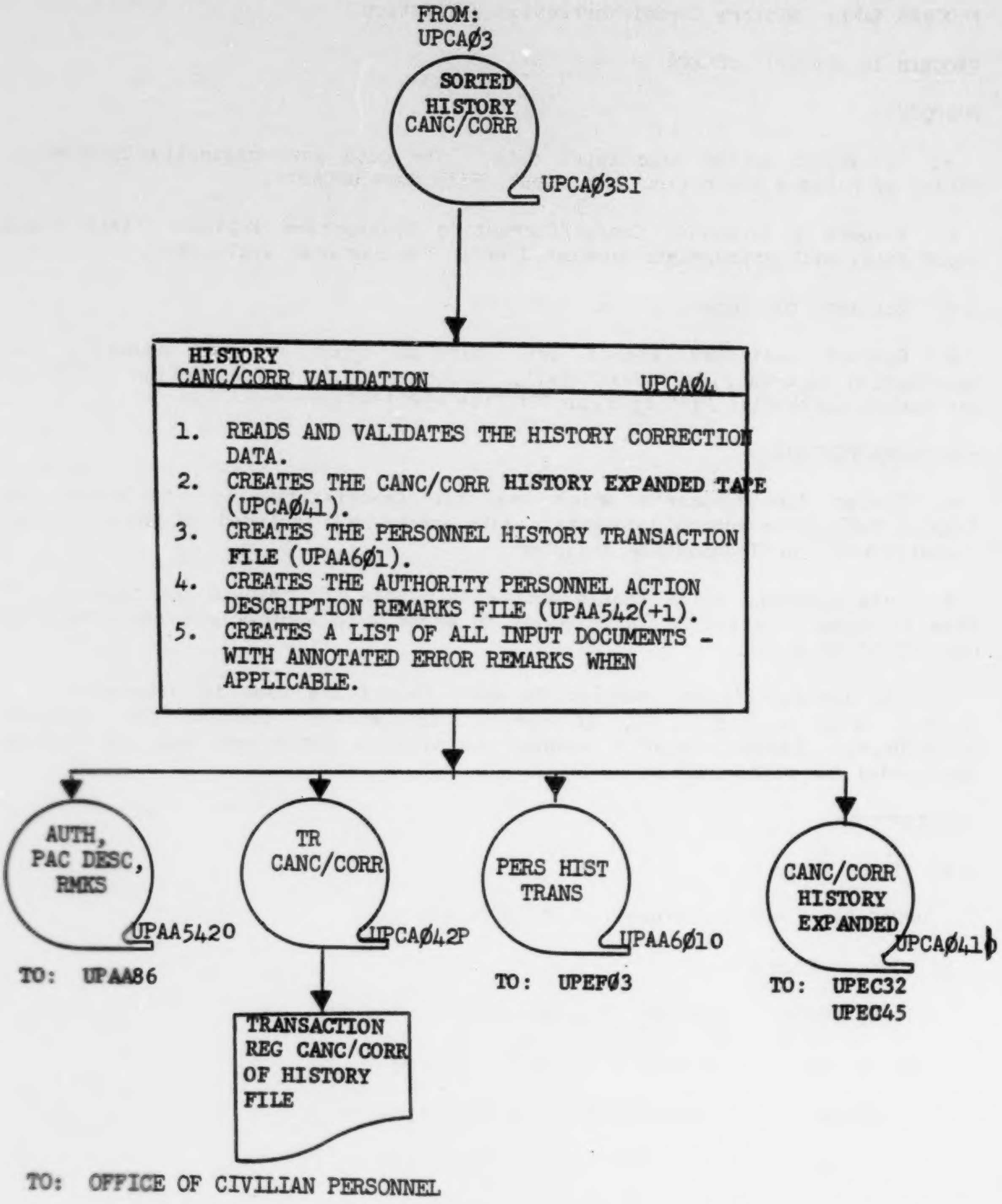
3.3 HISTORY CANCEL/CORRECTION SORT - UPCA03
Program I/O Chart


FROM: UPCA01
PERS MISC
UPCA014I
HISTORY CANC/CORR SORT
UPCA03
SORTED HISTORY CANC/CORR
UPCA03SO
TO: UPCA04

1. SORT CANCEL/CORRECTIONS FOR VALIDATION.
2. SORT KEY
    a. SOCIAL SECURITY ACCOUNT
    b. PERSONNEL ACTION EFFECTIVE DATE
    c. TRANSACTION DATE
    d. PERSONNEL ACTION CODE
    e. DOCUMENT IDENTIFIER CODE

3.4 HISTROY CANCEL/CORRECTION VALIDATION - UPCA04

Program I/O Chart



FROM:
UPCA03
SORTED HISTORY CANC/CORR
UPCA03SI
HISTORY CANC/CORR VALIDATION
UPCA04
AUTH, PAC DESC, RMKS
UPAA5420
TO: UPAA86
TR CANC/CORR
UPCA042P
PERS HIST TRANS
UPAA6010
TO: UPEF03
CANC/CORR HISTORY EXPANDED
UPCA0410
TO: UPEC32
UPEC45
TRANSACTION REG CANC/CORR OF HISTORY FILE
TO: OFFICE OF CIVILIAN PERSONNEL

1. READS AND VALIDATES THE HISTORY CORRECTION DATA.
2. CREATES THE CANC/CORR HISTORY EXPANDED TAPE (UPCA041).
3. CREATES THE PERSONNEL HISTORY TRANSACTION FILE (UPAA601).
4. CREATES THE AUTHORITY PERSONNEL ACTION DESCRIPTION REMARKS FILE (UPAA542(+1).
5. CREATES A LIST OF ALL INPUT DOCUMENTS - WITH ANNOTATED ERROR REMARKS WHEN APPLICABLE.

3.4 HISTORY CANCEL/CORRECTION VALIDATION - UPCA04
Program Narrative

PROGRAM NAME: History Cancel/Correction Validation

PROGRAM ID NUMBER: UPCA04

PURPOSE:

a. To accept sorted tape input data. The data was originally created in UPCA01 of history correction data input, File Name UPCA014.

b. Prepare a Personnel Cancel/Correction Transaction Register listing all input data, with appropriate annotated error remarks when applicable.

c. Validate the input.

d. Correct validated fields are used as input to the Authority PAC Description Remarks File (UPAA542(+1), Personnel History Transaction (UPAA601) and Cancel/Correction History Expanded File (UPCA041).

FUNCTIONS/FEATURES:

a. Checks for documents which are not Cancel/Correction documents and Invalid Cancel/Correction documents. Both errors are included on the Personnel Cancel/Correction Transaction Register.

b. Data elements which should not contain data are checked for blanks. If data is found, the record is cited as in error with appropriate annotation of data field in error.

c. The control fields carried in each record are used to determine if a control break occurs, i.e., if control information changes, the previous UPAA542(+1), UPAA601, UPCA041 records are written and a new page and heading are needed for UPCA042P.

DESCRIPTION:

a. Input File:

UPCA03SI: Sorted History Cancel/Correction.

b. Output Files:

(1) UPAA542O: Authority, PAC Description, Remarks.

(2) UPCA042P: Transaction Cancel/Correction.

(3) UPAA601O: Personnel History Transaction.

(4) UPCA041O: Cancel/Correction History Expanded.

c. Processing Description:

(1) Cancel/Correction input data is read and validated. All cards are listed on the Transaction Cancel/Correction File, however, fields are annotated with appropriate error remarks when the data in the field is in error. The entire record is written each time an error occurs. If no errors occur on the record, the record will appear with no annotation only once on the Transaction Cancel/Correction File.

(2) All documents with the same control information are used together in creating the Personnel History Transaction File, the Cancel/Correction Personnel Feed File and the Authority, PAC Description, Remarks File, i.e., the control information contained an all cards is used as a control break for printing reports and writing files. Control information is as follows:

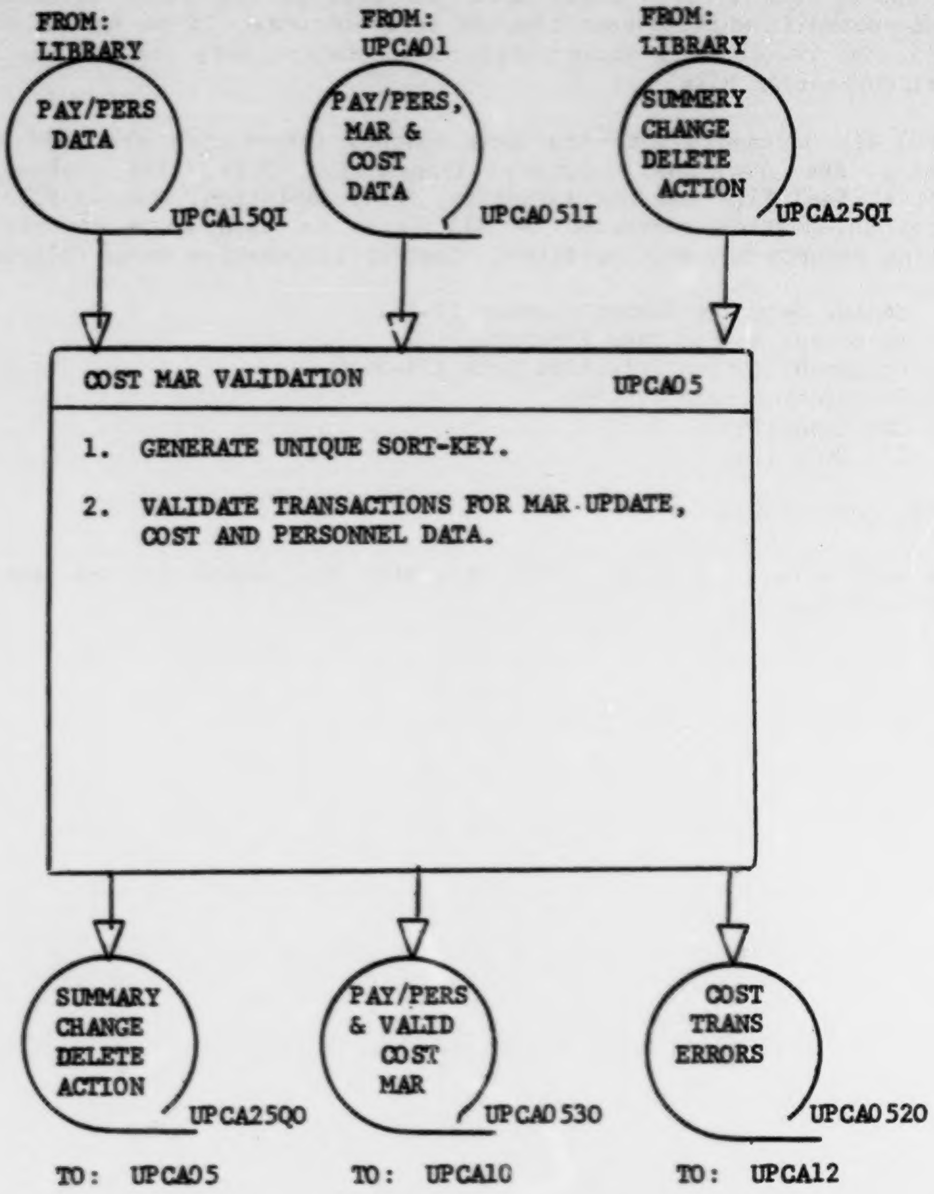
Social Security Account Number (7-15)
Personnel Action Code (16-20)
Personnel Action Effective Date (21-26)
Transaction Date (75-80)
CAO Code (73)
C/C Code (74)

SPECIAL CONDITIONS:

YKD must always be input. YKE, YKF, YKG, YKH, and/or YKJ are input only with proper C/C Code.

3.5 COST MASTER ACCOUNT RECORD VALIDATION - UPCA05

Program I/O Chart


FROM:
LIBRARY
PAY/PERS
DATA
UPCA15QI
FROM:
UPCA01
PAY/PERS,
MAR &
COST
DATA
UPCA0511
FROM:
LIBRARY
SUMMERY
CHANGE
DELETE
ACTION
UPCA25QI
COST MAR VALIDATION
UPCA05
1. GENERATE UNIQUE SORT-KEY.
2. VALIDATE TRANSACTIONS FOR MAR UPDATE, COST AND PERSONNEL DATA.
SUMMARY
CHANGE
DELETE
ACTION
UPCA25Q0
TO: UPCA05
PAY/PERS
& VALID
COST
MAR
UPCA0530
TO: UPCA10
COST
TRANS
ERRORS
UPCA0520
TO: UPCA12

3.5 COST MASTER ACCOUNT RECORD VALIDATION - UPCA05
Program Narrative

PROGRAM NAME: Cost Master Account Record Validation

PROGRAM ID NUMBER: UPCA05

PURPOSE:

Validate all cost documents and generate a unique sort key that will sequence items for MAR file maintenance and validation of other input.

FUNCTIONS/FEATURES:

Pass specific payroll, personnel and cost items for validation against the Cost Subsystem Master Account Record.

DESCRIPTION:

a. Input Files:

(1) UPCA15QI: Payroll/Personnel Data.

(2) UPCA051I: Payroll, Cost, MAR and Personnel Data.

(3) UPCA25QI: Summary Change Delete Action.

b. Output Files:

(1) UPCA052O: Cost Transaction Errors.

(2) UPCA053O: Pay/Personnel and Valid Cost, MAR.

(3) UPCA25QO: Summary Change Delete Action.

c. Processing Description - Input documents are processed as follows:

(1) Summary Manhour Cost Corrections generated on previous cycle that affect Master Account Record maintenance are read into the data stream.

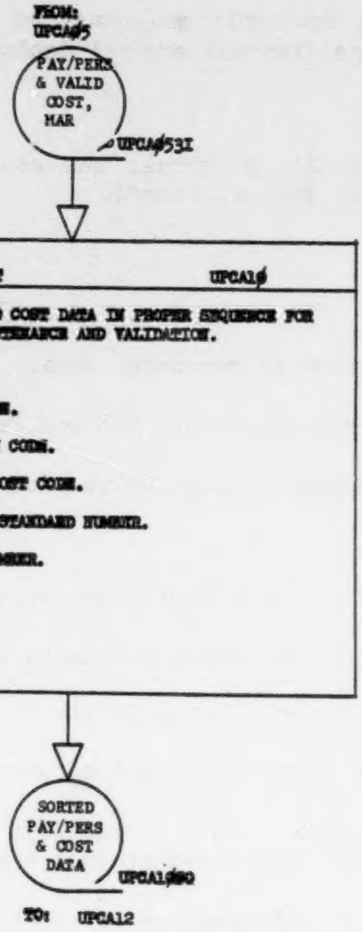
(2) Validation is performed on all cost documents.

(3) A unique sort key is generated for each cost item as well as the payroll transactions that require validation against the Cost Subsystem Master Account Record.

(4) Items are generated that reflect a borrowed/loaned basis or a summary correction that transfers data from one ORG/SCC to another.

SPECIAL CONDITIONS: None.

3.6 TRANSACTIONS KEY SORT - UPCA10
Program I/O Chart


FROM:
UPCA05
PAY/PERS & VALID COST, MAR
UPCA0531
SORTED PAY/PERS & COST DATA
UPCA1080
TO: UPCA12

TRANSACTION KEY SORT UPCA10

1. SORT PAYROLL AND COST DATA IN PROPER SEQUENCE FOR MASTER FILE MAINTENANCE AND VALIDATION.

2. SORT KEY:

   A. ACTIVITY CODE.

   B. ORGANIZATION CODE.

   C. SUBSIDIARY COST CODE.

   D. PERFORMANCE STANDARD NUMBER.

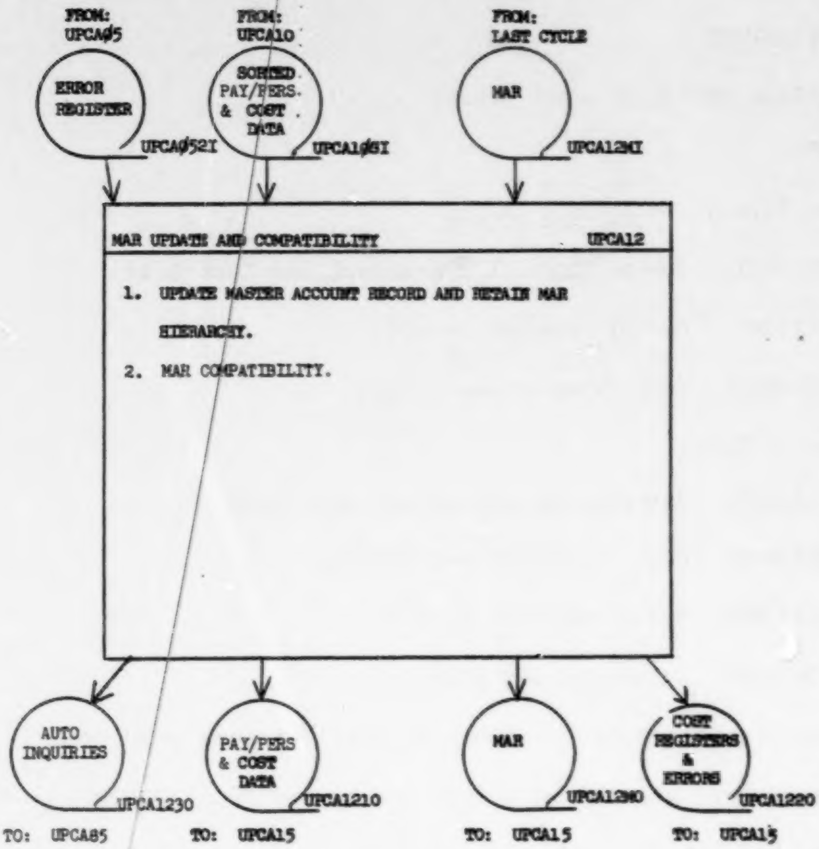
   E. JOB ORDER NUMBER.

   F. JULIAN DATE.

   G. SORT KEY.

3.7 MAR UPDATE AND COMPATIBILITY - UPCA12

Program I/O Chart


FROM:
UPCA05
ERROR
REGISTER
UPCA0521
FROM:
UPCA10
SORTED
PAY/PERS.
& COST
DATA
UPCA10SI
FROM:
LAST CYCLE
MAR
UPCA12MI
MAR UPDATE AND COMPATIBILITY
UPCA12
1. UPDATE MASTER ACCOUNT RECORD AND RETAIN MAR HIERARCHY.
2. MAR COMPATIBILITY.
AUTO
INQUIRIES
UPCA1230
TO: UPCA85
PAY/PERS
& COST
DATA
UPCA1210
TO: UPCA15
MAR
UPCA12M0
TO: UPCA15
COST
REGISTERS
&
ERRORS
UPCA1220
TO: UPCA15

3.7 MAR UPDATE AND COMPATIBILITY - UPCA12
Program Narrative

PROGRAM NAME: MAR Update and Compatibility

PROGRAM ID NUMBER: UPCA12

PURPOSE:

To update the Master Account Record and retain the MAR hierarchy.

FUNCTIONS/FEATURES:

File maintain Master Account Record.

DESCRIPTION:

a. Input Files:

(1) UPCA10SI: Sorted Payroll, Personnel and Cost Data.

(2) UPCA12MI: Master Account Record.

(3) UPCA052I: Cost Transaction Errors.

b. Output Files:

(1) UPCA1210: Payroll, Personnel and Cost Data.

(2) UPCA1220: Cost Registers and Errors.

(3) UPCA12MO: Master Account Record.

(4) UPCA1230: Automatic Inquiries.

c. Processing Description - Input transactions are processed as follows:

(1) The errors detected in UPCA05 are copied from UPCA0521 to UPCA1220.

(2) The MAR is updated with additions, deletions, changes, freezes and releases and insures that MAR integrity is retained i.e.,

(a) Report Frequency Selector deleted or not built - all MAR records in that particular activity will be deleted.

(b) Violation of DSA Cost Code Hierarchy - for example, if Detail Accounts have been built at Project and Sub-Project levels, all records at the Sub-Project level will be deleted.

(c) Organizational Hierarchy will be retained - if there is a unit level record (XXXXX) there must be a section (XXXX) branch (XXX) division (XX) and directorate (X). If there is any of these summary levels missing, only those levels with its accompanying detail that are valid will be retained. All others will be removed.

(d) Within organizations there is a Subsidiary Cost Code criteria. To establish a Performance Standard Record for a Subsidiary Cost Code, it must be preceded by a Subsidiary Cost Code Title Record (Summary); otherwise, all Performance Standard Records associated with that Subsidiary Cost Code will be deleted. Multiple Performance Standard Records (those records with a Performance Standard Number other than 0000 or less that 9998) associated with a Subsidiary Cost Code must have a summary-type PSN Record (9998 or 9999) as the last PSN Record in the group. If none is present, a program-generated PSN Record of 9998 with **_** in the Unit-of-Measure Title field will be inserted as the Summary Record so that the MARs integrity will be preserved. If there is a summary-PSN record on the MAR preceded by only one non-zero PSN, the Summary Record will not be removed; however, a "Stand Alone" Summary-PSN Record will be removed.

(e) All duplicate records on the MAR will be removed.

(f) All records removed from the MAR are written to UPCA1220 with an appropriate message, to be printed out of UPCA18 as the "MAR ERROR LISTING". Exception: When an RF Selector Record is deleted the remaining records in that activity will be removed but not listed.

(g) All MAR changes are written to UPCA1220 for printing.

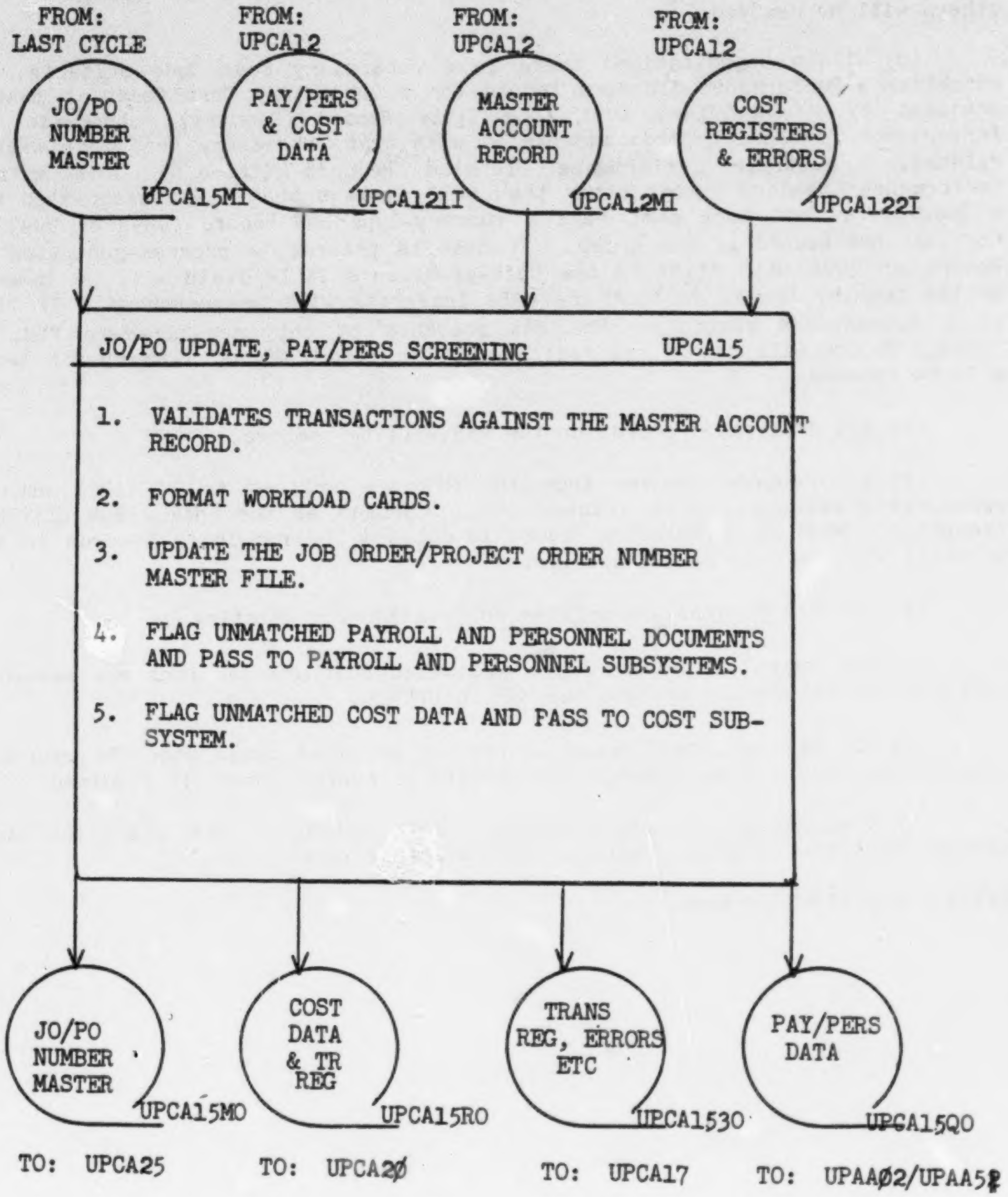
(h) All Payroll, Personnel and Validated Cost Transactions are passed to UPCA1210 for validation against the MAR in UPCA15.

(i) PSN Records are flagged to produce workload cards when the record is established, basic data elements are changed or replenishment is required.

(j) Changes to an organization create automatic MAR inquiries which trigger UPCA85 to produce a partial MAR reference list.

SPECIAL CONDITIONS: None.

3.8 JOB ORDER/PROJECT ORDER NUMBER UPDATE, PAY/PERSONNEL SCREENING - UPCA15
Program I/O Chart


FROM: LAST CYCLE
JO/PO NUMBER MASTER
UPCA15MI
FROM: UPCA12
PAY/PERS & COST DATA
UPCA121I
FROM: UPCA12
MASTER ACCOUNT RECORD
UPCA12MI
FROM: UPCA12
COST REGISTERS & ERRORS
UPCA122I
JO/PO UPDATE, PAY/PERS SCREENING
UPCA15
JO/PO NUMBER MASTER
UPCA15MO
TO: UPCA25
COST DATA & TR REG
UPCA15RO
TO: UPCA20
TRANS REG, ERRORS ETC
UPCA1530
TO: UPCA17
PAY/PERS DATA
UPCA15QO
TO: UPAA02/UPAA52

1. VALIDATES TRANSACTIONS AGAINST THE MASTER ACCOUNT RECORD.
2. FORMAT WORKLOAD CARDS.
3. UPDATE THE JOB ORDER/PROJECT ORDER NUMBER MASTER FILE.
4. FLAG UNMATCHED PAYROLL AND PERSONNEL DOCUMENTS AND PASS TO PAYROLL AND PERSONNEL SUBSYSTEMS.
5. FLAG UNMATCHED COST DATA AND PASS TO COST SUBSYSTEM.

3.8 JOB ORDER/PROJECT ORDER NUMBER UPDATE, PAY/PERSONNEL SCREENING - UPCA15 Program Narrative

PROGRAM NAME: Job Order/Project Order Number Update, Pay/Personnel Screening

PROGRAM ID NUMBER: UPCA15

PURPOSE:

To validate Pay, Personnel and Cost transactions against the Master Account Record and to format Workload Cards for those organizations requiring them. To update the JO/PO Number Master File.

FUNCTIONS/FEATURES:

a. Validates transactions against the Master Account Record by activity organization, Subsidiary Cost Code and Performance Standard Number or any part thereof.

b. Flags unmatched transactions and passes them to the appropriate subsystem.

c. Formats Workload Cards.

d. Updates the Job Order/Project Order Number Master File.

DESCRIPTION:

a. Input Files:

(1) UPCA15MI: JO/PO Number Master.

(2) UPCA12MI: Master Account Record.

(3) UPCA121I: Pay/Pers and Cost Data.

(4) UPCA122I: Cost Registers and Errors.

b. Output Files:

(1) UPCA15MO: Updated JO/PO Number Master.

(2) UPCA15RO: Cost Data and Transaction Register.

(3) UPCA153O: Transaction Register, Errors, Etc.

(4) UPCA15QO: Pay and Personnel Transactions.

c. Processing Description - Input transactions are processed as follows:

(1) The Transaction Register, Errors detected in UPCA05, and Master Account Record errors detected in UPCA12 are copied from UPCA122I to UPCA153O.

(2) All transactions on UPCA121I are validated against the Master Account Record. Certain data, such as Pay Block, Serial Number and Activity Abbreviation are posted to appropriate transactions.

(3) Error conditions are flagged and all transactions are passed to the appropriate subsystem; Payroll, Cost or Personnel.

(4) The Job Order/Project Order Number Master is file maintained.

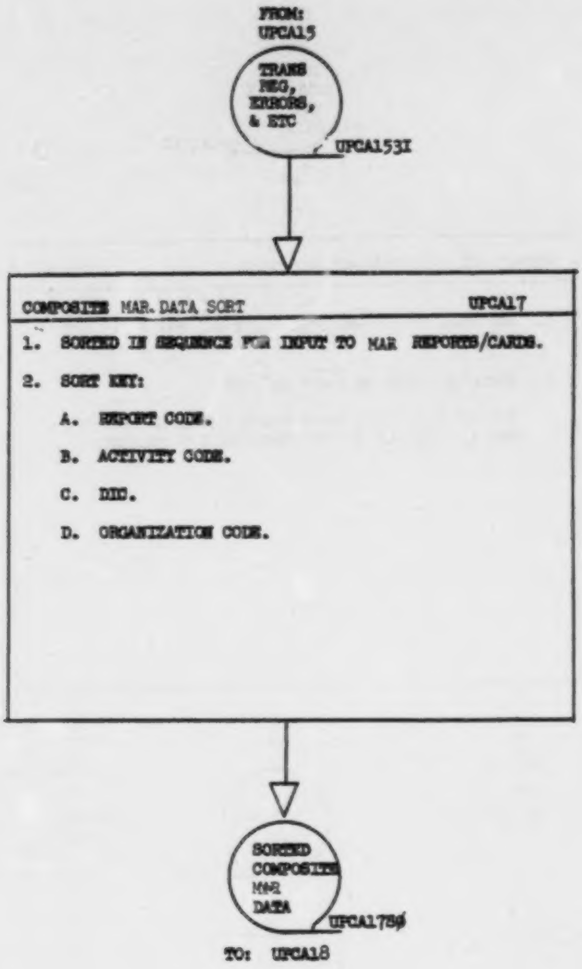
SPECIAL CONDITIONS:

a. If file UPW.UPCA153 is negative, programs UPCA17 and UPCA18 will be bypassed.

b. If file UPS.UPCA15Q does not contain any YJ__ DICs with Personnel Action Codes, programs UPAA52, UPAA54, UPAA56 and UPAA58 will be bypassed.

3.9 COMPOSITE MAR DATA SORT - UPCA17

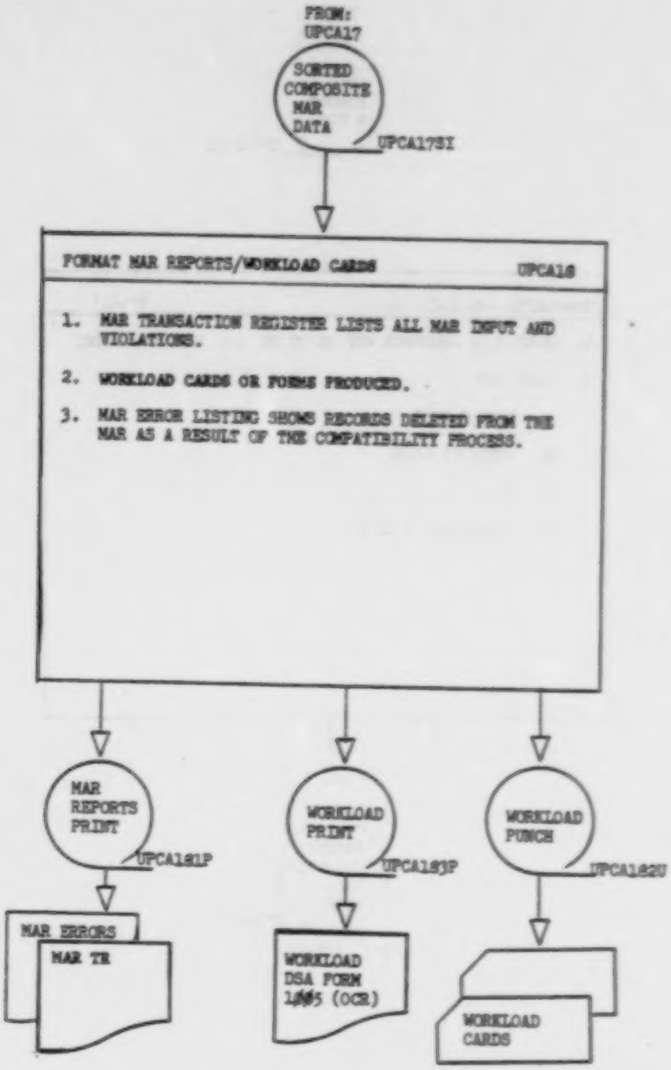
Program I/O Chart


FROM:
UPCA15
TRANS
REG,
ERRORS,
& ETC
UPCA153I
COMPOSITE MAR. DATA SORT
UPCA17
SORTED
COMPOSITE
MAR
DATA
UPCA1750
TO: UPCA18

1. SORTED IN SEQUENCE FOR INPUT TO MAR REPORTS/CARDS.
2. SORT KEY:
   - A. REPORT CODE.
   - B. ACTIVITY CODE.
   - C. DIC.
   - D. ORGANIZATION CODE.

3.10 FORMAT MAR REPORTS/WORKLOAD CARDS - UPCA18

Program I/O Chart


FROM:
UPCA17
SORTED COMPOSITE MAR DATA
UPCA17SI
FORMAT MAR REPORTS/WORKLOAD CARDS
UPCA18
MAR REPORTS PRINT
UPCA181P
WORKLOAD PRINT
UPCA183P
WORKLOAD PUNCH
UPCA182U
MAR ERRORS
MAR TR
WORKLOAD DSA FORM 1005 (OCR)
WORKLOAD CARDS

1. MAR TRANSACTION REGISTER LISTS ALL MAR INPUT AND VIOLATIONS.
2. WORKLOAD CARDS OR FORMS PRODUCED.
3. MAR ERROR LISTING SHOWS RECORDS DELETED FROM THE MAR AS A RESULT OF THE COMPATIBILITY PROCESS.

TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.10 FORMAT MAR REPORTS/WORKLOAD CARDS - UPCA18
Program Narrative

PROGRAM NAME: Format MAR Reports/Workload Cards

PROGRAM ID NUMBER: UPCA18

PURPOSE:

a. Provide a listing of all MAR transactions received by the system.

b. Provide a listing of each transaction not acceptable to the system due to failure to pass validation run.

c. Provide workload cards or forms with the capability to input workload accomplished by Subsidiary Cost Code.

FUNCTIONS/FEATURES:

a. Format three reports.

b. Provide workload cards or forms.

DESCRIPTION:

a. Input File:

UPCA17SI: Sorted Composite MAR Data.

b. Output Files:

(1) UPCA181P: MAR Reports Print.

(2) UPCA182U: Workload Punch.

(3) UPCA183P: Workload Print.

c. Processing Description - Input documents are processed as follows:

(1) All MAR transactions input to the system are formatted and a single space listing in DIC sequence within activity is printed. Transactions failing validation are included on this listing.

(2) Produce workload cards or forms initially at the time a standard number is established in a Master Account Record. Produce replenishment decks or forms as required.

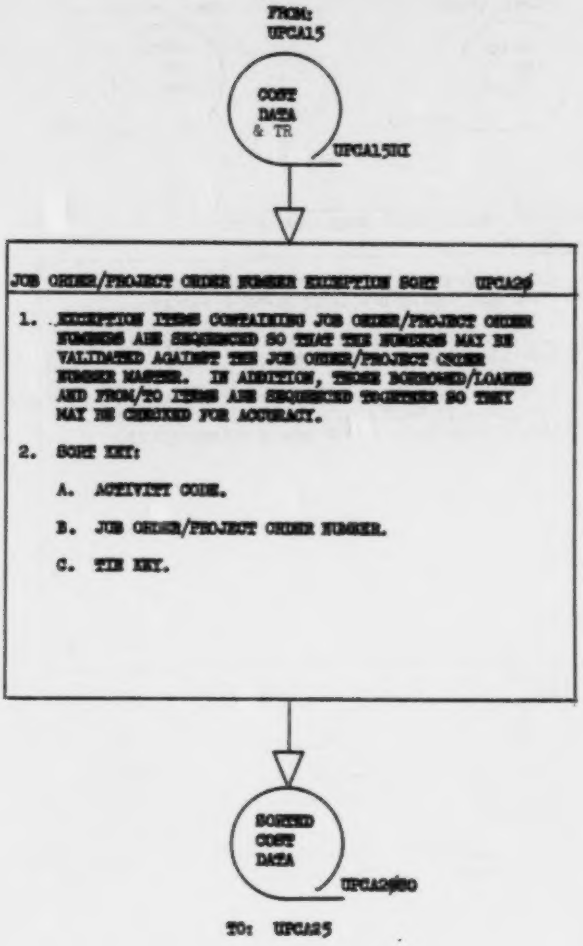
(3) Format MAR Errors Listing in activity, organization, Subsidiary Cost Code, Performance Standard Number sequence.

SPECIAL CONDITIONS:

Condition Code 3513 is passed when file UPCA183P has been opened.

3.11 JOB ORDER/PROJECT ORDER NUMBER EXCEPTION SORT - UPCA20

Program I/O Chart


FROM:
UPCA15
COST
DATA
& TR
UPCA15RI
JOB ORDER/PROJECT ORDER NUMBER EXCEPTION SORT UPCA20
SORTED
COST
DATA
UPCA20SO
TO: UPCA25

1. EXCEPTION ITEMS CONTAINING JOB ORDER/PROJECT ORDER NUMBERS ARE SEQUENCED SO THAT THE NUMBERS MAY BE VALIDATED AGAINST THE JOB ORDER/PROJECT ORDER NUMBER MASTER. IN ADDITION, THOSE BORROWED/LOANED AND FROM/TO ITEMS ARE SEQUENCED TOGETHER SO THEY MAY BE CHECKED FOR ACCURACY.

2. SORT KEY:

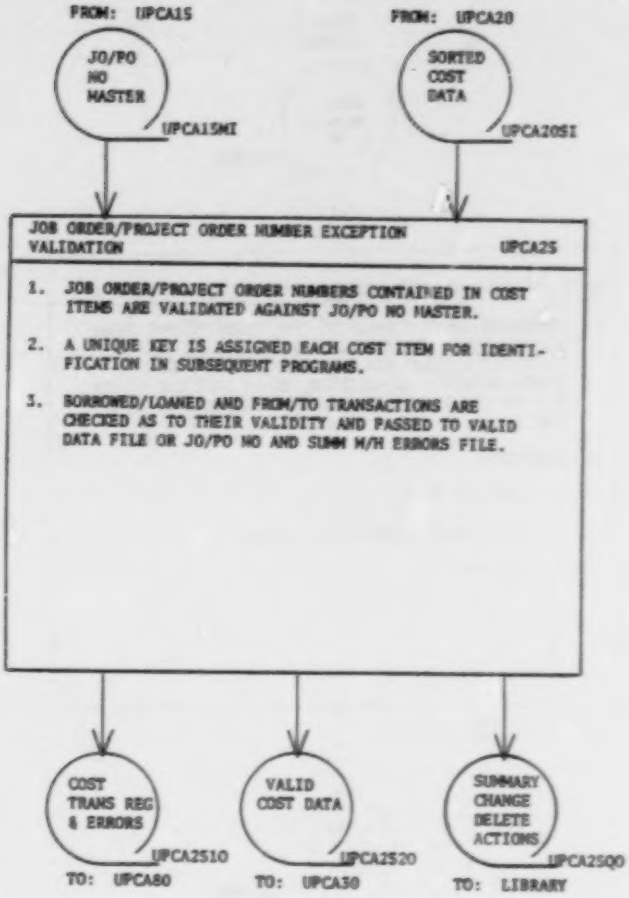
   A. ACTIVITY CODE.

   B. JOB ORDER/PROJECT ORDER NUMBER.

   C. TIE KEY.

3.12 JOB ORDER/PROJECT ORDER NUMBER EXCEPTION VALIDATION - UPCA25

Program I/O Chart


FROM: UPCA15
JO/PO NO MASTER
UPCA15MI
FROM: UPCA20
SORTED COST DATA
UPCA20SI
JOB ORDER/PROJECT ORDER NUMBER EXCEPTION VALIDATION
UPCA25
COST TRANS REG & ERRORS
UPCA2510
TO: UPCA80
VALID COST DATA
UPCA2520
TO: UPCA30
SUMMARY CHANGE DELETE ACTIONS
UPCA25Q0
TO: LIBRARY

1. JOB ORDER/PROJECT ORDER NUMBERS CONTAINED IN COST ITEMS ARE VALIDATED AGAINST JO/PO NO MASTER.
2. A UNIQUE KEY IS ASSIGNED EACH COST ITEM FOR IDENTIFICATION IN SUBSEQUENT PROGRAMS.
3. BORROWED/LOANED AND FROM/TO TRANSACTIONS ARE CHECKED AS TO THEIR VALIDITY AND PASSED TO VALID DATA FILE OR JO/PO NO AND SUMM M/H ERRORS FILE.

3.12 JOB ORDER/PROJECT ORDER NUMBER EXCEPTION VALIDATION - UPCA25 Program Narrative

PROGRAM NAME: Job Order/Project Order Number Exception Validation

PROGRAM ID NUMBER: UPCA25

PURPOSE:

Validate Job Order/Project Order Numbers, Borrowed/Loaned and From/To transactions and to identify in a unique manner all cost transactions passed to subsequent programs.

FUNCTIONS/FEATURES:

a. Validate Job Order/Project Order Numbers.

b. Check generated items to assure that the original and generated items are valid.

c. Apply a unique identification key to each cost item.

d. Convert hours - minutes fields of certain transactions to either whole minutes or hours and a fraction of an hour.

DESCRIPTION:

a. Input Files:

(1) UPCA15MI: Job Order/Project Order Number Master.

(2) UPCA20SI: Sorted Cost Data.

b. Output Files:

(1) UPCA2510: Job Order/Project Order Number and Summary Manhour Errors.

(2) UPCA2520: Valid Cost Data.

(3) UPCA25Q0: Summary Change Delete Actions.

c. Processing Description - Input documents are processed as follows:

(1) Each item is identified by the sort-key and in turn is assigned a symbol for identification. The Document Identifier Code and Routing Identifier Code is dropped.

(2) Borrowed/Loaned items, if both valid; are handled as in subparagraph c(1) above.

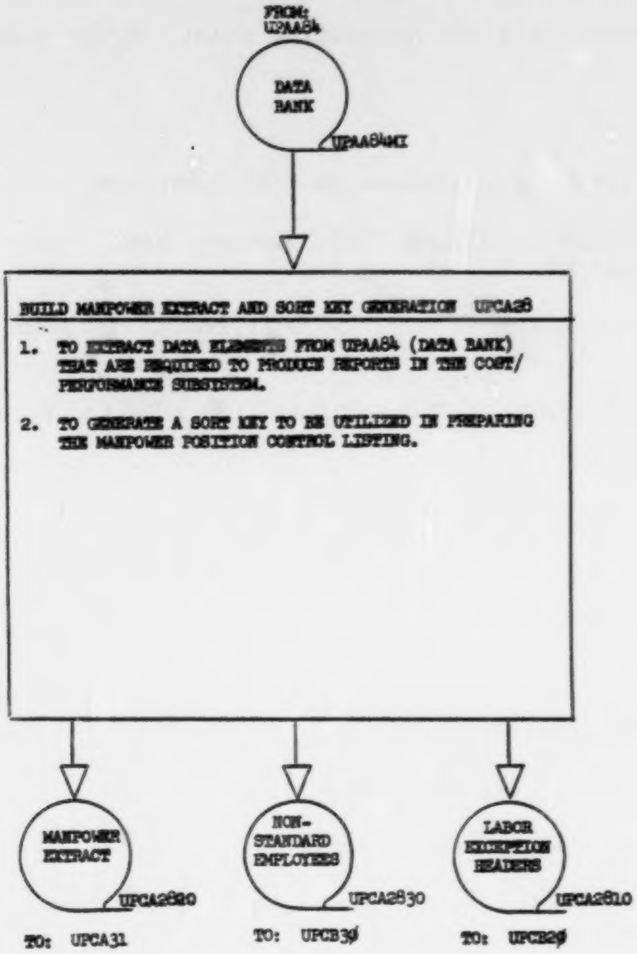
(3) From/To items, if both valid; one item is handled as in subparagraph c(1) above. The other item is delivered to UPCA25Q0, Summary Manhour Cost Corrections, for maintenance to the Master Account Record in the next cycle.

(4) Hours and Minutes reflected in the YHF Transaction, Labor Exceptions, are converted and shown as whole minutes, COMP-3; Hours and Minutes reflected in the YHG Transaction, Non-Expense Items, are shown as whole hours and a percentage of an hour. These transactions are passed to file UPCA2520.

SPECIAL CONDITIONS: None.

3.13 BUILD MANPOWER EXTRACT AND SORT KEY GENERATION - UPCA28

Program I/O Chart


FROM:
UPAA84
DATA
BANK
UPAA84MI
MANPOWER
EXTRACT
UPCA2820
TO: UPCA31
NON-
STANDARD
EMPLOYEES
UPCA2830
TO: UPCB30
LABOR
EXCEPTION
HEADERS
UPCA2810
TO: UPCB20

BUILD MANPOWER EXTRACT AND SORT KEY GENERATION UPCA28

1. TO EXTRACT DATA ELEMENTS FROM UPAA84 (DATA BANK) THAT ARE REQUIRED TO PRODUCE REPORTS IN THE COST/PERFORMANCE SUBSYSTEM.
2. TO GENERATE A SORT KEY TO BE UTILIZED IN PREPARING THE MANPOWER POSITION CONTROL LISTING.

3.13 BUILD MANPOWER EXTRACT AND SORT KEY GENERATION - UPCA28
Program Narrative

PROGRAM NAME: Build Manpower Extract and Sort Key Generation

PROGRAM ID NUMBER: UPCA28

PURPOSE:

To build a Manpower File for generating Detail History and preparing Cost Reports.

FUNCTIONS/FEATURES:

a. Eliminate personnel not required to Cost Subsystem.

b. Extract authorized positions and incumbent data required for preparing Manpower and Cost Reports.

c. Generate a sort key that will be utilized to prepare manpower position control listing.

d. Extract personnel with a Tour of Duty Code of V for preparing nonstandard employees.

DESCRIPTION:

a. Input File:

UPAA84MI: Data Bank.

b. Output Files:

(1) UPCA2820: Manpower Extract.

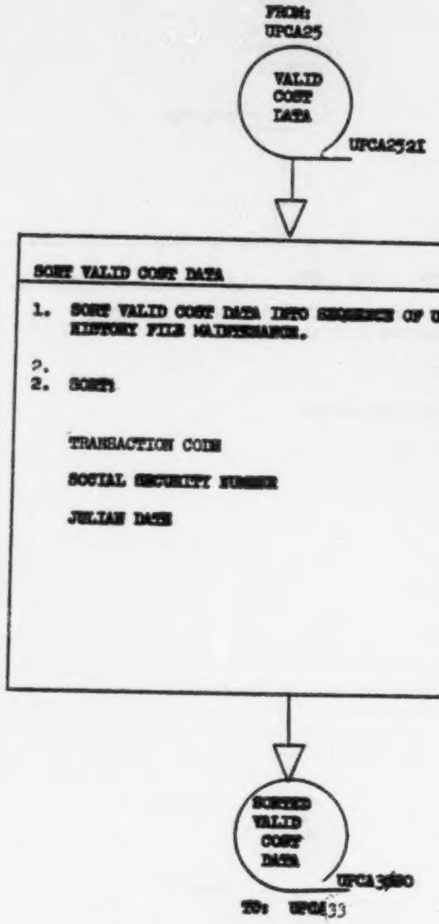
(2) UPCA2810: Labor Exception Headers.

(3) UPCA2830: Nonstandard Employees

c. Processing Description - Extract data elements pertaining to cost and manpower. To determine and assign a sort key of authorized positions, filled positions, terminations and assign a descending sort key on grade and rank.

SPECIAL CONDITIONS: None.

3.14 SORT VALID COST DATA - UPCA30
Program I/O Chart


FROM:
UPCA25
VALID
COST
DATA
UPCA2521
SORT VALID COST DATA
UPCA30
SORTED
VALID
COST
DATA
UPCA3080
TO: UPCA33

1. SORT VALID COST DATA INTO SEQUENCE OF UPCA35 DETAIL HISTORY FILE MAINTENANCE.

2. SORT:

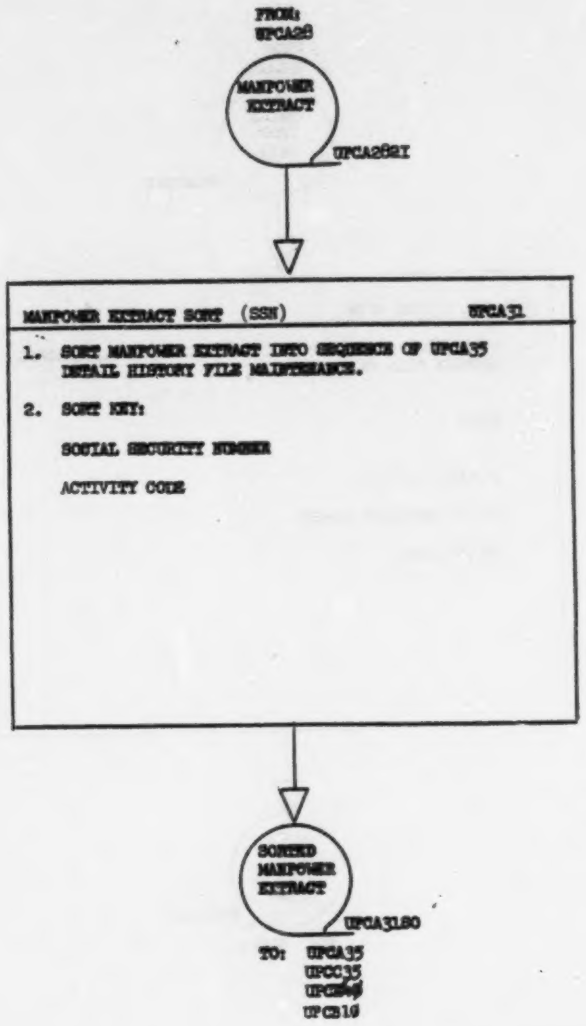
TRANSACTION CODE

SOCIAL SECURITY NUMBER

JULIAN DATE

3.15 MANPOWER EXTRACT SORT (SSN) - UPCA31

Program I/O Chart


FROM:
UPCA28
MANPOWER
EXTRACT
UPCA282I
MANPOWER EXTRACT SORT (SSN)
UPCA31
SORTED
MANPOWER
EXTRACT
UPCA3180
TO: UPCA35
UPCC35
[illegible]
UPCB10

1. SORT MANPOWER EXTRACT INTO SEQUENCE OF UPCA35 DETAIL HISTORY FILE MAINTENANCE.

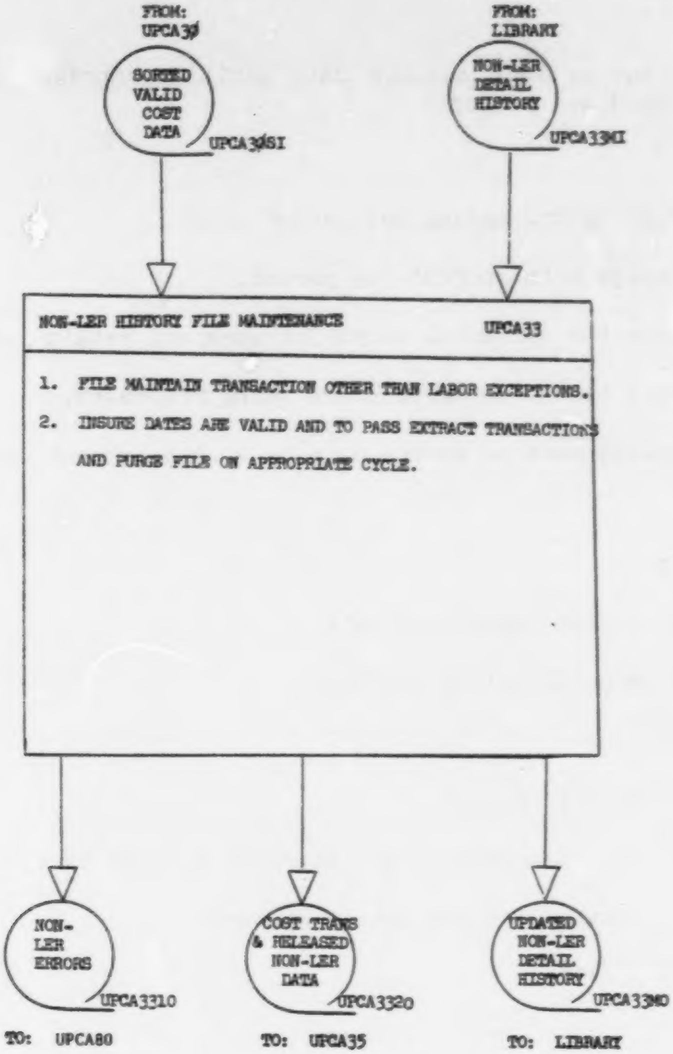
2. SORT KEY:

   SOCIAL SECURITY NUMBER

   ACTIVITY CODE

3.16 NON-LER HISTORY FILE MAINTENANCE - UPCA33

Program I/O Chart


FROM: UPCA30
SORTED VALID COST DATA
UPCA30SI
FROM: LIBRARY
NON-LER DETAIL HISTORY
UPCA33MI
NON-LER HISTORY FILE MAINTENANCE
UPCA33
NON-LER ERRORS
UPCA3310
TO: UPCA80
COST TRANS & RELEASED NON-LER DATA
UPCA3320
TO: UPCA35
UPDATED NON-LER DETAIL HISTORY
UPCA33MO
TO: LIBRARY

1. FILE MAINTAIN TRANSACTION OTHER THAN LABOR EXCEPTIONS.
2. INSURE DATES ARE VALID AND TO PASS EXTRACT TRANSACTIONS AND PURGE FILE ON APPROPRIATE CYCLE.

3.16 NON-LER HISTORY FILE MAINTENANCE - UPCA33
Program Narrative

PROGRAM NAME: Non-LER History File Maintenance

PROGRAM ID NUMBER: UPCA33

PURPOSE:

Validate dates and collect non-LER data until appropriate schedule at which time data is released and purged.

FUNCTIONS/FEATURES:

a. Compute beginning and ending pay period dates.

b. Compute holidays with current pay period.

c. Compute production and total hours for week and retain for one month.

d. Ensure correct type of schedules are being requested.

e. Validate non-LER data to ensure date is within correct range.

DESCRIPTION:

a. Input Files:

(1) UPCA30SI: Sorted Valid Cost Data.

(2) UPCA33MI: Non-LER Detail History.

b. Output Files:

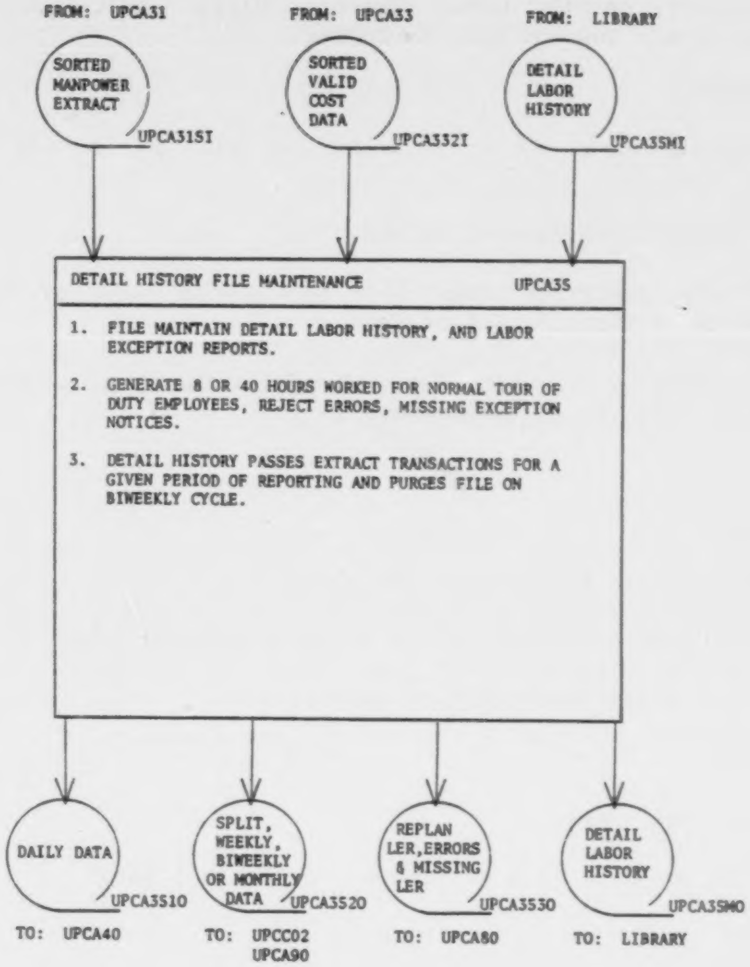
(1) UPCA3310: Non-LER Errors.

(2) UPCA3320: Cost Transaction and Released Non-LER Data.

(3) UPCA33MO: Updated Non-LER Detail History.

SPECIAL CONDITIONS: None.

3.17 DETAIL HISTORY FILE MAINTENANCE - UPCA35
Program I/O Chart


FROM: UPCA31
SORTED MANPOWER EXTRACT
UPCA31SI
FROM: UPCA33
SORTED VALID COST DATA
UPCA332I
FROM: LIBRARY
DETAIL LABOR HISTORY
UPCA35MI
DETAIL HISTORY FILE MAINTENANCE
UPCA35
DAILY DATA
UPCA3510
TO: UPCA40
SPLIT, WEEKLY, BIWEEKLY OR MONTHLY DATA
UPCA3520
TO: UPCC02 UPCA90
REPLAN LER, ERRORS & MISSING LER
UPCA3530
TO: UPCA80
DETAIL LABOR HISTORY
UPCA35MO
TO: LIBRARY

1. FILE MAINTAIN DETAIL LABOR HISTORY, AND LABOR EXCEPTION REPORTS.
2. GENERATE 8 OR 40 HOURS WORKED FOR NORMAL TOUR OF DUTY EMPLOYEES, REJECT ERRORS, MISSING EXCEPTION NOTICES.
3. DETAIL HISTORY PASSES EXTRACT TRANSACTIONS FOR A GIVEN PERIOD OF REPORTING AND PURGES FILE ON BIWEEKLY CYCLE.

3.17 DETAIL HISTORY FILE MAINTENANCE - UPCA35
Program Narrative

PROGRAM NAME: Detailed History File Maintenance

PROGRAM ID NUMBER: UPCA35

PURPOSE:

To file maintain Detail Labor History File, update daily, generate transactions for normal tour of duty employees.

FUNCTIONS/FEATURES:

a. Generate 8-hour work day or 40 hours per week for normal tour of duty employees.

b. Replenish Daily Labor Exception Card.

c. To output error messages when other than normal tour of duty employees fail to submit a Daily Labor Exception Card.

d. Maintain a Suspense File for Labor Exceptions until a biweekly cycle is processed at which time the exceptions are purged.

DESCRIPTION:

a. Input Files:

(1) UPCA31SI: Sorted Manpower Extract File.

(2) UPCA332I: Cost Transactions and Released Non-LER Data.

(3) UPCA35MI: Detail Labor History Master.

b. Output Files:

(1) UPCA3510: Daily Data.

(2) UPCA3520: Weekly, Split or Biweekly or Monthly Data.

(3) UPCA3530: Replenish Labor Exception Reports, Errors and Missing Labor Exception Reports.

(4) UPCA35MO: Detailed Labor History Master.

c. Processing Description:

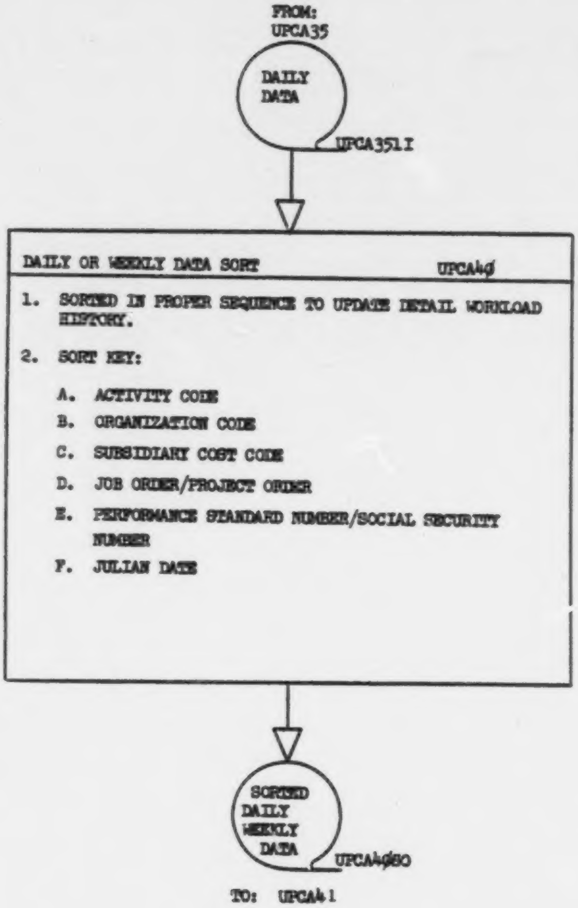
(1) The Manpower Extract File is used to extract tour of duty, status, assigned organization, detail data employee name, type of employee and base hourly rate of employees. To be used in the output data to be passed at all levels of processing.

(2) The Cost Transactions and Released Non-LER Data contains labor exceptions, manhour cost correction, non-expense personnel, summary manhour cost corrections, holidays in the year, workload data, request transaction, rerun request, report/frequency selectors, job order file maintenance and Master Account Record inquiry request. This data is for current days business or to correct previous days transactions.

(3) The Detail Labor History Master contains Labor Exceptions which are retained on Master File until requested to purge by means of a request transaction.

SPECIAL CONDITIONS: None.

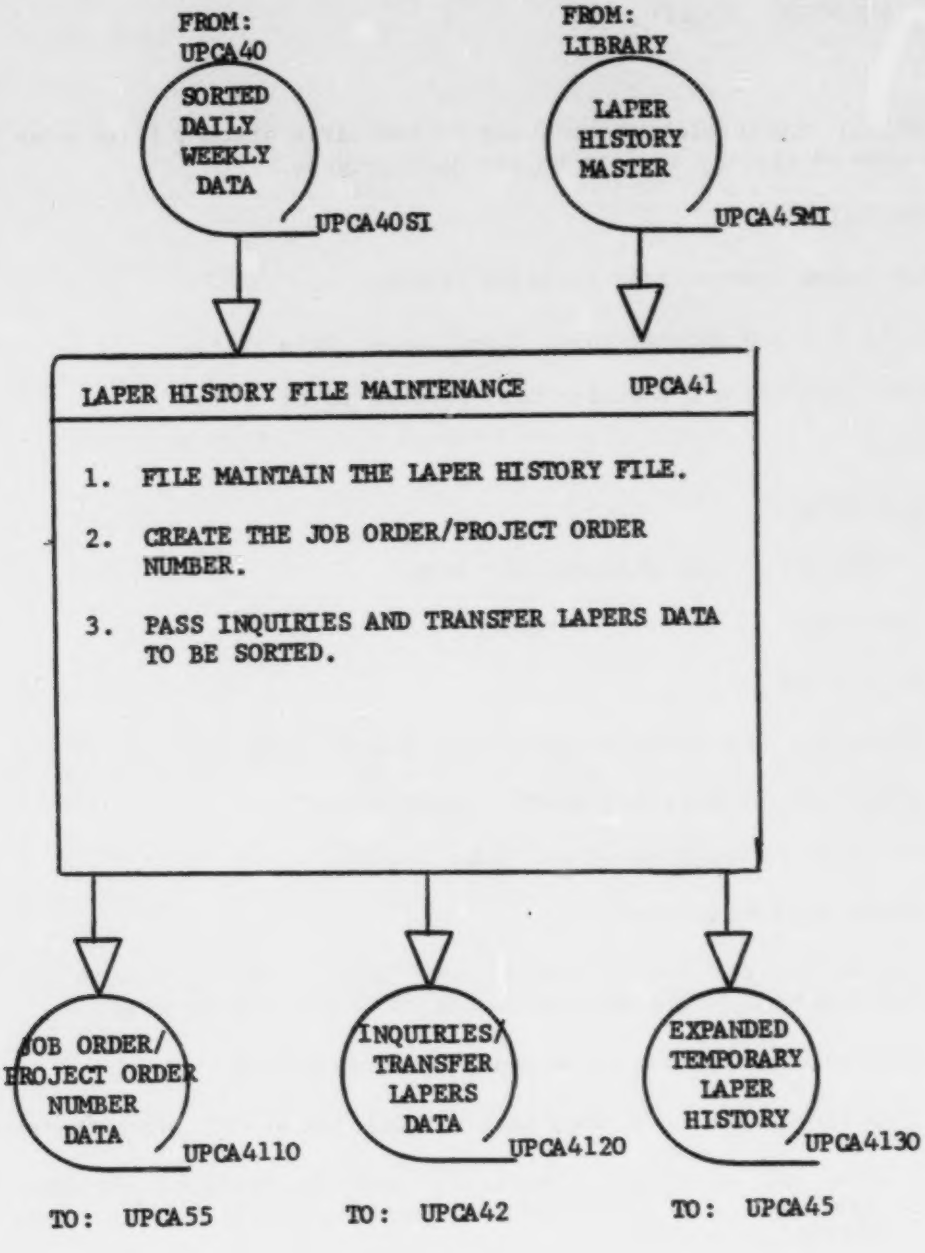
3.18 DAILY OR WEEKLY DATA SORT - UPCA40
Program I/O Chart


FROM:
UPCA35
DAILY
DATA
UPCA351I
DAILY OR WEEKLY DATA SORT
UPCA40
SORTED
DAILY
WEEKLY
DATA
UPCA4080
TO: UPCA41

1. SORTED IN PROPER SEQUENCE TO UPDATE DETAIL WORKLOAD HISTORY.
2. SORT KEY:
   - A. ACTIVITY CODE
   - B. ORGANIZATION CODE
   - C. SUBSIDIARY COST CODE
   - D. JOB ORDER/PROJECT ORDER
   - E. PERFORMANCE STANDARD NUMBER/SOCIAL SECURITY NUMBER
   - F. JULIAN DATE

3.19 LAPER HISTORY FILE MAINTENANCE - UPCA41

Program I/O Chart


FROM:
UPCA40
SORTED DAILY WEEKLY DATA
UPCA40SI
FROM:
LIBRARY
LAPER HISTORY MASTER
UPCA45MI
LAPER HISTORY FILE MAINTENANCE
UPCA41
JOB ORDER/ PROJECT ORDER NUMBER DATA
UPCA4110
TO: UPCA55
INQUIRIES/ TRANSFER LAPERS DATA
UPCA4120
TO: UPCA42
EXPANDED TEMPORARY LAPER HISTORY
UPCA4130
TO: UPCA45

1. FILE MAINTAIN THE LAPER HISTORY FILE.
2. CREATE THE JOB ORDER/PROJECT ORDER NUMBER.
3. PASS INQUIRIES AND TRANSFER LAPERS DATA TO BE SORTED.

3.19 LAPER HISTORY FILE MAINTENANCE - UPCA41
Program Narrative

PROGRAM NAME: LAPER History File Maintenance

PROGRAM ID NUMBER: UPCA41

PURPOSE:

To post all applicable transactions to the LAPER History File, pass inquiries and transferred history data on to the next program.

FUNCTIONS/FEATURES:

a. Post input transactions to LAPER History.

b. Create the Job Order/Project Order Number Data File.

c. Pass inquiries and transfer history data to be sorted.

DESCRIPTION:

a. Input Files:

(1) UPCA40SI: Sorted Daily/Weekly Data.

(2) UPCA45MI: LAPER History Master.

b. Output Files:

(1) UPCA4110: Job Order/Project Order Number Data.

(2) UPCA4120: Inquiries/Transfer LAPERS Data.

(3) UPCA4130: Expand Temporary LAPER History.

c. Processing Description:

(1) Create the Job Order/Project Order Number Data File with all transactions, from UPCA40SI, which are applicable to the job order area.

(2) Pass inquiries on to be posted in program UPCA45.

(3) Transfer all LAPER History that matches YHK or YHT input transaction.

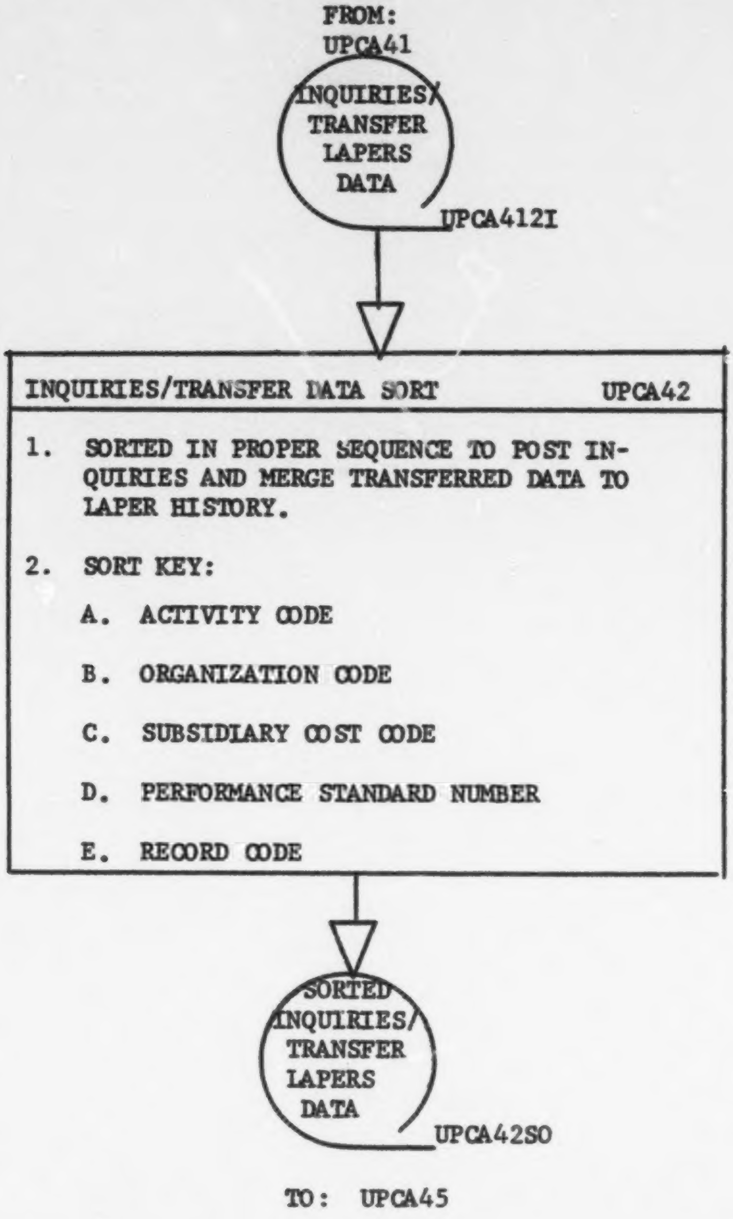
(4) Process all applicable hours and workload transactions from UPCA40SI posting to the applicable week-to-date, month-to-date, or fiscal year-to-date fields of UPCA45MI data fields.

(5) Any transaction not matching a History Record will create a new LAPER History Record.

SPECIAL CONDITIONS:

All records on (UPCA4120) file with the value of 1 in the Record Code field are inquiries being passed to subsequent program for processing.

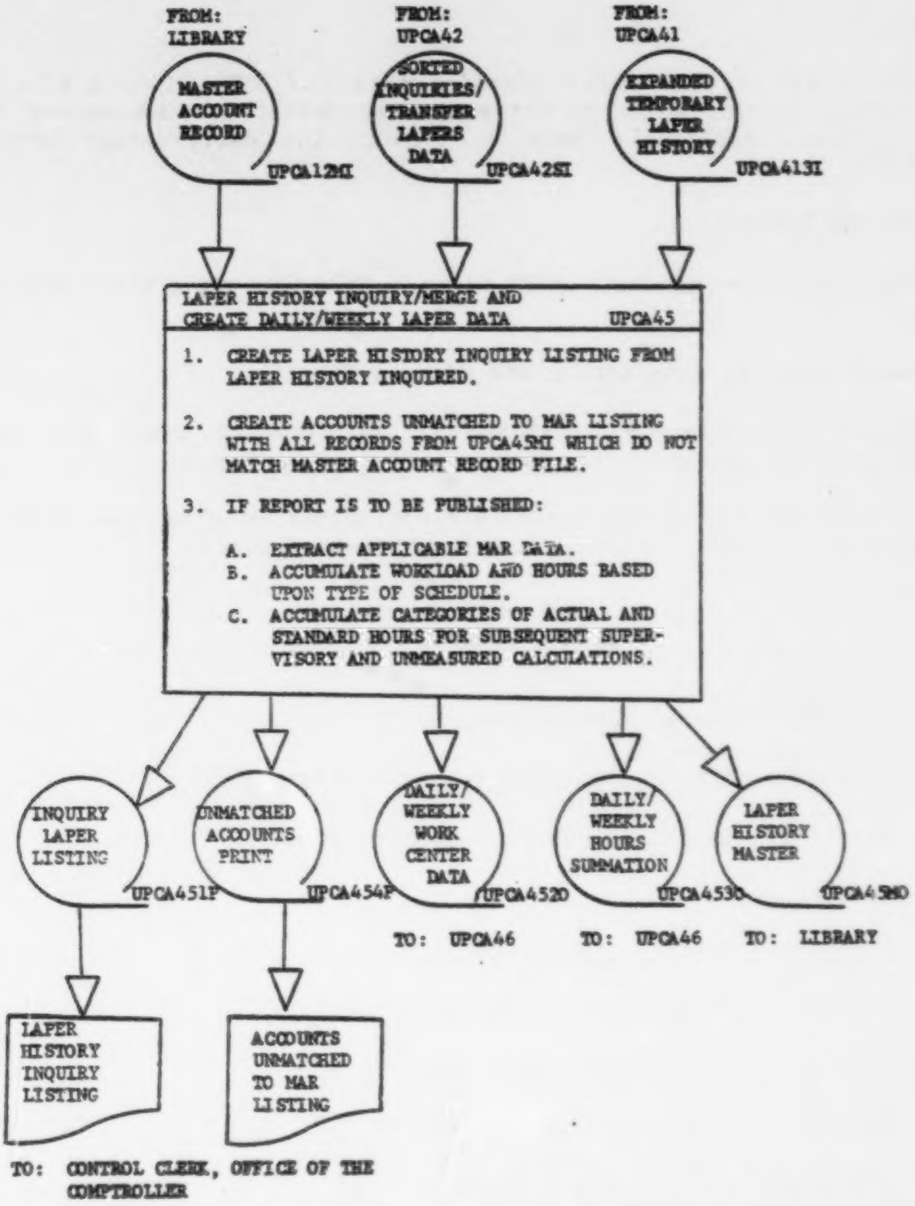
3.20 INQUIRIES/TRANSFER DATA SORT - UPCA42
Program I/O Chart


FROM:
UPCA41
INQUIRIES/
TRANSFER
LAPERS
DATA
UPCA412I
INQUIRIES/TRANSFER DATA SORT
UPCA42
SORTED
INQUIRIES/
TRANSFER
LAPERS
DATA
UPCA42SO
TO: UPCA45

1. SORTED IN PROPER SEQUENCE TO POST INQUIRIES AND MERGE TRANSFERRED DATA TO LAPER HISTORY.
2. SORT KEY:
   A. ACTIVITY CODE
   B. ORGANIZATION CODE
   C. SUBSIDIARY COST CODE
   D. PERFORMANCE STANDARD NUMBER
   E. RECORD CODE

3.21 LAPER HISTORY INQUIRY/MERGE AND CREATE DAILY/WEEKLY LAPER DATA - UPCA45

Program I/O Chart


FROM: LIBRARY
MASTER ACCOUNT RECORD
UPCA12MI
FROM: UPCA42
SORTED INQUIRIES/ TRANSFER LAPERS DATA
UPCA42SI
FROM: UPCA41
EXPANDED TEMPORARY LAPER HISTORY
UPCA413I
LAPER HISTORY INQUIRY/MERGE AND CREATE DAILY/WEEKLY LAPER DATA
UPCA45
INQUIRY LAPER LISTING
UPCA451P
UNMATCHED ACCOUNTS PRINT
UPCA454P
DAILY/ WEEKLY WORK CENTER DATA
UPCA452O
TO: UPCA46
DAILY/ WEEKLY HOURS SUMMATION
UPCA453O
TO: UPCA46
LAPER HISTORY MASTER
UPCA45MO
TO: LIBRARY
LAPER HISTORY INQUIRY LISTING
ACCOUNTS UNMATCHED TO MAR LISTING
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

1. CREATE LAPER HISTORY INQUIRY LISTING FROM LAPER HISTORY INQUIRED.
2. CREATE ACCOUNTS UNMATCHED TO MAR LISTING WITH ALL RECORDS FROM UPCA45MI WHICH DO NOT MATCH MASTER ACCOUNT RECORD FILE.
3. IF REPORT IS TO BE PUBLISHED:
   - A. EXTRACT APPLICABLE MAR DATA.
   - B. ACCUMULATE WORKLOAD AND HOURS BASED UPON TYPE OF SCHEDULE.
   - C. ACCUMULATE CATEGORIES OF ACTUAL AND STANDARD HOURS FOR SUBSEQUENT SUPERVISORY AND UNMEASURED CALCULATIONS.

3.21 LAPER HISTORY INQUIRY/MERGE AND CREATE DAILY/WEEKLY LAPER DATA - UPCA45 Program Narrative

PROGRAM NAME: LAPER History Inquiry/Merge and Create Daily/Weekly LAPER Data

PROGRAM ID NUMBER: UPCA45

PURPOSE:

To post inquiries and merge transfer data to LAPER History File, purge all LAPER History Records which do not match the Master Account Record (MAR) File, and to extract applicable data to produce the Daily/Weekly LAPER Listings (Part-A and Part-E).

FUNCTIONS/FEATURES:

a. Post inquiries against LAPER History File, creating LAPER History Inquiry Listing.

b. Merge transfer data into LAPER History File.

c. Format the Accounts Unmatched to MAR Listing with all records from UPCA45MI which do not match the Master Account Record File.

d. Extract MAR titles and accumulate applicable workload and hours to enable production of the Labor Production Effectiveness Reports.

DESCRIPTION:

a. Input Files:

(1) UPCA12MI: Master Account Record.

(2) UPCA42SI: Sorted Inquiries/Transfer LAPERS Data.

(3) UPCA413I: Expanded Temporary LAPER History.

b. Output Files:

(1) UPCA451P: Inquiry LAPER Print.

(2) UPCA452O: Daily/Weekly Work Center Data.

(3) UPCA453O: Daily/Weekly Hours Summation.

(4) UPCA454P: Unmatched Accounts Print.

(5) UPCA45MO: LAPER History Master.

c. Processing Description:

(1) Create LAPER History Listing when any inquiry transaction matches LAPER History Records.

(2) Add transferred LAPERS data to current existing LAPER History Records or merge transferred LAPERS data into LAPER History File (UPCA45MI).

(3) Purge all LAPER History Records not matching the MAR File and format the Accounts Unmatched to MAR Listing with the purged data.

(4) If a report is to be published:

(a) Extract applicable data from the MAR.

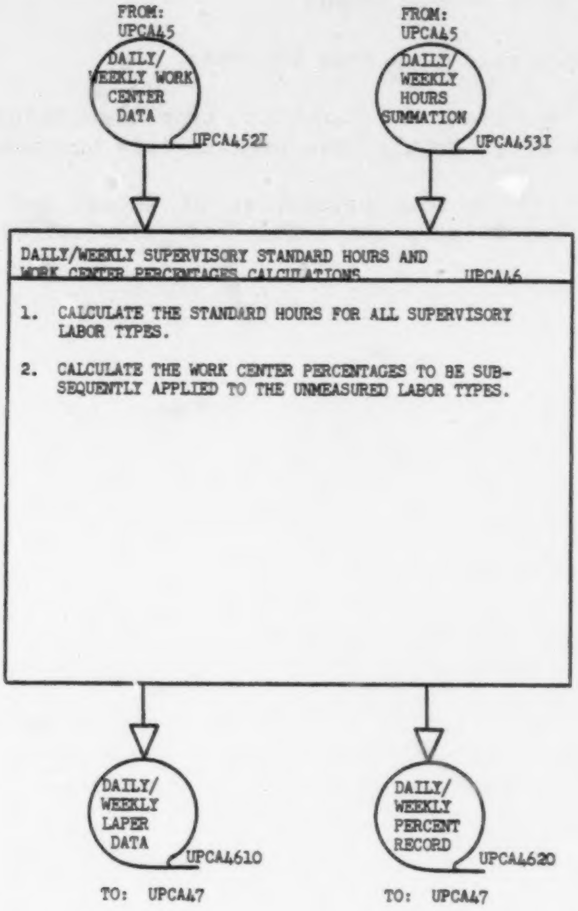
(b) Accumulate workload and hours for type of schedule, (i.e., if Daily, only that days business; if Weekly, the week-to-date business).

(c) Accumulate the various categories of Actual and Calculated Standard Hours for subsequent supervisory and unmeasured calculations.

SPECIAL CONDITIONS: None.

3.22 DAILY/WEEKLY SUPERVISORY STANDARD HOURS AND WORK CENTER PERCENTAGES CALCULATIONS - UPCA46

Program I/O Chart


FROM: UPCA45
DAILY/ WEEKLY WORK CENTER DATA
UPCA452I
FROM: UPCA45
DAILY/ WEEKLY HOURS SUMMATION
UPCA453I
DAILY/WEEKLY SUPERVISORY STANDARD HOURS AND WORK CENTER PERCENTAGES CALCULATIONS
UPCA46
1. CALCULATE THE STANDARD HOURS FOR ALL SUPERVISORY LABOR TYPES.
2. CALCULATE THE WORK CENTER PERCENTAGES TO BE SUBSEQUENTLY APPLIED TO THE UNMEASURED LABOR TYPES.
DAILY/ WEEKLY LAPER DATA
UPCA4610
TO: UPCA47
DAILY/ WEEKLY PERCENT RECORD
UPCA4620
TO: UPCA47

3.22 DAILY/WEEKLY SUPERVISORY STANDARD HOURS AND WORK CENTER PERCENTAGES CALCULATIONS - UPCA46

Program Narrative

PROGRAM NAME: Daily/Weekly Supervisory Hours and Work Center Percentages Calculations

PROGRAM ID NUMBER: UPCA46

PURPOSE:

To calculate the standard hours for supervisors (Labor Type 5) and to calculate the work center percentages to be subsequently applied to the unmeasured (Labor Type 4) employees.

FUNCTION/FEATURES:

a. Calculate supervisory standard hours.

b. Calculate work center percentages.

DESCRIPTION:

a. Input Files:

(1) UPCA452I: Daily/Weekly Work Center Data.

(2) UPCA543I: Daily/Weekly Hours Summation.

b. Output Files:

(1) UPCA4610: Daily/Weekly LPE Data.

(2) UPCA4620: Daily/Weekly Percent Record.

c. Processing Description:

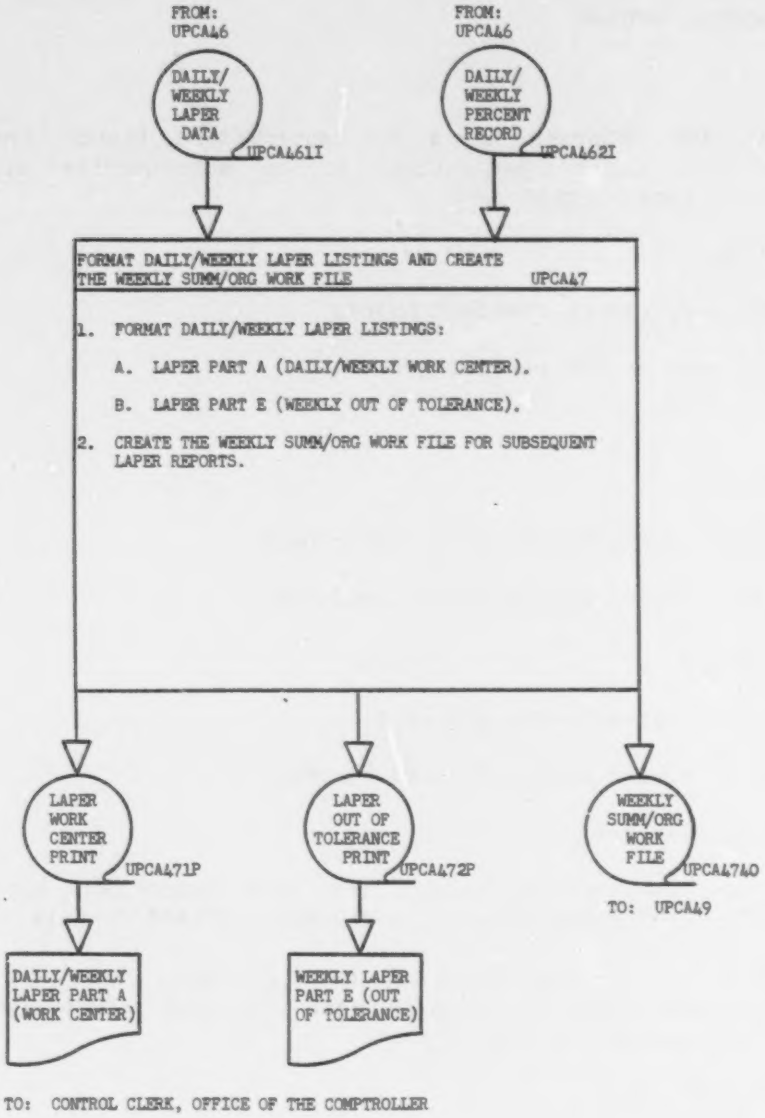
(1) Calculate the standard hours for each supervisor and post to the applicable fields of the Daily/Weekly LAPER Data (UPCA4610) File.

(2) Calculate a daily/weekly, this-month-to-date, and previous-month-to-date work center percentage of effectiveness (for each unique work center), to be applied to the unmeasured labor types.

SPECIAL CONDITIONS: None.

3.23 FORMAT DAILY/WEEKLY LAPER LISTINGS AND CREATE THE WEEKLY SUMMARY/ORGANIZATION WORK FILE - UPCA47

Program I/O Chart


FROM:
UPCA46
DAILY/
WEEKLY
LAPER
DATA
UPCA461I
FROM:
UPCA46
DAILY/
WEEKLY
PERCENT
RECORD
UPCA462I
FORMAT DAILY/WEEKLY LAPER LISTINGS AND CREATE
THE WEEKLY SUMM/ORG WORK FILE
UPCA47
1. FORMAT DAILY/WEEKLY LAPER LISTINGS:
A. LAPER PART A (DAILY/WEEKLY WORK CENTER).
B. LAPER PART E (WEEKLY OUT OF TOLERANCE).
2. CREATE THE WEEKLY SUMM/ORG WORK FILE FOR SUBSEQUENT
LAPER REPORTS.
LAPER
WORK
CENTER
PRINT
UPCA471P
LAPER
OUT OF
TOLERANCE
PRINT
UPCA472P
WEEKLY
SUMM/ORG
WORK
FILE
UPCA4740
TO: UPCA49
DAILY/WEEKLY
LAPER PART A
(WORK CENTER)
WEEKLY LAPER
PART E (OUT
OF TOLERANCE)
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.23 FORMAT DAILY/WEEKLY LAPER LISTINGS AND CREATE THE WEEKLY SUMMARY/ ORGANIZATION WORK FILE - UPCA47

Program Narrative

PROGRAM NAME: Format Daily/Weekly LAPER Listings and Create the Weekly Summary/ Organization Work File

PROGRAM ID NUMBER: UPCA47

PURPOSE:

To produce the LAPER Listings (Daily/Weekly Work Center (Part A) and the Weekly Out of Tolerance (Part E)), and to create the weekly Summary/Organization Work File which will be utilized for subsequent LAPER Reports.

FUNCTION/FEATURES:

a. Format reports.

b. Create the Weekly Summary/Organization Work File.

DESCRIPTION:

a. Input Files:

(1) UPCA461I: Daily/Weekly LAPER Data.

(2) UPCA462I: Daily/Weekly Percent Record.

b. Output Files:

(1) UPCA471P: LAPER Work Center Print.

(2) UPCA472P: LAPER Out of Tolerance Print.

(3) UPCA4740: Weekly Summary/Organization Work File.

c. Processing Description:

(1) Accumulate actual hours by categories of direct, indirect and supervisory.

(2) Accumulate standard hours (by categories of direct, indirect and supervisory), for all labor types, utilize percentage (not to exceed 100.0%) from file UPCA462I to calculate the unmeasured (Labor Type 4) standard hours.

(3) Accumulate MIS type workload and indicate MIS workload at the detail level.

(4) Calculate a percentage of effectiveness at both the detail level (using reported actual and calculated standard hours) and summary levels (using accumulative actual and accumulative calculated standard hours).

(5) Calculates balance-on-hand hours, as applicable, at the detail level.

(6) Calculate a Performance Standard at the 9998 or 9999 Performance Standard Number Level.

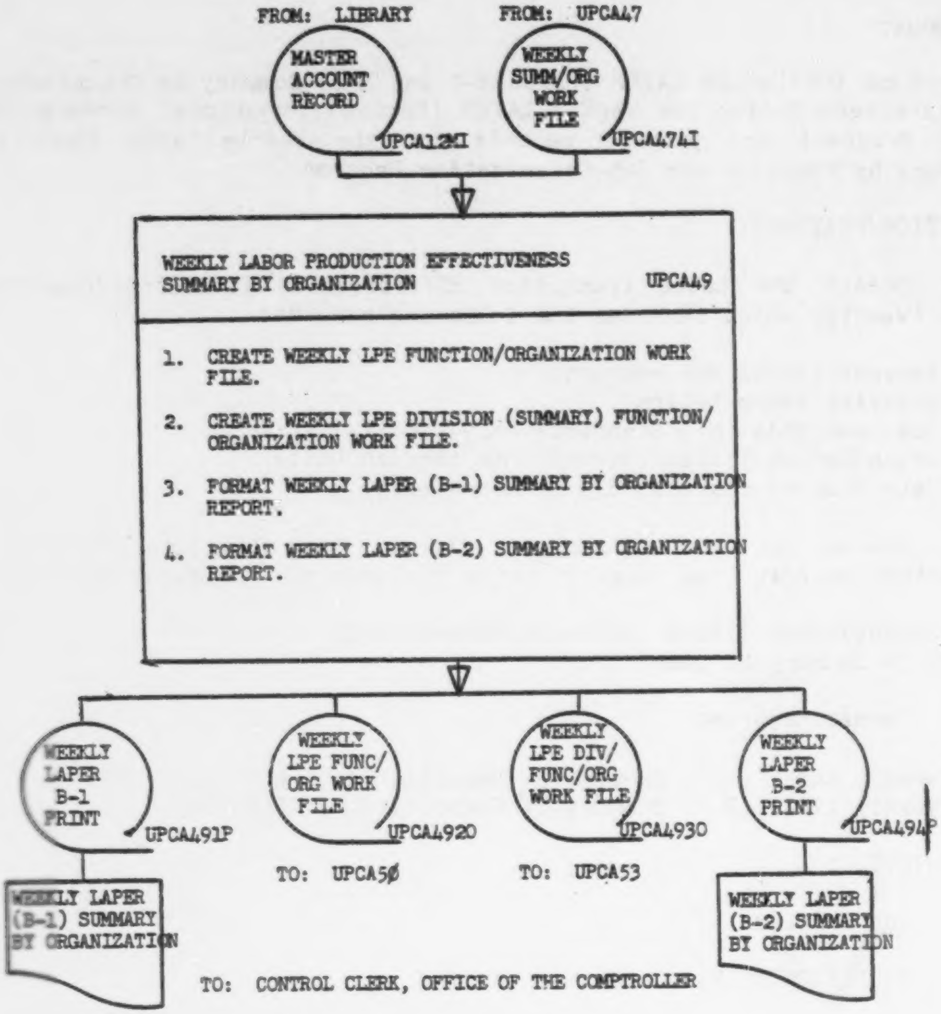
(7) Calculate appropriate equivalent actual, standard, and on-hand personnel.

(8) Create the Weekly Summary/Organization Work File utilizing the reported actual hours, calculated balance-on-hand hours, accumulative MIS workload reported, and calculated standard hours whithin each unique Subsidiary Cost Code to be utilized for all subsequent Weekly LAPER Reports.

SPECIAL CONDITIONS: None.

3.24 WEEKLY LABOR PRODUCTION EFFECTIVENESS SUMMARY BY ORGANIZATION - UPCA49

Program I/O Chart


FROM: LIBRARY
MASTER ACCOUNT RECORD
UPCA12MI
FROM: UPCA47
WEEKLY SUMM/ORG WORK FILE
UPCA474I
WEEKLY LABOR PRODUCTION EFFECTIVENESS SUMMARY BY ORGANIZATION
UPCA49
1. CREATE WEEKLY LPE FUNCTION/ORGANIZATION WORK FILE.
2. CREATE WEEKLY LPE DIVISION (SUMMARY) FUNCTION/ ORGANIZATION WORK FILE.
3. FORMAT WEEKLY LAPER (B-1) SUMMARY BY ORGANIZATION REPORT.
4. FORMAT WEEKLY LAPER (B-2) SUMMARY BY ORGANIZATION REPORT.
WEEKLY LAPER B-1 PRINT
UPCA491P
WEEKLY LPE FUNC/ ORG WORK FILE
UPCA4920
TO: UPCA50
WEEKLY LPE DIV/ FUNC/ORG WORK FILE
UPCA4930
TO: UPCA53
WEEKLY LAPER B-2 PRINT
UPCA494P
WEEKLY LAPER (B-1) SUMMARY BY ORGANIZATION
WEEKLY LAPER (B-2) SUMMARY BY ORGANIZATION
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.24 WEEKLY LABOR PRODUCTION EFFECTIVENESS SUMMARY BY ORGANIZATION - UPCA49
Program Narrative

PROGRAM NAME: Weekly Labor Production Effectiveness Summary by Organization

PROGRAM ID NUMBER: UPCA49

PURPOSE:

Produce the Weekly LAPER (Parts B-1 and B-2) Summary by Organization Reports; prepare records for the Weekly LAPER (Part C) Functional Summary by Organization Program; and prepare records for the Weekly LAPER (Part D) Division Summary by Function and Sub-Organization Program.

FUNCTION/FEATURES:

a. Create the Labor Production Effectiveness Functional/Organization Work File (Weekly) which includes the following records:

Request (Dates and Factors)
Activity Abbreviation
DLA Cost Code (613 Standards only) Shells
Organization Titles (Directorate through Unit)
Data Summary (Totals, 613 Standard only)

b. Create the Labor Production Effectiveness Division (Summary) Function/Organization Work File (Weekly) which includes the following records:

Organization Titles (Division through Unit)
Data Summary (Totals)

c. Format Reports:

Weekly LAPER (B-1) Summary by Organization, UPCA490A
Weekly LAPER (B-2) Summary by Organization, UPCA490B

DESCRIPTION:

a. Input Files:

(1) UPCA12MI: Master Account Record.

(2) UPCA474I: Weekly LPE Summary/Organization Work File.

b. Output Files:

(1) UPCA491P: Weekly LAPER (B-1) Summary by Organization Report.

(2) UPCA492O: Weekly LPE Function/Organization Work File.

(3) UPCA4930: Weekly LPE Division Function/Organization Work File.

(4) UPCA494P: Weekly LAPER (B-2) Summary by Organization Report.

c. Processing Description:

(1) All data except "Percent Effectiveness Month-To-Date" is accumulated from the Weekly Work Center Report (UPCA474I) output which is input to this program.

(2) Percent Effectiveness is calculated by dividing the Actual Hours into the Total (Engineered, Statistical and Unmeasured) Standard Hours.

(3) All Totals reflected are on a Month-To-Date basis.

(4) Personnel Equivalents are calculated by dividing the "Month-To-Date" Productive Hours Factor into the Appropriate Hours (Actual, Standard ((Total)), Leave).

(5) Roll-up totals shown at each level (section through directorate) reflect the Actual Data, which may or may not equal the sum of the "Printed" Detail on the output. This condition may occur due to the option of each individual organizations ability (by use of Reports Frequency Selector) to have its totals displayed or not.

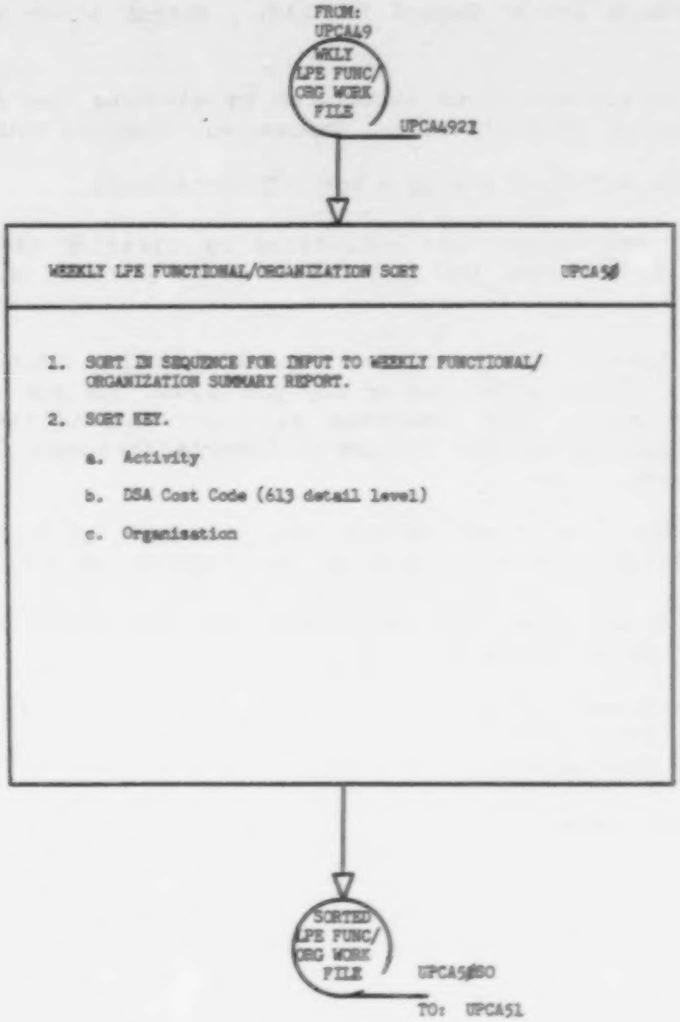
(6) The B-1 Report will not reflect totals section through division level. The B-2 Report will reflect total only at the division and directorate levels.

(7) Categories of data are segregated by the sixth position of the Subsidiary Cost Code as follows:

1, 3 or 5 = Direct
2 = Indirect
4 = Unmeasured

SPECIAL CONDITIONS: None.

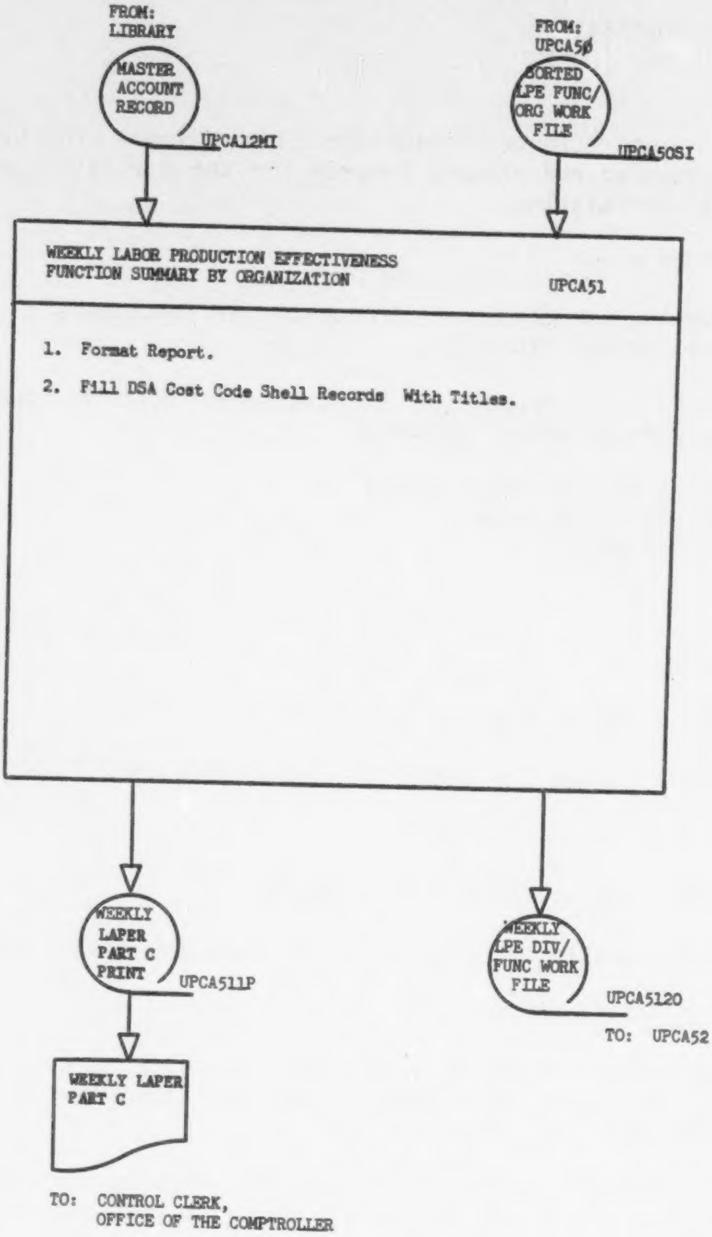
3.25 WEEKLY LPE FUNCTIONAL ORGANZIATION SORT - UPCA50
Program I/O Chart


FROM:
UPCA49
WKLY
LPE FUNC/
ORG WORK
FILE
UPCA4921
WEEKLY LPE FUNCTIONAL/ORGANIZATION SORT
UPCA50
SORTED
LPE FUNC/
ORG WORK
FILE
UPCA50SO
TO: UPCA51

1. SORT IN SEQUENCE FOR INPUT TO WEEKLY FUNCTIONAL/ ORGANIZATION SUMMARY REPORT.
2. SORT KEY.
    - a. Activity
    - b. DSA Cost Code (613 detail level)
    - c. Organization

3.26 WEEKLY LABOR PRODUCTION EFFECTIVENESS FUNCTIONAL SUMMARY BY ORGANIZATION - UPCA51

Program I/O Chart


FROM: LIBRARY
MASTER ACCOUNT RECORD
UPCA12MI
FROM: UPCA50
SORTED LPE FUNC/ ORG WORK FILE
UPCA50SI
WEEKLY LABOR PRODUCTION EFFECTIVENESS FUNCTION SUMMARY BY ORGANIZATION
UPCA51
1. Format Report.
2. Fill DSA Cost Code Shell Records With Titles.
WEEKLY LAPER PART C PRINT
UPCA511P
WEEKLY LPE DIV/ FUNC WORK FILE
UPCA5120
TO: UPCA52
WEEKLY LAPER PART C
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.26 WEEKLY LABOR PRODUCTION EFFECTIVENESS FUNCTIONAL SUMMARY BY ORGANIZATION - UPCA51

Program Narrative

PROGRAM NAME: Labor Production Effectiveness Functional Summary by Organization

PROGRAM NUMBER: UPCA51

PURPOSE:

Produce the Weekly Labor Production Effectiveness Functional Summary by Organization Listings; and prepare records for the Division Summary by Function and Sub-Organization Listing.

FUNCTION/FEATURES:

a. Format Report, Weekly Labor Production Effectiveness Listing, Functional Summary by Organization, UPCA510A.

b. Create the Labor Production Effectiveness Division Summary Functional/ Organization Work File, which includes:

Request (dates and factors) Record
Activity Abbreviation Record
DLA Cost Code Records

DESCRIPTION:

a. Input Files:

(1) UPCA12MI: Master Account Record.

(2) UPCA50SI: Sorted LPE Summary/Organiziation Work File.

b. Output Files:

(1) UPCA511P: Weekly LAPER PART C Print.

(2) UPCA5120: Weekly LPE Division Functional/Organization Work File.

c. Processing Description:

(1) Roll-up totals shown at each level (section through directorate) will reflect the actual data, which may or may not equal the sum of the printed detail on the output.

(2) Each individual organization has the ability (by use of the Master Account Records) to select the option of having its printed totals shown or not.

(3) Only data associated with valid 613 Standard (DLA Cost Code With a Summary Standard) will be reported.

(4) Workload, Actual Hours, Personnel Equivalents, and Standard Hours are accumulated from the work center level report output.

(5) Percent Engineered is computed by dividing the Total Standard Hours into the Engineered Standard Hours.

(6) Structured Local Standard is calculated by dividing the Workload Processed into the Total Standard Hours.

(7) Percent Effectiveness for the Structured Standard is calculated by dividing the Actual Hours into the Total Standard Hours.

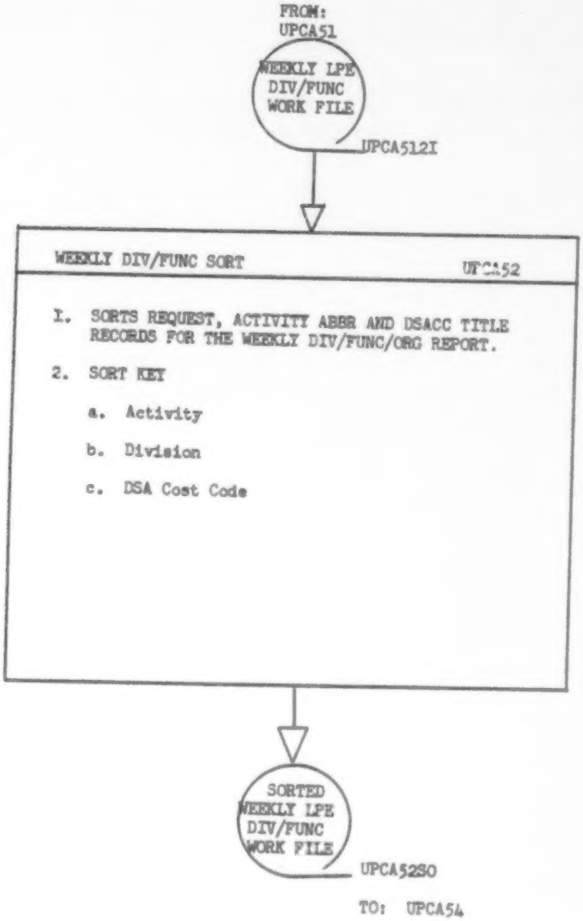
(8) Percent Effectiveness for the 613 Standard is calculated by dividing the Structured Local Standard into the 613 Standard.

(9) Total Standard Hours is the sum of the Engineered, Statistical, and Unmeasured Hours.

(10) Daily Average Workload is calculated by dividing the number of work days (Monday through Friday, less holidays for period) into the workload processed for the period.

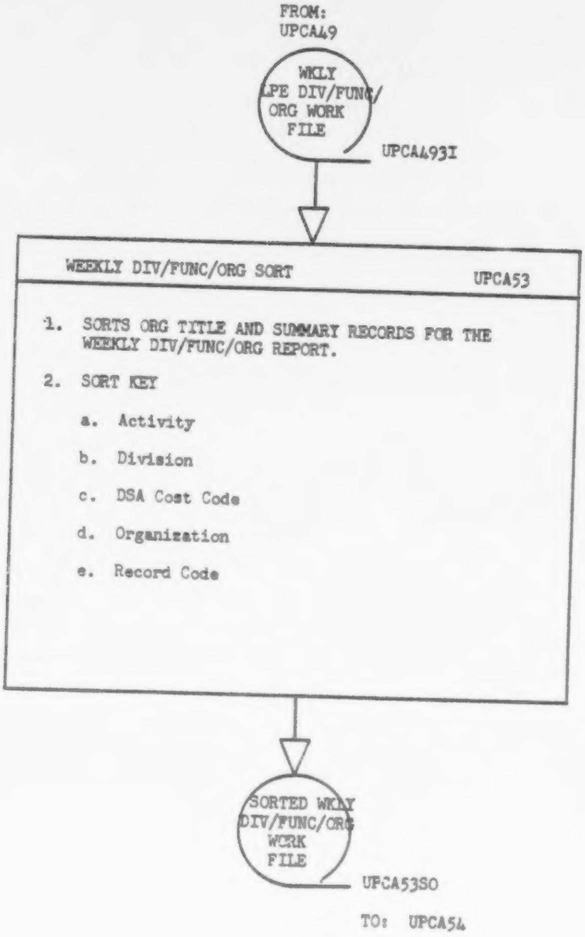
SPECIAL CONDITIONS: None.

3.27 WEEKLY DIVISION/FUNCTIONAL WORK FILE SORT - UPCA52
Program I/O Chart


FROM:
UPCA51
WEEKLY LPE DIV/FUNC WORK FILE
UPCA512I
WEEKLY DIV/FUNC SORT
UPCA52
SORTED WEEKLY LPE DIV/FUNC WORK FILE
UPCA52SO
TO: UPCA54

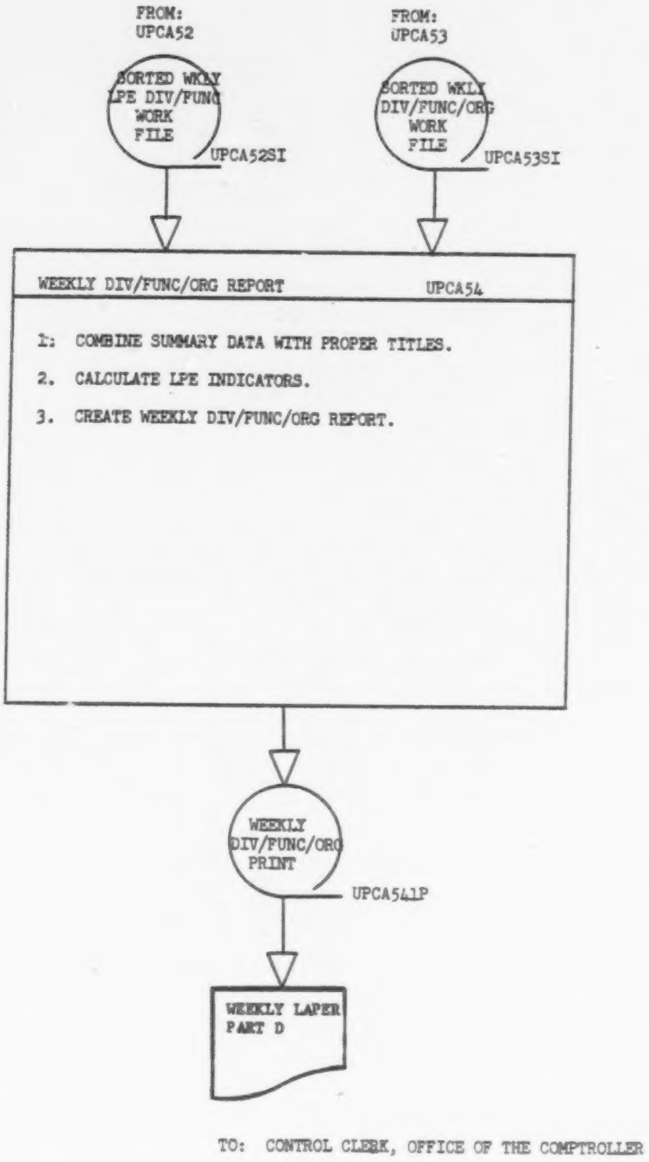
1. SORTS REQUEST, ACTIVITY ABBR AND DSACC TITLE RECORDS FOR THE WEEKLY DIV/FUNC/ORG REPORT.
2. SORT KEY
   a. Activity
   b. Division
   c. DSA Cost Code

3.28 WEEKLY DIVISION/FUNCTIONAL/ORGANIZATION SORT - UPCA53
Program I/O Chart


FROM:
UPCA49
WKLY
LPE DIV/FUNC/
ORG WORK
FILE
UPCA493I
WEEKLY DIV/FUNC/ORG SORT
UPCA53
SORTED WKLY
DIV/FUNC/ORG
WORK
FILE
UPCA53SO
TO: UPCA54

1. SORTS ORG TITLE AND SUMMARY RECORDS FOR THE WEEKLY DIV/FUNC/ORG REPORT.
2. SORT KEY
   a. Activity
   b. Division
   c. DSA Cost Code
   d. Organization
   e. Record Code

3.29 FORMAT WEEKLY LPE DIVISION/FUNCTIONAL/ORGANIZATION REPORT - UPCA54
Program I/O Chart


FROM: UPCA52
SORTED WKLY LPE DIV/FUNC WORK FILE
UPCA52SI
FROM: UPCA53
SORTED WKLY DIV/FUNC/ORG WORK FILE
UPCA53SI
WEEKLY DIV/FUNC/ORG REPORT
UPCA54
1: COMBINE SUMMARY DATA WITH PROPER TITLES.
2. CALCULATE LPE INDICATORS.
3. CREATE WEEKLY DIV/FUNC/ORG REPORT.
WEEKLY DIV/FUNC/ORG PRINT
UPCA541P
WEEKLY LAPER PART D
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.29 FORMAT WEEKLY LPE DIVISION/FUNCTIONAL/ORGANIZATION REPORT - UPCA54
Program Narrative

PROGRAM NAME: Format Weekly Labor Production Effectiveness Division/Functional/Organization Report

PROGRAM ID NUMBER: UPCA54

PURPOSE:

To produce the Weekly Labor Production Effectiveness Division Summary by Function and Sub-Organization Listing.

FUNCTIONS/FEATURES:

Format report.

DESCRIPTION:

a. Input Files:

(1) UPCA52SI: Sorted Weekly LPE Division/Functional Work File.

(2) UPCA53SI: Sorted Weekly LPE Division/Functional/Organization Work File.

b. Output Files:

UPCA541P: Weekly Division/Functional/Organization Print.

c. Processing Description:

(1) Accumulate MIS Work Processed MTD and FYTD, Actual Hours MTD, and Standard Hours Total and Balance-on-Hand.

(2) Calculate Structured Local Standard using Total Standard Hours and MIS Work Processed.

(3) Calculate Percent Effectiveness to date using Total Standard Hours and Actual Hours MTD, result not to be zero or less (substitute 100.0%) or exceed 999.9% (substitute 999.9%).

(4) Calculate Total Personnel Equivalent Actual, Standard, and Work-on-Hand Man-Days using Actual Hours MTD and Production Hours Factor MTD, Total Standard Hours and Production Hours Factor MTD, and Standard Hours Balance-on-Hand with a Factor of 8.

(5) Calculate Daily Average Workload MTD and FYTD using MIS Work Processed MTD and Production Hours Factor MTD (divided by 8), and MIS Work Processed FYTD and Production Hours Factor FYTD (divided by 8).

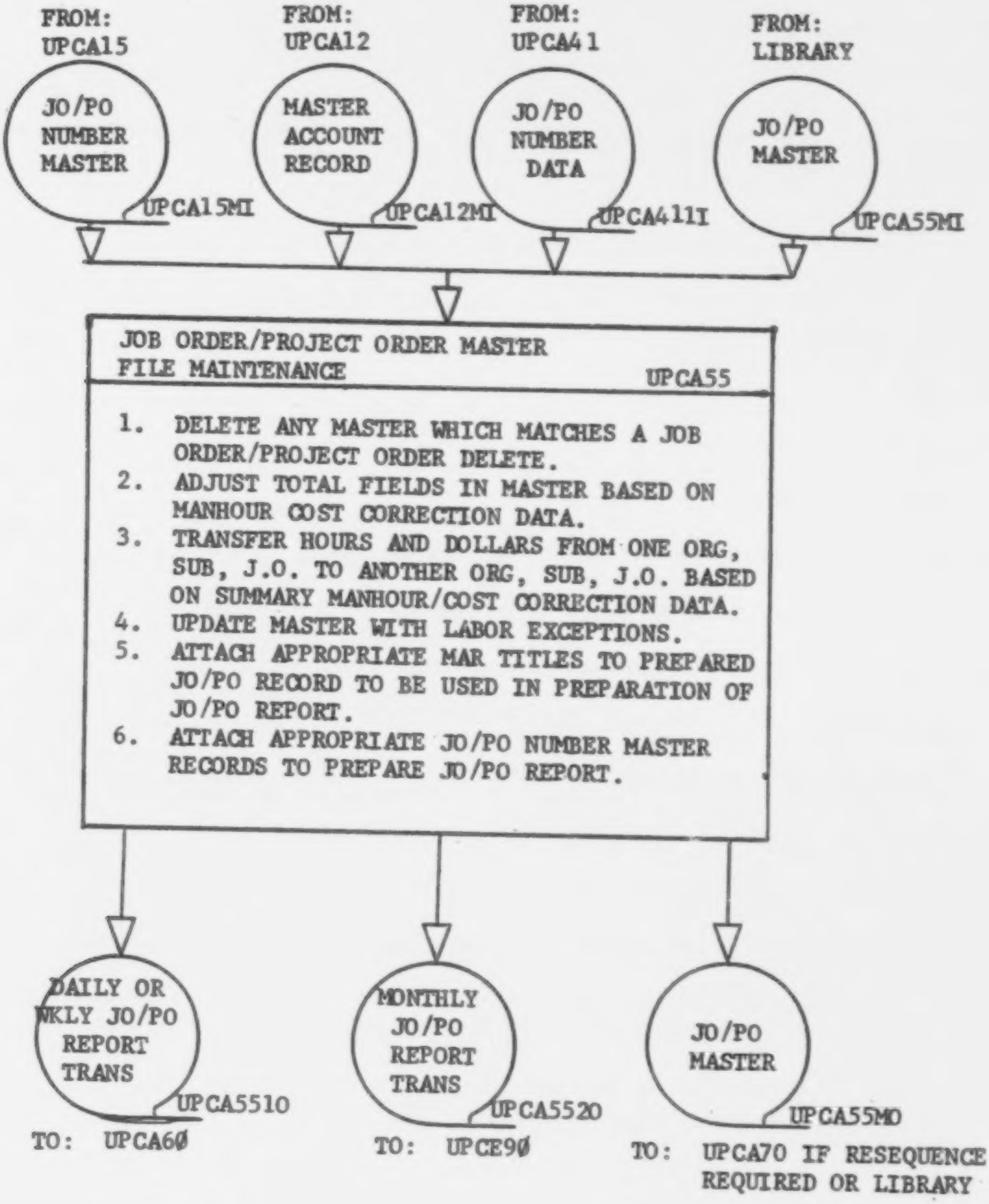
(6) Figures are printed only for organizations desiring them.

(7) Figures are printed as detail in descending hierarchial sequence and summary in ascending sequence to the branch level.

(8) Figures are summarized as a "Total for Function" within a particular division.

SPECIAL CONDITIONS: None.

3.30 JOB ORDER/PROJECT ORDER MASTER FILE MAINTENANCE - UPCA55
Program I/O Chart


FROM: UPCA15
JO/PO NUMBER MASTER
UPCA15MI
FROM: UPCA12
MASTER ACCOUNT RECORD
UPCA12MI
FROM: UPCA41
JO/PO NUMBER DATA
UPCA411I
FROM: LIBRARY
JO/PO MASTER
UPCA55MI
JOB ORDER/PROJECT ORDER MASTER FILE MAINTENANCE
UPCA55
DAILY OR WKLY JO/PO REPORT TRANS
UPCA5510
TO: UPCA60
MONTHLY JO/PO REPORT TRANS
UPCA5520
TO: UPCE90
JO/PO MASTER
UPCA55MO
TO: UPCA70 IF RESEQUENCE REQUIRED OR LIBRARY

1. DELETE ANY MASTER WHICH MATCHES A JOB ORDER/PROJECT ORDER DELETE.
2. ADJUST TOTAL FIELDS IN MASTER BASED ON MANHOUR COST CORRECTION DATA.
3. TRANSFER HOURS AND DOLLARS FROM ONE ORG, SUB, J.O. TO ANOTHER ORG, SUB, J.O. BASED ON SUMMARY MANHOUR/COST CORRECTION DATA.
4. UPDATE MASTER WITH LABOR EXCEPTIONS.
5. ATTACH APPROPRIATE MAR TITLES TO PREPARED JO/PO RECORD TO BE USED IN PREPARATION OF JO/PO REPORT.
6. ATTACH APPROPRIATE JO/PO NUMBER MASTER RECORDS TO PREPARE JO/PO REPORT.

3.30 JOB ORDER/PROJECT ORDER MASTER FILE MAINTENANCE - UPCA55
Program Narrative

PROGRAM NAME: Job Order/Project Order Master File Maintenance

PROGRAM ID NUMBER: UPCA55

PURPOSE:

To update Job Order Master File and create transactions to be used in the Job Order Report Generation Run.

FUNCTIONS/FEATURES:

a. Write transactions to the Job Order Report Run.

b. Write Updated Job Order Master.

DESCRIPTION:

a. Input Files:

(1) UPCA12MI: Master Account Record.

(2) UPCA411I: Job Order/Project Order Number Data.

(3) UPCA55MI: Job Order/Project Order Master.

(4) UPCA15MI: Job Order/Project Order Number Master.

b. Output Files:

(1) UPCA5510: Job Order/Project Order Report Transactions, Daily/Weekly.

(2) UPCA5520: Job Order/Project Order Report Transaction, Monthly.

(3) UPCA55MO: Job Order/Project Order Master.

c. Pocessing Description - Input documents are processed as follows:

(1) All transactions cause the Job Order Master to be updated either in current or previous business.

(2) Titles from the Master Account Records are added to a composite record which is used to generate a report in UPCA65 and UPCE92.

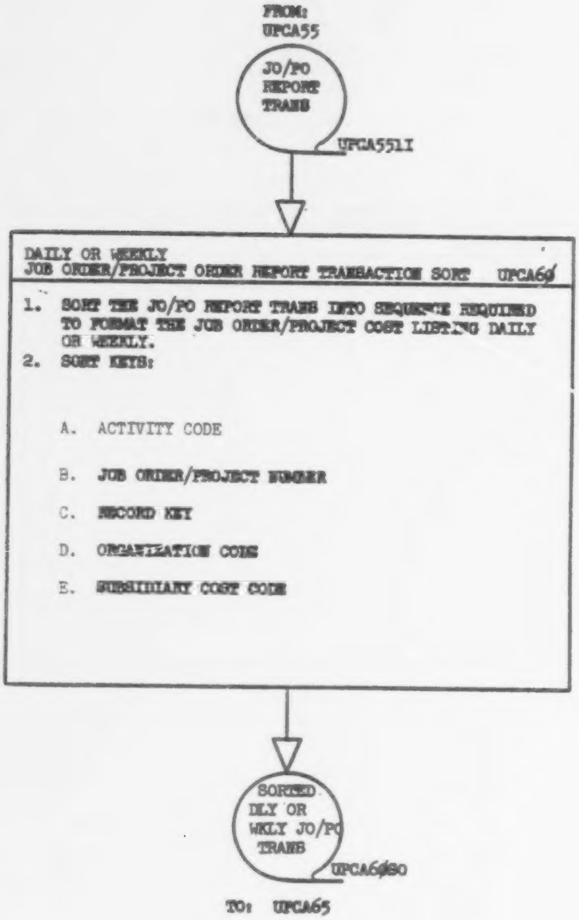
(3) Only on report publishing cycles will the JO/PO Number Master (UPCA15MI) be screened to determine what JO/PO Records will be published.

SPECIAL CONDITIONS:

Date Card must be input to system telling if cycle is a daily or weekly.

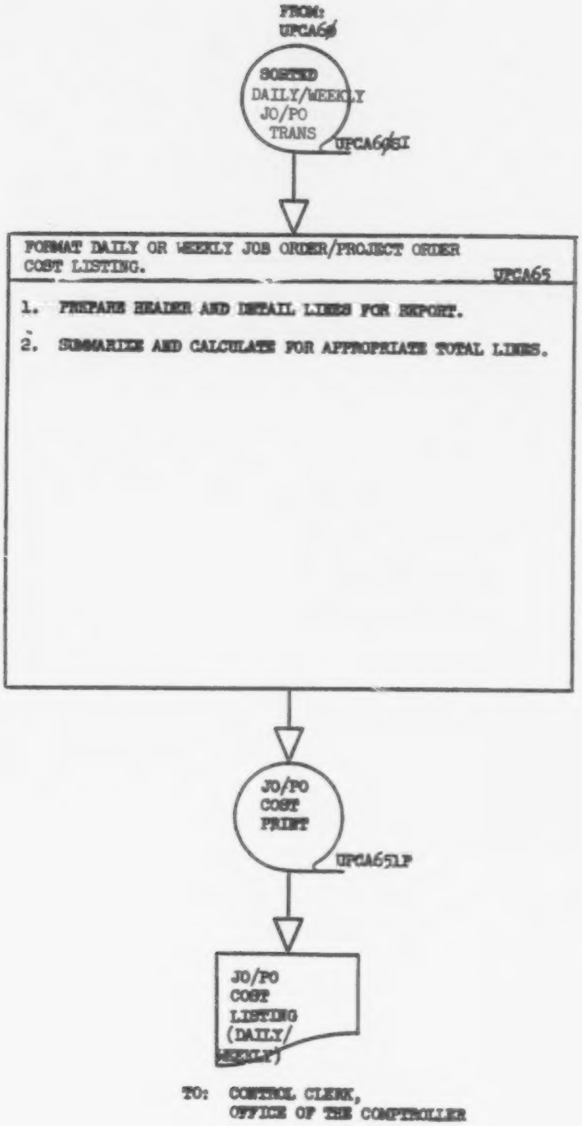
3.31 DAILY OR WEEKLY JOB ORDER/PROJECT ORDER REPORT TRANSACTION SORT - UPCA60

Program I/O Chart


FROM:
UPCA55
JO/PO
REPORT
TRANS
UPCA551I
DAILY OR WEEKLY
JOB ORDER/PROJECT ORDER REPORT TRANSACTION SORT UPCA60
1. SORT THE JO/PO REPORT TRANS INTO SEQUENCE REQUIRED TO FORMAT THE JOB ORDER/PROJECT COST LISTING DAILY OR WEEKLY.
2. SORT KEYS:
A. ACTIVITY CODE
B. JOB ORDER/PROJECT NUMBER
C. RECORD KEY
D. ORGANIZATION CODE
E. SUBSIDIARY COST CODE
SORTED
DLY OR
WKLY JO/PO
TRANS
UPCA6080
TO: UPCA65

3.32 FORMAT DAILY OR WEEKLY JOB ORDER/PROJECT ORDER COST LISTING - UPCA65

Program I/O Chart


FROM:
UPCA60
SORTED
DAILY/WEEKLY
JO/PO
TRANS
UPCA605I
FORMAT DAILY OR WEEKLY JOB ORDER/PROJECT ORDER COST LISTING.
UPCA65
1. PREPARE HEADER AND DETAIL LINES FOR REPORT.
2. SUMMARIZE AND CALCULATE FOR APPROPRIATE TOTAL LINES.
JO/PO
COST
PRINT
UPCA651P
JO/PO
COST
LISTING
(DAILY/
WEEKLY)
TO: CONTROL CLERK,
OFFICE OF THE COMPTROLLER

3.32 FORMAT DAILY OR WEEKLY JOB ORDER/PROJECT ORDER COST LISTING - UPCA65 Program Narrative

PROGRAM NAME: Format Job Order/Project Order Cost Listing (Daily/Weekly)

PROGRAM ID NUMBER: UPCA65

PURPOSE:

To generate Job Order/Project Order Report Daily/Weekly.

FUNCTIONS/FEATURES:

Create Job Order Project Order Report Daily/Weekly.

DESCRIPTION:

a. Input File:

UPCA60SI: Sorted Daily/Weekly Job Order/Project Order Transactions.

b. Output File:

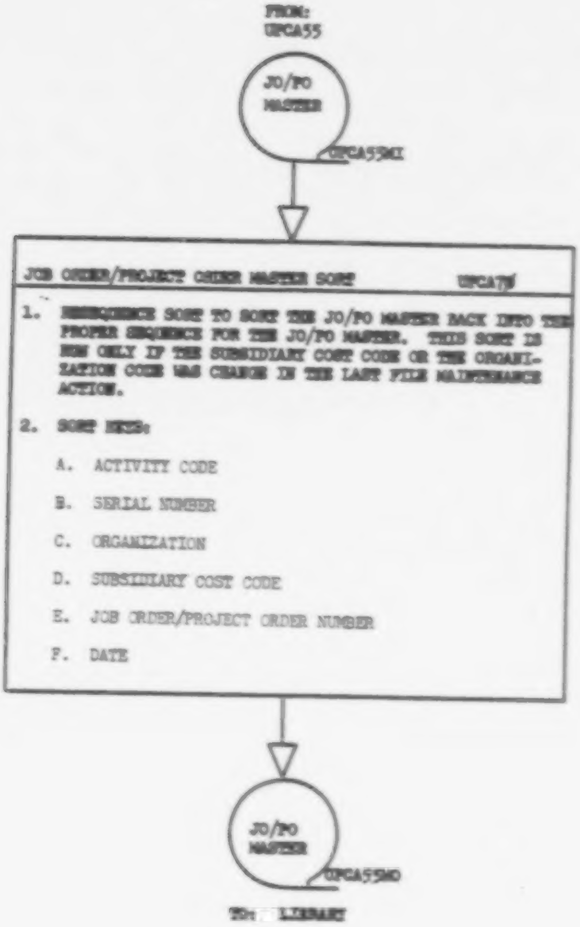
UPCA651P: Job Order/Project Order Report.

c. Processing Description - Transactions are accumulated and formatted in report format along with header lines.

SPECIAL CONDITIONS: None.

3.33 JOB ORDER/PROJECT ORDER MASTER SORT - UPCA70

Program I/O Chart


FROM:
UPCA55
JO/PO
MASTER
UPCA55MI
JOB ORDER/PROJECT ORDER MASTER SORT
UPCA70
JO/PO
MASTER
UPCA55MO
TO: LIBRARY

1. RESEQUENCE SORT TO SORT THE JO/PO MASTER BACK INTO THE PROPER SEQUENCE FOR THE JO/PO MASTER. THIS SORT IS RUN ONLY IF THE SUBSIDIARY COST CODE OR THE ORGANIZATION CODE WAS CHANGE IN THE LAST FILE MAINTENANCE ACTION.

2. SORT KEYS:

   A. ACTIVITY CODE

   B. SERIAL NUMBER

   C. ORGANIZATION

   D. SUBSIDIARY COST CODE

   E. JOB ORDER/PROJECT ORDER NUMBER

   F. DATE

3.34 SORT/FORMAT COST REPORTS/CARDS - UPCA80

Program I/O Chart

3.34 SORT/FORMAT COST REPORTS/CARDS - UPCA80
Program Narrative

PROGRAM NAME: Sort/Format Cost Reports/Cards

PROGRAM ID NUMBER: UPCA80

PURPOSE:

a. Provide a listing of each transaction and any error not accepted in the system due to failure to pass validation.

b. Provide a listing of all nonstandard tour of duty employees for which no Daily Labor Exception Card was submitted or accepted to the system.

c. Provide Daily Labor Exception Cards to record all exceptions to an employees assigned Organization and Subsidiary Cost Code.

d. Provide OCR form to record all exceptions to an employees assigned Organization and Subsidiary Cost Code.

FUNCTIONS/FEATURES:

a. Format two daily reports.

b. Provide replenishment of Daily Labor Exceptions.

DESCRIPTION:

a. Input File:

(1) UPCA251I: Cost Transaction Register and Errors.

(2) UPCA331I: Non-LER Errors.

(3) UPCA353I: Replenished Labor Exceptions.

b. Output Files:

(1) UPCA801P: Cost Transaction Register.

(2) UPCA802P: Missing Labor Exceptions Listing.

(3) UPCA803U: Replenishment Labor Exception Cards.

c. Processing Description - Input documents are processed as follows:

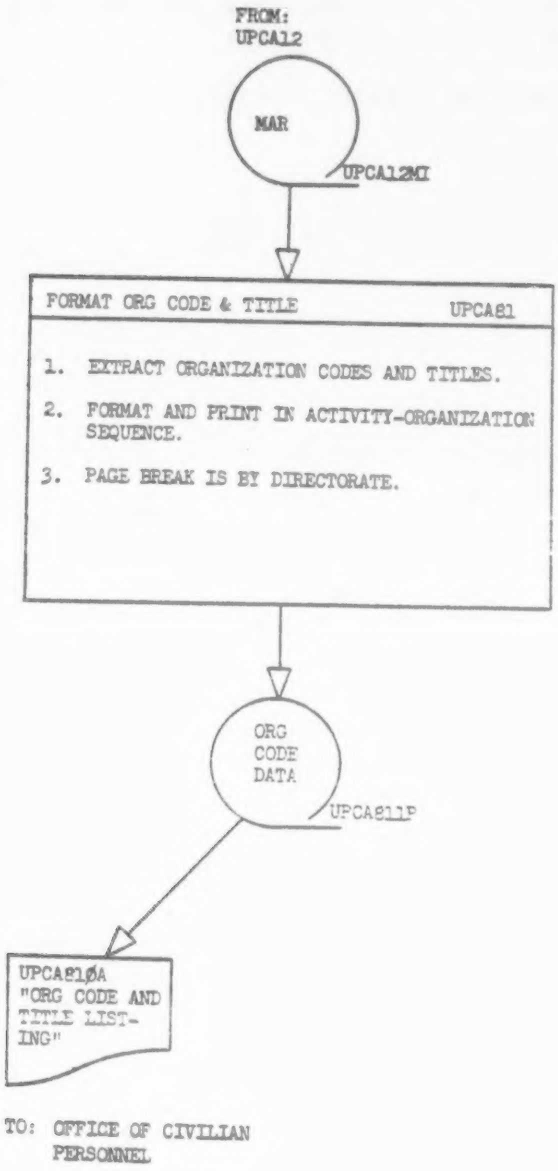
(1) All cost transactions and errors rejected in the system are formatted and printed in DIC sequence. Daily Labor Exception Cards are further sequenced by Organization Code and eject to new page on change in DIC.

(2) Format a listing of all employees who are coded nonstandard tour of duty, who must report exception cards daily.

(3) Format and punch Daily Labor Exceptions on replenishment basis.

SPECIAL CONDITIONS: None.

3.35 FORMAT ORGANIZATION CODE AND TITLE LISTING - UPCA81
Program I/O Chart


FROM:
UPCA12
MAR
UPCA12MI
FORMAT ORG CODE & TITLE
UPCA81
1. EXTRACT ORGANIZATION CODES AND TITLES.
2. FORMAT AND PRINT IN ACTIVITY-ORGANIZATION SEQUENCE.
3. PAGE BREAK IS BY DIRECTORATE.
ORG CODE DATA
UPCA811P
UPCA810A "ORG CODE AND TITLE LISTING"
TO: OFFICE OF CIVILIAN PERSONNEL

3.35 FORMAT ORGANIZATION CODE AND TITLE LISTING - UPCA81 Program Narrative

PROGRAM NAME: Format Organization Code and Title Listing

PROGRAM ID NUMBER: UPCA81

PURPOSE:

To produce the Organizational Code and Title Listing.

DESCRIPTION:

a. Input File:

UPCA12MI: Master Account Record.

b. Output File:

UPCA811P: Organization Code Data.

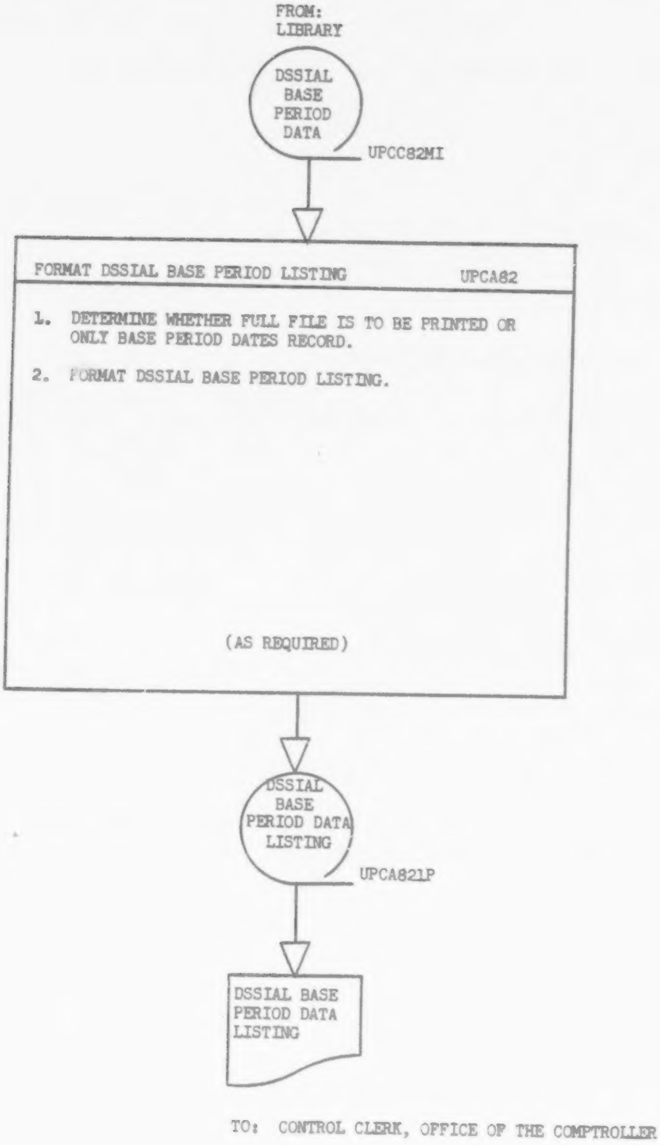
c. Processing Description - Various personnel data elements are extracted from the Master Account Record. These data elements are formatted and printed in activity-organization sequence. The first page of a new activity contains the following data elements:

1 - ACTIVITY CODE
2 - ACTIVITY ABBREVIATION
3 - LOCATION OF PERSONNEL FOLDER
4 - LOCATION OF COMPUTER RECORDS
5 - AGENCY CODE
6 - SUBMITTING OFFICE NUMBER
7 - ACTIVITY TITLE
8 - ACTIVITY ADDRESS

Subsequent pages within the activity contain the Organization Code, Office Symbol and Organization Title. Page break is by directorate.

SPECIAL CONDITIONS: None.

3.36 FORMAT DSSIAL BASE PERIOD LISTING - UPCA82
Program I/O Chart


FROM:
LIBRARY
DSSIAL BASE PERIOD DATA
UPCC82MI
FORMAT DSSIAL BASE PERIOD LISTING
UPCA82
1. DETERMINE WHETHER FULL FILE IS TO BE PRINTED OR ONLY BASE PERIOD DATES RECORD.
2. FORMAT DSSIAL BASE PERIOD LISTING.
(AS REQUIRED)
DSSIAL BASE PERIOD DATA LISTING
UPCA821P
DSSIAL BASE PERIOD DATA LISTING
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.36 FORMAT DSSIAL BASE PERIOD LISTING - UPCA82
Program Narrative

PROGRAM NAME: Format DSSIAL Base Period Listing

PROGRAM ID NUMBER: UPCA82

PURPOSE:

To provide each activity with a list of data contained on the DSSIAL Base Period Master File.

FUNCTIONS/FEATURES:

a. Report will be prepared by activity, organization, Subsidiary Cost Code, performance standard number sequence.

b. This program formats and prints either the entire file or the base period dates records only depending upon operator response to a message.

c. Run as required.

DESCRIPTION:

a. Input File:

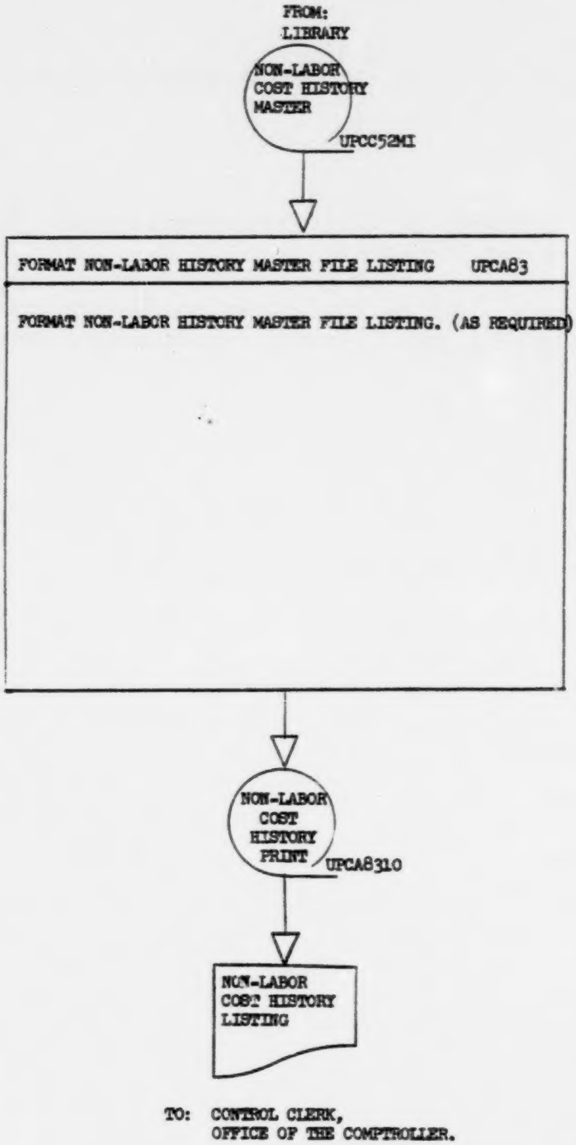
UPCC82MI: DSSIAL Base Period Master.

b. Output File:

UPCA821P: DSSIAL Base Period Data Listing.

SPECIAL CONDITIONS: None.

3.37 FORMAT NON-LABOR HISTORY MASTER FILE LISTING - UPCA83
Program I/O Chart


FROM:
LIBRARY
NON-LABOR COST HISTORY MASTER
UPCC52MI
FORMAT NON-LABOR HISTORY MASTER FILE LISTING UPCA83
FORMAT NON-LABOR HISTORY MASTER FILE LISTING. (AS REQUIRED)
NON-LABOR COST HISTORY PRINT
UPCA8310
NON-LABOR COST HISTORY LISTING
TO: CONTROL CLERK,
OFFICE OF THE COMPTROLLER.

3.37 FORMAT NON-LABOR HISTORY MASTER FILE LISTING - UPCA83
Program Narrative

PROGRAM NAME: Format Non-Labor History Master File Listing

PROGRAM ID NUMBER: UPCA83

PURPOSE:

To provide each activity with a list of data contained on the Non-Labor History Master File.

FUNCTIONS/FEATURES:

a. Report will be prepared by activity in DLA Cost Code sequence.

b. The entire Non-Labor History Master will be printed as required.

DESCRIPTION:

a. Input File:

UPCC52MI: Non-Labor Cost History Master.

b. Output File:

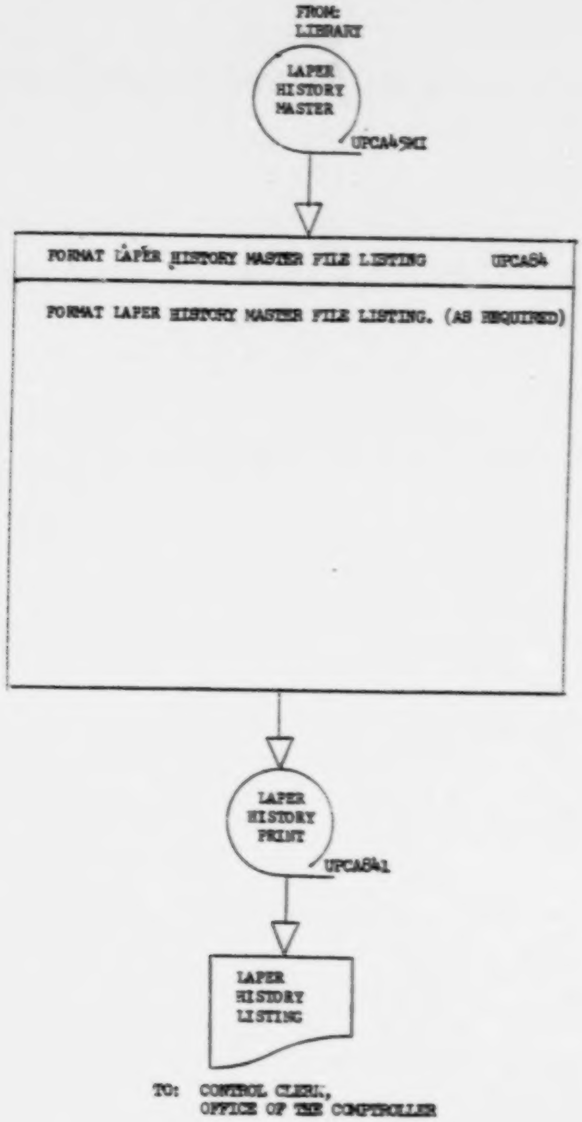
UPCA831P: Non-Labor Cost History Print.

c. Processing Description - Format all Non-Labor History Records contained in file.

SPECIAL CONDITIONS: None.

3.38 FORMAT LAPER HISTORY MASTER FILE LISTING - UPCA84

Program I/O Chart


FROM:
LIBRARY
LAPER
HISTORY
MASTER
UPCA45MI
FORMAT LAPER HISTORY MASTER FILE LISTING
UPCA84
FORMAT LAPER HISTORY MASTER FILE LISTING. (AS REQUIRED)
LAPER
HISTORY
PRINT
UPCA841
LAPER
HISTORY
LISTING
TO: CONTROL CLERK,
OFFICE OF THE COMPTROLLER

3.38 FORMAT LAPER HISTORY MASTER FILE LISTING - UPCA84
Program Narrative

PROGRAM NAME: Format LAPER History Master File Listing

PROGRAM ID NUMBER: UPCA84

PURPOSE:

To provide each activity with a list of data contained on the LAPER History Master File.

FUNCTIONS/FEATURES:

a. Report will be prepared by activity, organization, Subsidiary Cost Code, and Performance Standard Number sequence.

b. The entire LAPER History Master will be printed as required.

DESCRIPTION:

a. Input File:

UPCA45MI: LAPER History Master.

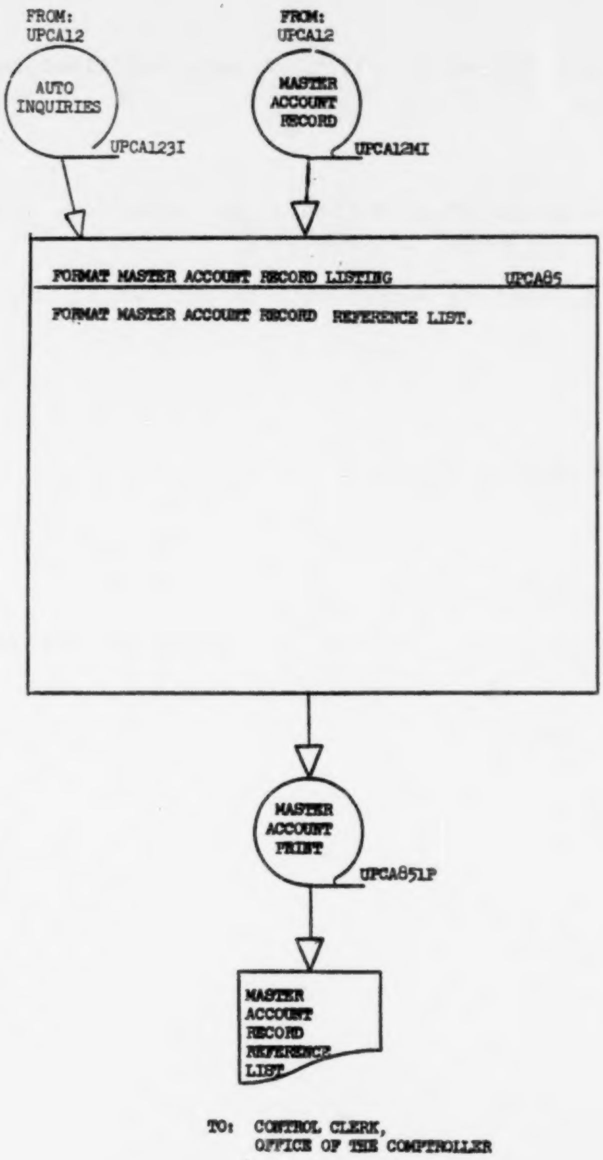
b. Outut File:

UPCA841P: LAPER History Print.

c. Processing Description - Format all LAPER History Records contained in file.

SPECIAL CONDITIONS: None.

3.39 FORMAT MASTER ACCOUNT RECORD LISTING - UPCA85
Program I/O Chart


FROM:
UPCA12
AUTO
INQUIRIES
UPCA123I
FROM:
UPCA12
MASTER
ACCOUNT
RECORD
UPCA12MI
FORMAT MASTER ACCOUNT RECORD LISTING
UPCA85
FORMAT MASTER ACCOUNT RECORD REFERENCE LIST.
MASTER
ACCOUNT
PRINT
UPCA851P
MASTER
ACCOUNT
RECORD
REFERENCE
LIST
TO: CONTROL CLERK,
OFFICE OF THE COMPTROLLER

3.39 FORMAT MASTER ACCOUNT RECORD LISTING - UPCA85
Program Narrative

PROGRAM NAME: Format Master Account Record Listing

PROGRAM ID NUMBER: UPCA85

PURPOSE:

To provide each activity with an up to date reference list of all data contained on the Master Account Record File.

FUNCTIONS/FEATURES:

a. Report will be prepared by activity in Organization Code sequence. Within organization, data will further by sequenced by Subsidiary Cost Code, All DLA Cost Codes will be printed on separate page preceding each activity.

b. Page eject on change in Activity or Organization Code.

c. The entire Master Account Record File will be printed at the time the system is implemented, at the beginning of each fiscal year and as required at other times.

d. Automatic MAR inquiries will cause a partial MAR reference list to be produced.

DESCRIPTION:

a. Input Files:

(1) UPCA12MI: Master Account Record.

(2) UPCA123I: Automatic Inquiries.

b. Output File:

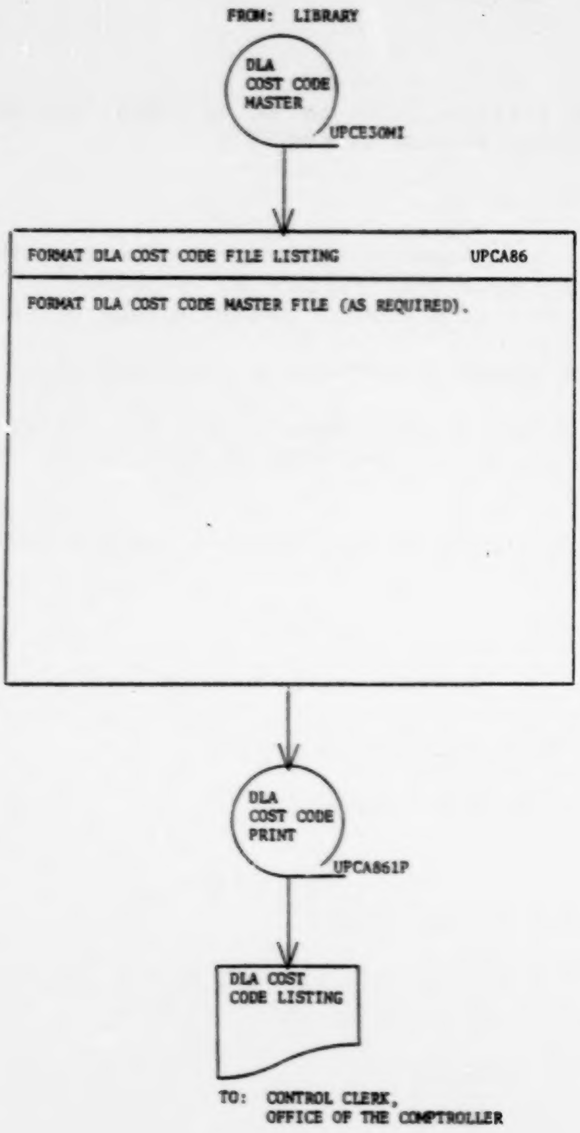
UPCA851P: Master Account Print.

c. Processing Description - Format all Master Account Records contained in file or partial MAR based Automatic MAR inquiries.

SPECIAL CONDITIONS: None.

3.40 FORMAT DLA COST CODE FILE LISTING - UPCA86

Program I/O Chart


FROM: LIBRARY
DLA COST CODE MASTER
UPCE30MI
FORMAT DLA COST CODE FILE LISTING
UPCA86
FORMAT DLA COST CODE MASTER FILE (AS REQUIRED).
DLA COST CODE PRINT
UPCA861P
DLA COST CODE LISTING
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.40 FORMAT DLA COST CODE FILE LISTING - UPCA86
Program Narrative

PROGRAM NAME: Format DLA Cost Code File Listing

PROGRAM ID NUMBER: UPCA86

PURPOSE:

To provide each activity with a list of data contained on the DLA Cost Code Master File.

FUNCTIONS/FEATURES:

a. Report will be prepared by activity in DLA Cost Code sequence.

b. The entire DLA Cost Code Master will be printed as required.

DESCRIPTION:

a. Input File:

UPCE30MI: DLA Cost Code Master.

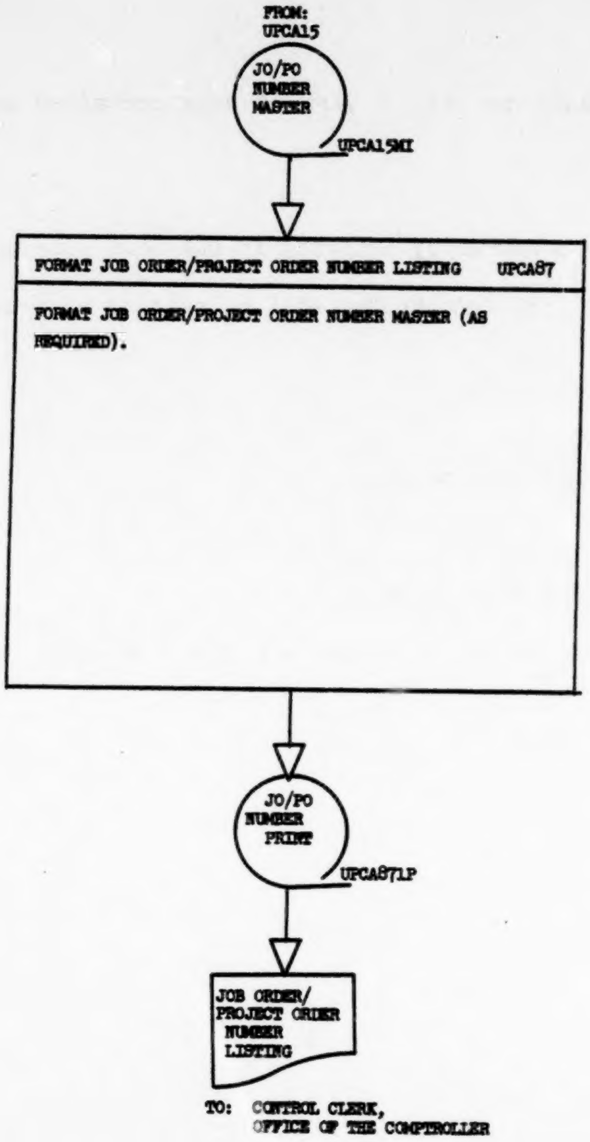
b. Output File:

UPCA861P: DLA Cost Code Print.

c. Processing Description - Format all DLA Cost Code Records contained in file.

SPECIAL CONDITIONS: None.

3.41 FORMAT JOB ORDER/PROJECT ORDER NUMBER LISTING - UPCA87
Program I/O Chart


FROM:
UPCA15
JO/PO
NUMBER
MASTER
UPCA15MI
FORMAT JOB ORDER/PROJECT ORDER NUMBER LISTING UPCA87
FORMAT JOB ORDER/PROJECT ORDER NUMBER MASTER (AS REQUIRED).
JO/PO
NUMBER
PRINT
UPCA871P
JOB ORDER/
PROJECT ORDER
NUMBER
LISTING
TO: CONTROL CLERK,
OFFICE OF THE COMPTROLLER

3.41 FORMAT JOB ORDER/PROJECT ORDER NUMBER LISTING - UPCA87
Program Narrative

PROGRAM NAME: Format Job Order/Project Order Number Listing

PROGRAM ID NUMBER: UPCA87

PURPOSE:

To provide each activity with a list of data contained on the Job Order/ Project Order Number File.

FUNCTIONS/FEATURES:

a. Report will be prepared by activity in Job Order Number sequence.

b. The entire Job Order/Project Order Number Master will be printed as required.

DESCRIPTION:

a. Input File:

UPCA15MI: Job Order/Project Order Number Master.

b. Output File:

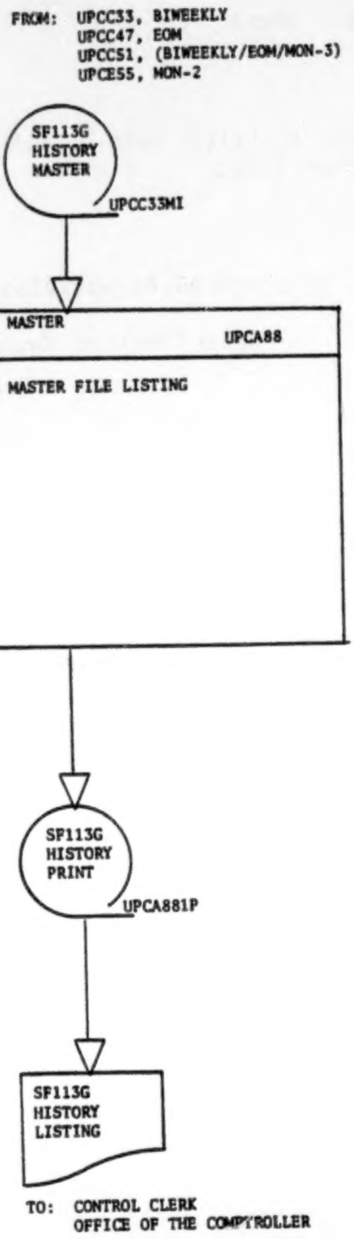
UPCA871P: Job Order/Project Order Number Print.

c. Processing Description - Format all Job Order/Project Order Number Records contained in file.

SPECIAL CONDITIONS: None.

3.42 FORMAT SF 113G HISTORY MASTER FILE LISTING - UPCA88

Program I/O Chart


FROM: UPCC33, BIWEEKLY
UPCC47, EOM
UPCC51, (BIWEEKLY/EOM/MON-3)
UPCE55, MON-2
SF113G HISTORY MASTER
UPCC33MI
FORMAT SF113G HISTORY MASTER FILE LISTING
UPCA88
FORMAT SF113G HISTORY MASTER FILE LISTING
SF113G HISTORY PRINT
UPCA881P
SF113G HISTORY LISTING
TO: CONTROL CLERK
OFFICE OF THE COMPTROLLER

3.42 FORMAT SF 113G HISTORY MASTER FILE LISTING - UPCA88
Program Narrative

PROGRAM NAME: Format SF 113G History Master File Listing

PROGRAM ID NUMBER: UPCA88

PURPOSE:

To provide a listing of the data contained on the SF 113G History File.

FUNCTIONS/FEATURES:

a. Report will be prepared by activity in DLA Cost Code, YYMM sequence.

b. The entire SF 113G History Master will be printed as required.

DESCRIPTION:

a. Input Files:

UPCC33MI: SF 113G History Master.

b. Output Files:

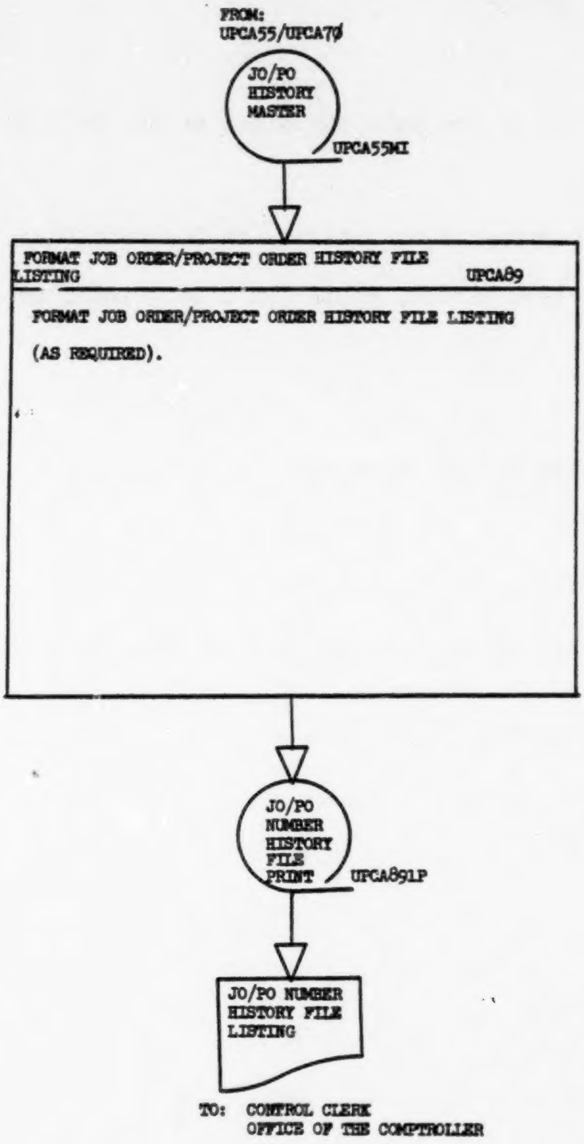
UPCA331P: SF 113G History Print.

c. Processing Description - Format all SF 113G History Records contained in file.

SPECIAL CONDITIONS: None.

3.43 FORMAT JOB ORDER/PROJECT ORDER HISTORY FILE LISTING - UPCA89

Program I/O Chart


FROM:
UPCA55/UPCA70
JO/PO
HISTORY
MASTER
UPCA55MI
FORMAT JOB ORDER/PROJECT ORDER HISTORY FILE LISTING
UPCA89
FORMAT JOB ORDER/PROJECT ORDER HISTORY FILE LISTING
(AS REQUIRED).
JO/PO
NUMBER
HISTORY
FILE
PRINT
UPCA891P
JO/PO NUMBER
HISTORY FILE
LISTING
TO: CONTROL CLERK
OFFICE OF THE COMPTROLLER

3.43 FORMAT JOB ORDER/PROJECT ORDER HISTORY FILE LISTING - UPCA89
Program Narrative

PROGRAM NAME: Format Job Order/Project Order History File Listing

PROGRAM ID NUMBER: UPCA89

PURPOSE:

To provide each activity with a list of data contained on the Job Order/Project Order History File.

FUNCTIONS/FEATURES:

a. The report will be prepared in activity, organization, Subsidiary Cost Code, JO/PO number sequence.

b. The entire Job Order/Project Order History File will be printed as required.

DESCRIPTION:

a. Input File:

UPCA55MI: Job Order/Project Order History File.

b. Output File:

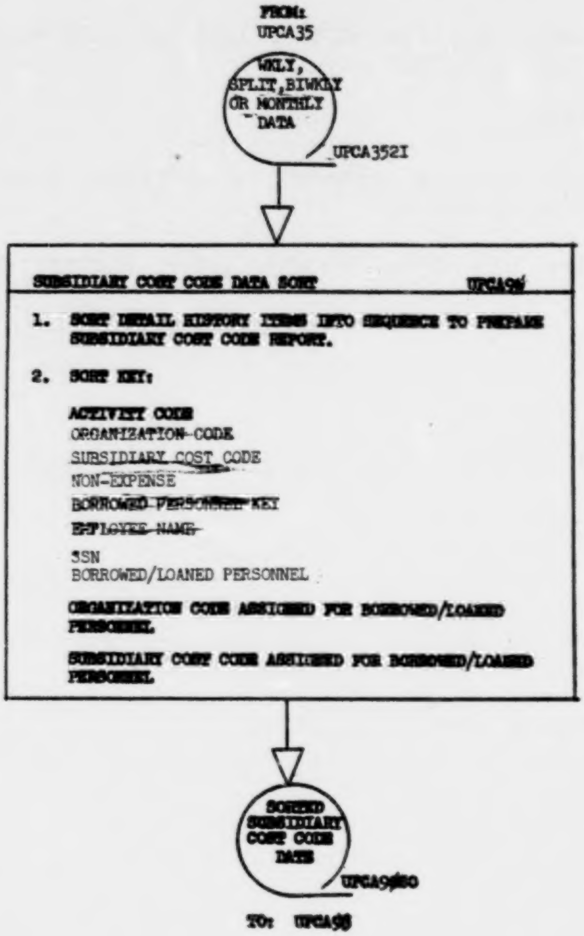
UPCA891P: Job Order/Project Order History File Print.

c. Processing Description - Format all Job Order/Project Order History Records in file.

SPECIAL CONDITIONS: None.

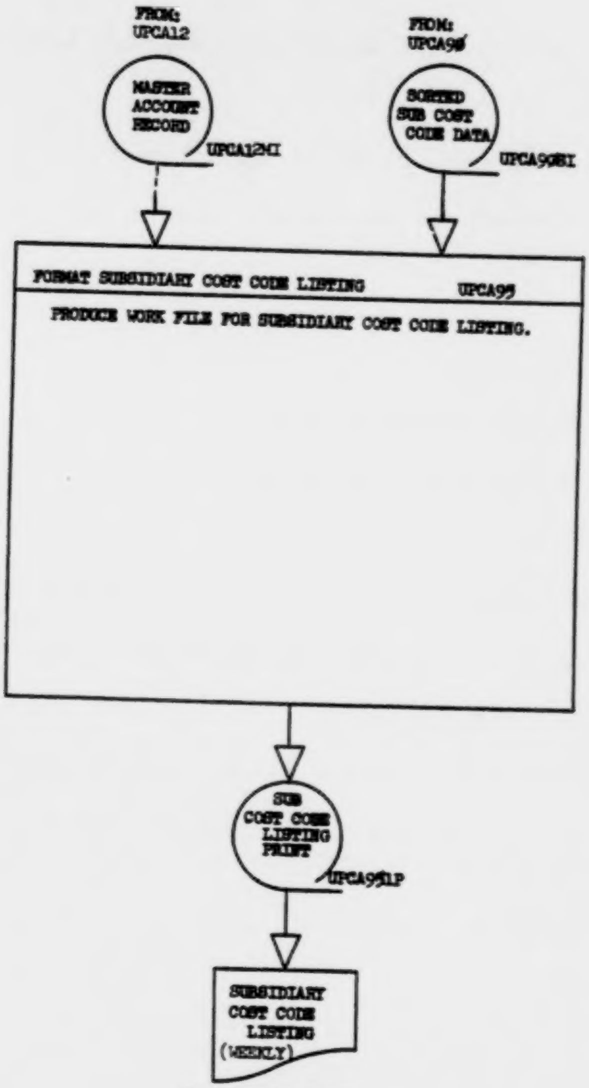
3.44 SUBSIDIARY COST CODE DATA SORT - UPCA90

Program I/O Chart


FROM:
UPCA35
WKLY,
SPLIT,BIWKLY
OR MONTHLY
DATA
UPCA352I
SUBSIDIARY COST CODE DATA SORT
UPCA90
1. SORT DETAIL HISTORY ITEMS INTO SEQUENCE TO PREPARE SUBSIDIARY COST CODE REPORT.
2. SORT KEY:
ACTIVITY CODE
ORGANIZATION CODE
SUBSIDIARY COST CODE
NON-EXPENSE
~~BORROWED PERSONNEL KEY~~
~~EMPLOYEE NAME~~
SSN
BORROWED/LOANED PERSONNEL
ORGANIZATION CODE ASSIGNED FOR BORROWED/LOANED PERSONNEL
SUBSIDIARY COST CODE ASSIGNED FOR BORROWED/LOANED PERSONNEL
SORTED
SUBSIDIARY
COST CODE
DATE
UPCA90S0
TO: UPCA98

3.45 FORMAT SUBSIDIARY COST CODE LISTING - UPCA95

Program I/O Chart


FROM:
UPCA12
MASTER
ACCOUNT
RECORD
UPCA12MI
FROM:
UPCA90
SORTED
SUB COST
CODE DATA
UPCA90SI
FORMAT SUBSIDIARY COST CODE LISTING
UPCA95
PRODUCE WORK FILE FOR SUBSIDIARY COST CODE LISTING.
SUB
COST CODE
LISTING
PRINT
UPCA951LP
SUBSIDIARY
COST CODE
LISTING
(WEEKLY)

TO: CONTROL CLERK,
OFFICE OF THE COMPTROLLER

3.45 FORMAT SUBSIDIARY COST CODE LISTING - UPCA95
Program Narrative

PROGRAM NAME: Format Subsidiary Cost Code Listing

PROGRAM ID NUMBER: UPCA95

PURPOSE:

To produce a work file for the Subsidiary Cost Code Listing.

FUNCTIONS/FEATURES:

a. Accumulate hours worked, civilian and military.

b. Report hours worked by Subsidiary Cost Code, unit, section, branch, division, directorate and activity.

DESCRIPTION:

a. Input Files:

(1) UPCA12MI: Master Account Record.

(2) UPCA90SI: Sorted Subsidiary Cost Code Data.

b. Output Files:

UPCA951P: Subsidiary Cost Code Listing Print File.

c. Processing Description - Input is processed as follows:

(1) Hours worked are accumulated by employee and Subsidiary Cost Code.

(2) Titles are extracted from the Master Account Record.

(3) Print file is formatted by employee, Subsidiary Cost Code, unit section, branch, division, directorate and activity.

SPECIAL CONDITIONS: None.

VOLUME I APCAPS ADP SPECIFICATIONS

PART 5 COST/PERFORMANCE SUBSYSTEM

CHAPTER 3 MANPOWER PROCESSING - UPCB0000

CHAPTER TABLE OF CONTENTS

SECT	DESCRIPTION	PAGE
1	GENERAL	
1.1	Purpose	I-5-3-1
2	MANPOWER PROCESSING APPLICATION	
2.1	Manpower Processing - UPCB0000	I-5-3-2
3	MANPOWER PROCESSING PROGRAMS	
3.1	Manpower Extract Sort - UPCB10	I-5-3-6
3.2	Format Manpower Position Control Listing - UPCB15	I-5-3-7
3.3	Sort Labor Exception Headers - UPCB20	I-5-3-9
3.4	Format Labor Exception Headers - UPCB25	I-5-3-10
3.5	Sort Nonstandard Employees - UPCB30	I-5-3-12
3.6	Format Nonstandard Employees Listing - UPCB35	I-5-3-13

VOLUME I APCAPS ADP SPECIFICATIONS

PART 5 COST/PERFORMANCE SUBSYSTEM

CHAPTER 3 MANPOWER PROCESSING - UPCB0000

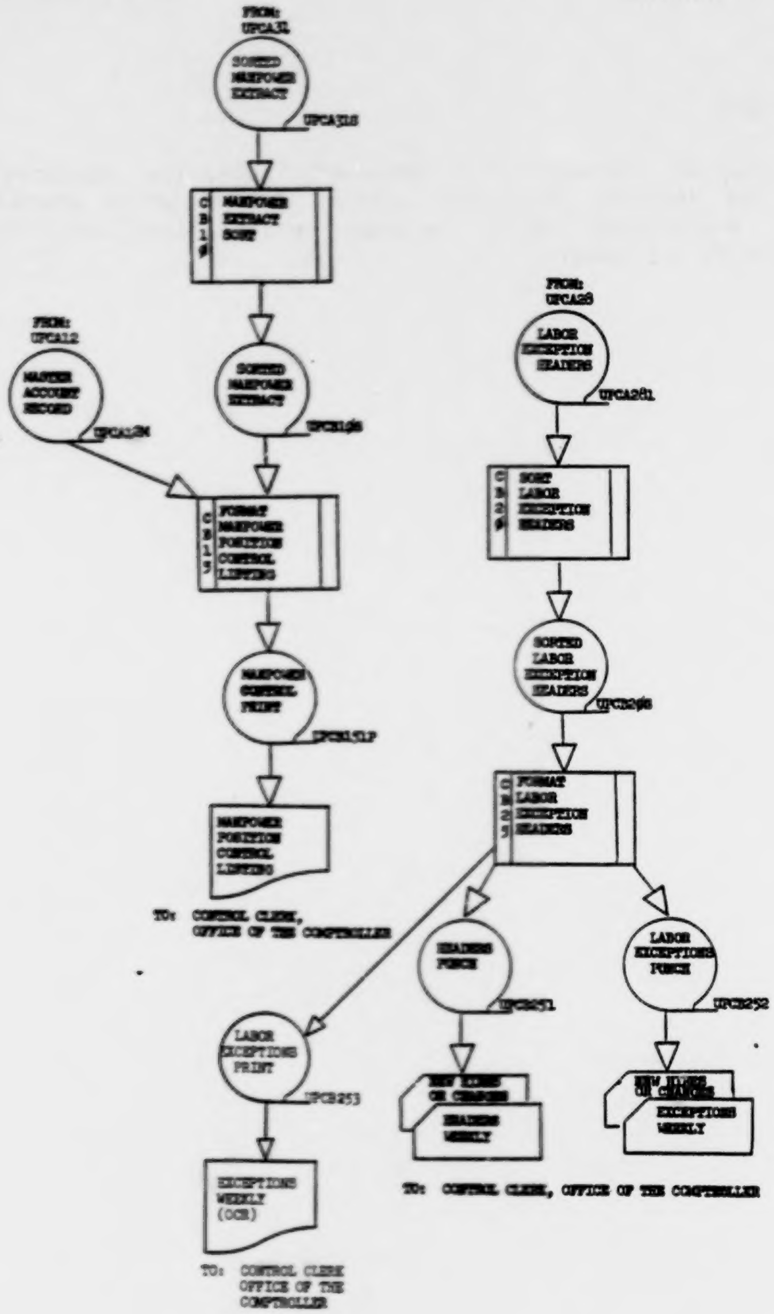
SECTION 1 GENERAL

1.1 PURPOSE

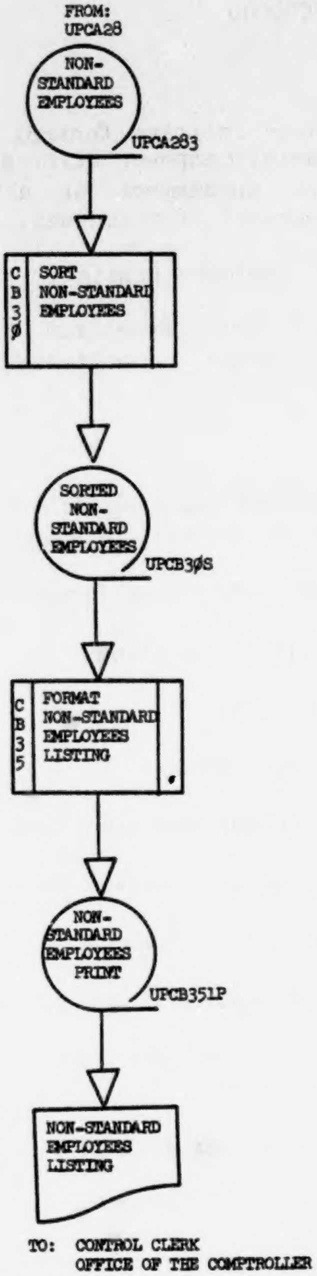
This chapter contains the Manpower Processing Application programs that produce the Manpower Position Control Listing which provides planning data, position management data, manpower utilization and incumbent data for management at all levels.

SECTION 2 MANPOWER PROCESSING APPLICATION

2.1 MANPOWER PROCESSING - UPCB0000
Application Flow Chart Page 1


FROM: UPCA31
SORTED MANPOWER EXTRACT
UPCA31S
C B 1 0
MANPOWER EXTRACT SORT
FROM: UPCA12
MASTER ACCOUNT RECORD
UPCA12M
SORTED MANPOWER EXTRACT
UPCB10
C B 1 5
FORMAT MANPOWER POSITION CONTROL LISTING
MANPOWER CONTROL PRINT
UPCB15P
MANPOWER POSITION CONTROL LISTING
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
FROM: UPCA28
LABOR EXCEPTION HEADERS
UPCA281
C B 2 0
SORT LABOR EXCEPTION HEADERS
SORTED LABOR EXCEPTION HEADERS
UPCB20
C B 2 5
FORMAT LABOR EXCEPTION HEADERS
HEADERS PUNCH
UPCB251
LABOR EXCEPTIONS PUNCH
UPCB252
LABOR EXCEPTIONS PRINT
UPCB253
EXCEPTIONS WEEKLY (OCR)
TO: CONTROL CLERK OFFICE OF THE COMPTROLLER
NEW ITEMS OR CHANGES
HEADERS WEEKLY
NEW ITEMS OR CHANGES
EXCEPTIONS WEEKLY
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

2.1 MANPOWER PROCESSING - UPCB0000
Application Flow Chart Page 2


FROM:
UPCA28
NON-STANDARD EMPLOYEES
UPCA283
CB30
SORT NON-STANDARD EMPLOYEES
SORTED NON-STANDARD EMPLOYEES
UPCB30S
CB35
FORMAT NON-STANDARD EMPLOYEES LISTING
NON-STANDARD EMPLOYEES PRINT
UPCB351P
NON-STANDARD EMPLOYEES LISTING
TO: CONTROL CLERK
OFFICE OF THE COMPTROLLER

2.1 MANPOWER PROCESSING - UPCB0000
Application Narrative

APPLICATION TITLE: Manpower Processing

APPLICATION ID NUMBER: UPCB0000

PURPOSE:

a. To produce the Manpower Position Control Listing which provides planning data, position management data, manpower utilization and incumbent data. These elements of data provides management at all levels with the information required for efficient management of resources.

b. To format Nonstandard Employee Listing.

c. To provide Pre-punched Labor Exception Cards for all new hires and any employees who have had a change in activity, organization, Subsidiary Cost Code, etc.

FUNCTIONS:

a. Sort the Manpower Extract into an Activity Code, Organization Code and Grade/Step or Rank sequence and format the Manpower Position Control Listing.

b. Format and punch Headers and Labor Exception Cards.

c. Format Nonstandard Employees Listing.

COMPONENT PROGRAMS AND OPERATIONS:

a. UPCB10: Manpower Extract Sort.

b. UPCB15: Format the Manpower Position Control Listing.

Operation: Print the Manpower Position Control Listing.

c. UPCB20: Sort Labor Exception Headers.

d. UPCB25: Format Labor Exception Headers.

Operation: Punch Header Card for new hires and/or changed on current employees, plus 15 Exception Cards.

e. UPCB30: Nonstandard Employees Sort.

f. UPCB35: Format Nonstandard Employees.

Operation: Print the Nonstandard Employees Listing.

INPUT-OUTPUT SOURCE AND DISPOSITION:

a. UPCA282I: Manpower Extract File, from the Cost Masters Processing Application, UPCA00.

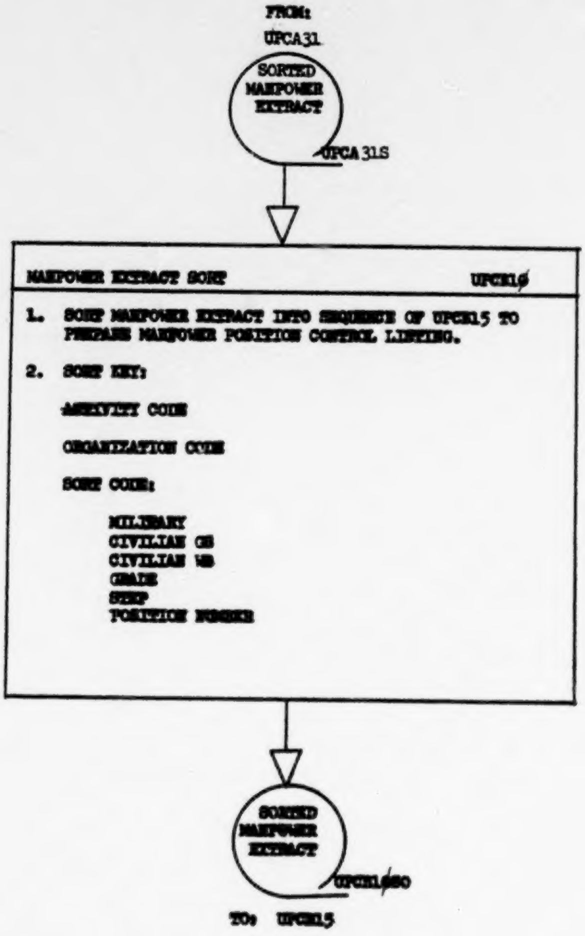
b. Output of listing to the Control Clerk, Office of the Comptroller.

FREQUENCY, TIME LIMITATIONS AND SCHEDULING FACTORS:

The Manpower Processing Application is processed weekly.

SECTION 3 MANPOWER PROCESSING PROGRAMS

3.1 MANPOWER EXTRACT SORT - UPCB10
Program I/O Chart


FROM:
UPCA31
SORTED MANPOWER EXTRACT
UPCA31S
MANPOWER EXTRACT SORT
UPCB10
SORTED MANPOWER EXTRACT
UPCB1080
TO: UPCB15

1. SORT MANPOWER EXTRACT INTO SEQUENCE OF UPCB15 TO PREPARE MANPOWER POSITION CONTROL LISTING.
2. SORT KEY:

   ACTIVITY CODE

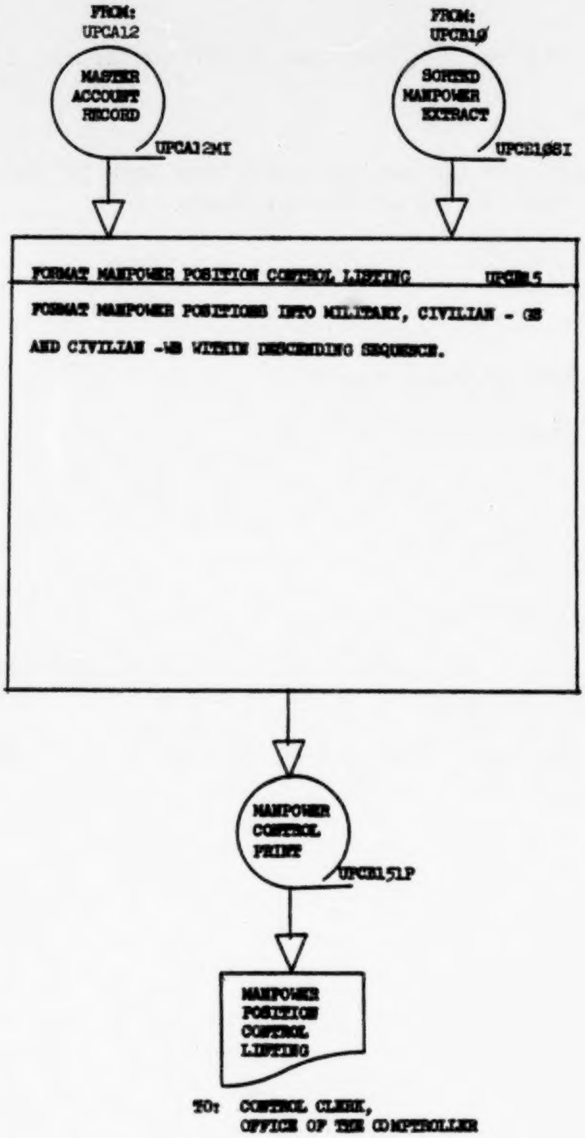
   ORGANIZATION CODE

   SORT CODE:

   MILITARY
   CIVILIAN GS
   CIVILIAN WB
   GRADE
   STEP
   POSITION NUMBER

3.2 FORMAT MANPOWER POSITION CONTROL LISTING - UPCB15

Program I/O Chart


FROM:
UPCA12
MASTER ACCOUNT RECORD
UPCA12MI
FROM:
UPCB10
SORTED MANPOWER EXTRACT
UPCB10SI
FORMAT MANPOWER POSITION CONTROL LISTING
UPCB15
FORMAT MANPOWER POSITIONS INTO MILITARY, CIVILIAN - GS AND CIVILIAN -WB WITHIN DESCENDING SEQUENCE.
MANPOWER CONTROL PRINT
UPCB151P
MANPOWER POSITION CONTROL LISTING
TO: CONTROL CLERK,
OFFICE OF THE COMPTROLLER

3.2 FORMAT MANPOWER POSITION CONTROL LISTING - UPCB15
Program Narrative

PROGRAM NAME: Format Manpower Position Control Listing

PROGRAM ID NUMBER: UPCB15

PURPOSE:

To format manpower data for the Manpower Position Control Listing.

FUNCTIONS/FEATURES:

To output authorized and incumbered positions and to detect personnel that are detailed but list them in parent organization.

DESCRIPTION:

a. Input Files:

(1) UPCA12MI: Master Account Record

(2) UPCB10SI: Sorted Manpower Extract.

b. Output File:

UPCB151P: Manpower Control Print.

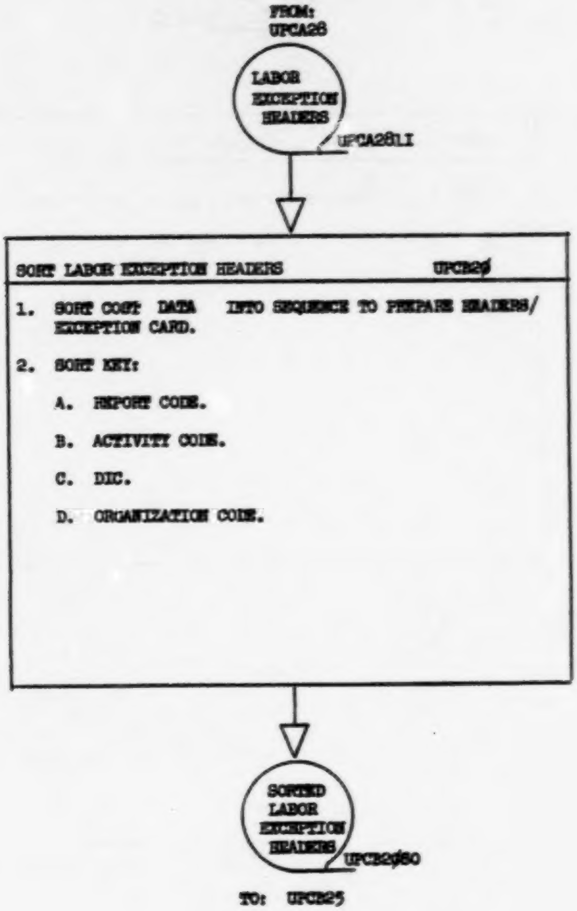
c. Processing Description:

(1) The Master Account Record is used to obtain organization titles and to determine if the report is required based on the Report/Frequency Selector.

(2) The Sorted Manpower Extract is formatted to output the Manpower Position Control Listing.

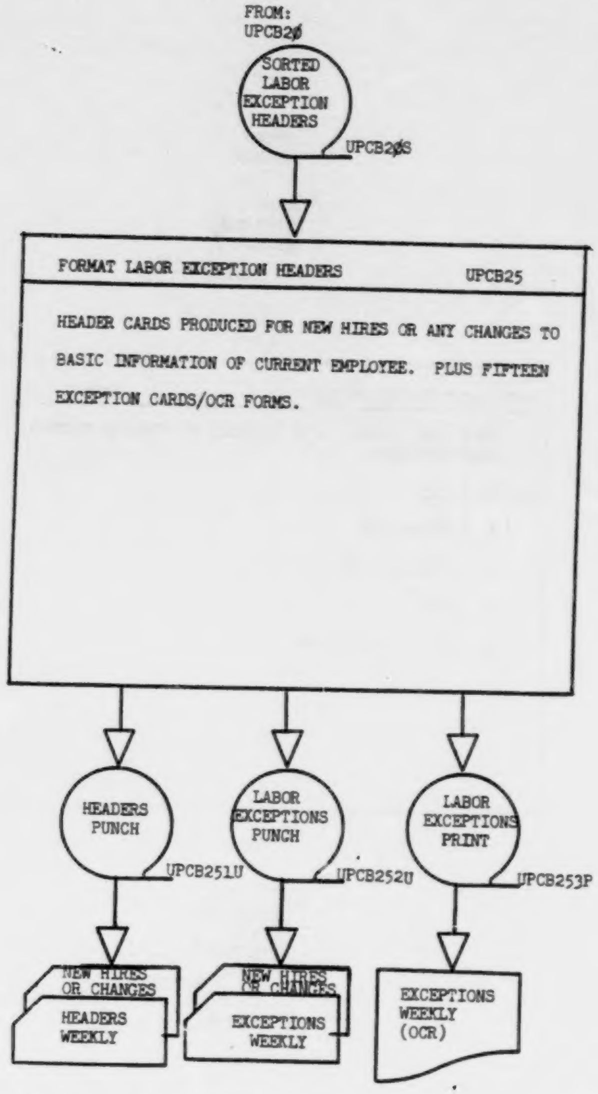
SPECIAL CONDITIONS: None.

3.3 SORT LABOR EXCEPTION HEADERS - UPCB20
Program I/O Chart


FROM:
UPCA28
LABOR EXCEPTION HEADERS
UPCA28LI
SORT LABOR EXCEPTION HEADERS
UPCB20
SORTED LABOR EXCEPTION HEADERS
UPCB2080
TO: UPCB25

1. SORT COST DATA INTO SEQUENCE TO PREPARE HEADERS/ EXCEPTION CARD.
2. SORT KEY:
   - A. REPORT CODE.
   - B. ACTIVITY CODE.
   - C. DIC.
   - D. ORGANIZATION CODE.

3.4 FORMAT LABOR EXCEPTION HEADERS - UPCB25
Program I/O Chart


FROM:
UPCB20
SORTED LABOR EXCEPTION HEADERS
UPCB20S
FORMAT LABOR EXCEPTION HEADERS
UPCB25
HEADERS PUNCH
UPCB251U
LABOR EXCEPTIONS PUNCH
UPCB252U
LABOR EXCEPTIONS PRINT
UPCB253P
NEW HIRES OR CHANGES
HEADERS WEEKLY
NEW HIRES OR CHANGES
EXCEPTIONS WEEKLY
EXCEPTIONS WEEKLY (OCR)

HEADER CARDS PRODUCED FOR NEW HIRES OR ANY CHANGES TO BASIC INFORMATION OF CURRENT EMPLOYEE. PLUS FIFTEEN EXCEPTION CARDS/OCR FORMS.

TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.4 FORMAT LABOR EXCEPTION HEADERS - UPCB25

Program Narrative

PROGRAM NAME: Format Labor Exception Headers

PROGRAM ID NUMBER: UPCB25

PURPOSE:

Provide a Header Card with pertinent data and a deck of Daily Labor Exception Cards to record all exceptions to an employees assigned organization and Subsidiary Cost Code.

FUNCTIONS/FEATURES:

a. Provide headers for new hires or change in pertinent data.

b. Provide a deck of Daily Labor Exceptions for new hires or change in pertinent data.

DESCRIPTION:

a. Input File:

UPCB20SI: Sorted Labor Exception Headers.

b. Ouput Files:

(1) UPCB251U: Headers Punch.

(2) UPCB252U: Labor Exceptions Punch.

(3) UPCB253P: Labor Exceptions Print.

c. Processing Description - Input documents are processed as follows:

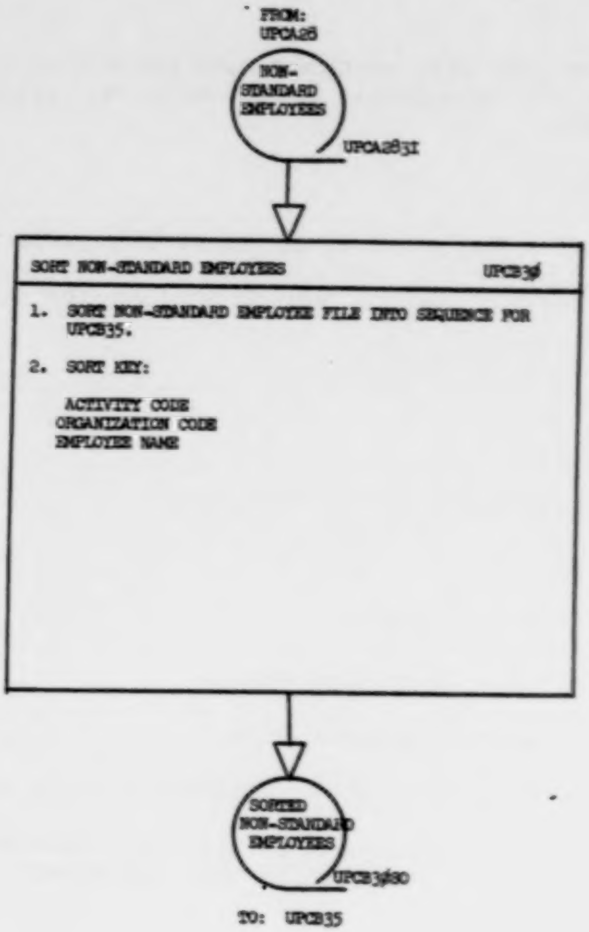
(1) Format and punch Header Cards for new hires or a change in pertinent data; such as activity, organization and Subsidiary Cost Code for current employees.

(2) Format and punch Daily Labor Exceptions on new hires, change in pertinent data.

(3) Format and print OCR Forms.

SPECIAL CONDITIONS: None.

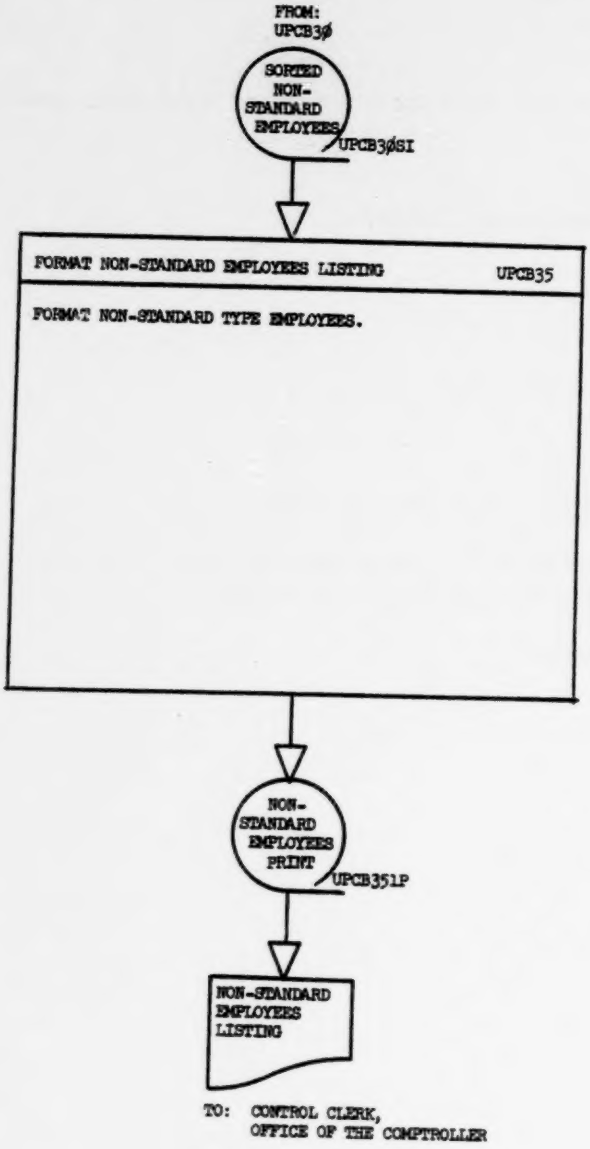
3.5 SORT NONSTANDARD EMPLOYEES - UPCB30
Program I/O Chart


FROM:
UPCA28
NON-STANDARD EMPLOYEES
UPCA2831
SORT NON-STANDARD EMPLOYEES
UPCB30
SORTED NON-STANDARD EMPLOYEES
UPCB3080
TO: UPCB35

1. SORT NON-STANDARD EMPLOYEE FILE INTO SEQUENCE FOR UPCB35.
2. SORT KEY:

ACTIVITY CODE
ORGANIZATION CODE
EMPLOYEE NAME

3.6 FORMAT NONSTANDARD EMPLOYEES LISTING - UPCB35
Program I/O Chart


FROM:
UPCB30
SORTED NON-STANDARD EMPLOYEES
UPCB30SI
FORMAT NON-STANDARD EMPLOYEES LISTING
UPCB35
FORMAT NON-STANDARD TYPE EMPLOYEES.
NON-STANDARD EMPLOYEES PRINT
UPCB351P
NON-STANDARD EMPLOYEES LISTING
TO: CONTROL CLERK,
OFFICE OF THE COMPTROLLER

3.6 FORMAT NONSTANDARD EMPLOYEES LISTING - UPCB35

Program Narrative

PROGRAM NAME: Format Nonstandard Employees Listing

PROGRAM ID NUMBER: UPCB35

PURPOSE:

To prepare listing of all nonstandard tour of duty employees.

FUNCTIONS/FEATURES:

Prints Nonstandard Employees Listing.

DESCRIPTION:

a. Input File:

UPCB30SI: Sorted Nonstandard Employees.

b. Output File:

UPCB351P: Nonstandard Employees Listing.

c. Processing Description - Manpower Records with Tour of Duty Code V formatted for the Nonstandard Employees Listing.

SPECIAL CONDITIONS: None.

VOLUME I APCAPS ADP SPECIFICATIONS

PART 5 COST/PERFORMANCE SUBSYSTEM

CHAPTER 4 SUMMARY HISTORY RECONCILIATION - UPCC0000

CHAPTER TABLE OF CONTENTS

SECT DESCRIPTION PAGE

1 GENERAL

1.1 Purpose I-5-4-1

2 SUMMARY HISTORY RECONCILIATION APPLICATION

2.1 Summary History Reconciliation - UPCC0000 I-5-4-2

3 SUMMARY HISTORY RECONCILIATION PROGRAMS

3.1 Sort Split, Biweekly and Monthly Data - UPCC02 I-5-4-12
3.2 Sort Cost Extract - UPCC03 I-5-4-13
3.3 Biweekly/EOM/and Monthly Breakout - UPCC04 I-5-4-14
3.4 Biweekly Cost to Payroll Reconciliation - UPCC05 I-5-4-16
3.5 Sort Unprocessed Employees - UPCC06 I-5-4-19
3.6 Format Unprocessed Employees Listing - UPCC07 I-5-4-20
3.7 Sort Reconciled Biweekly Data - UPCC10 I-5-4-22
3.8 Biweekly Subsidiary Cost Code Adjustment - UPCC15 I-5-4-23
3.9 Sort Adjusted Biweekly Data - UPCC20 I-5-4-25
3.10 Post Biweekly Manhour and Cost Correction - UPCC25 I-5-4-26
3.11 Biweekly Consolidation and Format Payroll Cost Certification Listing - UPCC30 I-5-4-28
3.12 Format RCS DD-DSA(BW)1388(C) Listing - UPCC32 I-5-4-31
3.13 SF 113G History Biweekly Update - UPCC33 I-5-4-34
3.14 End of Month Summarization - UPCC35 I-5-4-36
3.15 Sort End of Month Data - UPCC40 I-5-4-38
3.16 Post Corrections and Consolidate - UPCC42 I-5-4-39
3.17 Sort Corrected End of Month Data - UPCC43 I-5-4-41
3.18 End of Month Consolidation and Format Payroll Cost Certification Listing - UPCC45 I-5-4-42
3.19 SF 113G History EOM Update - UPCC47 I-5-4-45
3.20 Summary History Adjustment - UPCC50 I-5-4-48
3.21 SF 113G History Adjustment - UPCC51 I-5-4-51
3.22 Non-Labor Cost History Maintenance - UPCC52 I-5-4-53
3.23 Sort Changed History - UPCC55 I-5-4-56
3.24 Summary History Consolidation and Format the Advance Report of Military Personnel Expenses RCS DLA(M)48(C)MIN - UPCC60 I-5-4-57

SECT	DESCRIPTION	PAGE
3.25	Biweekly Sort/Update LAPER History - Actual Hours - UPCC62	I-5-4-60
3.26	Format Inquiry Listing - UPCC70	I-5-4-63
3.27	As Required LAPER History Sort - UPCC81	I-5-4-65
3.28	DISSIAL Base Period Master File Maintenance - UPCC82	I-5-4-66
3.29	Extract Proposed Base Data - UPCC83	I-5-4-68
3.30	Extracted Proposed Base Data Sort - UPCC84	I-5-4-70
3.31	Format Proposed Base Profiles Listing - UPCC85	I-5-4-71

VOLUME I APCAPS ADP SPECIFICATIONS

PART 5 COST/PERFORMANCE SUBSYSTEM

CHAPTER 4 SUMMARY HISTORY RECONCILIATION - UPCC0000

SECTION 1 GENERAL

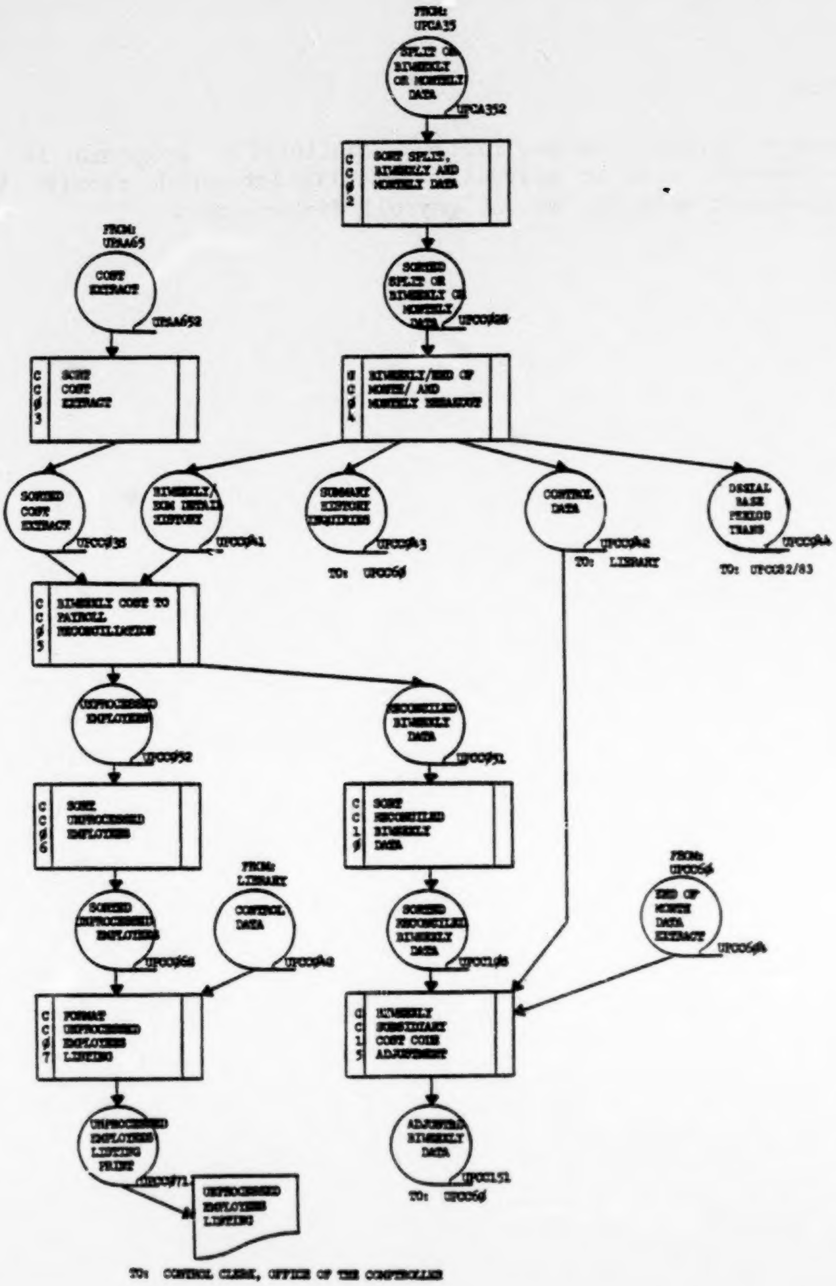
1.1 PURPOSE

The Summary History Reconciliation Application programs in this chapter perform a biweekly cost to payroll reconciliation which results in cost being in total agreement with the actual payroll disbursement.

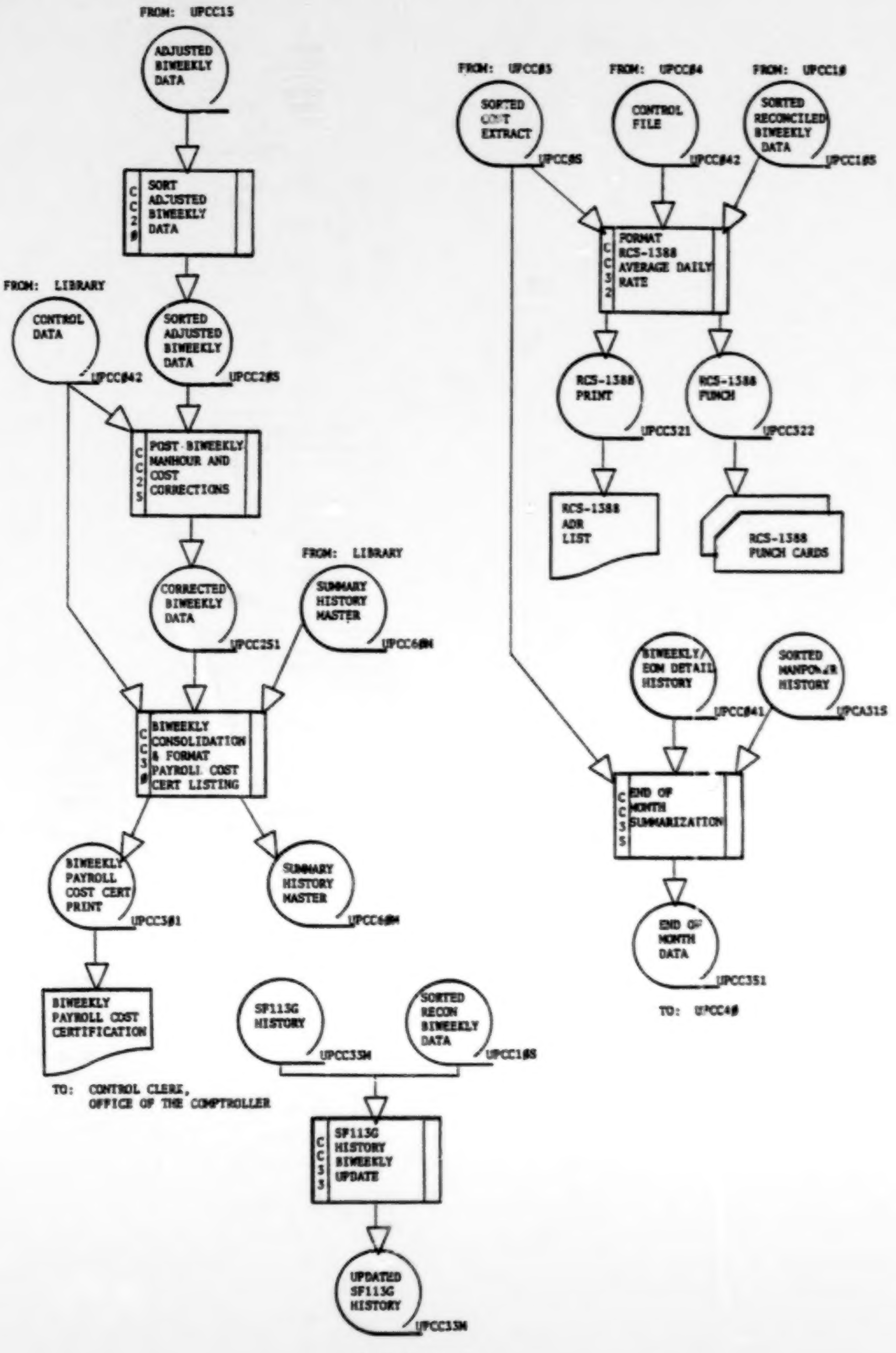
SECTION 2 SUMMARY HISTORY RECONCILIATION APPLICATION

2.1 SUMMARY HISTORY RECONCILIATION - UPCC0000

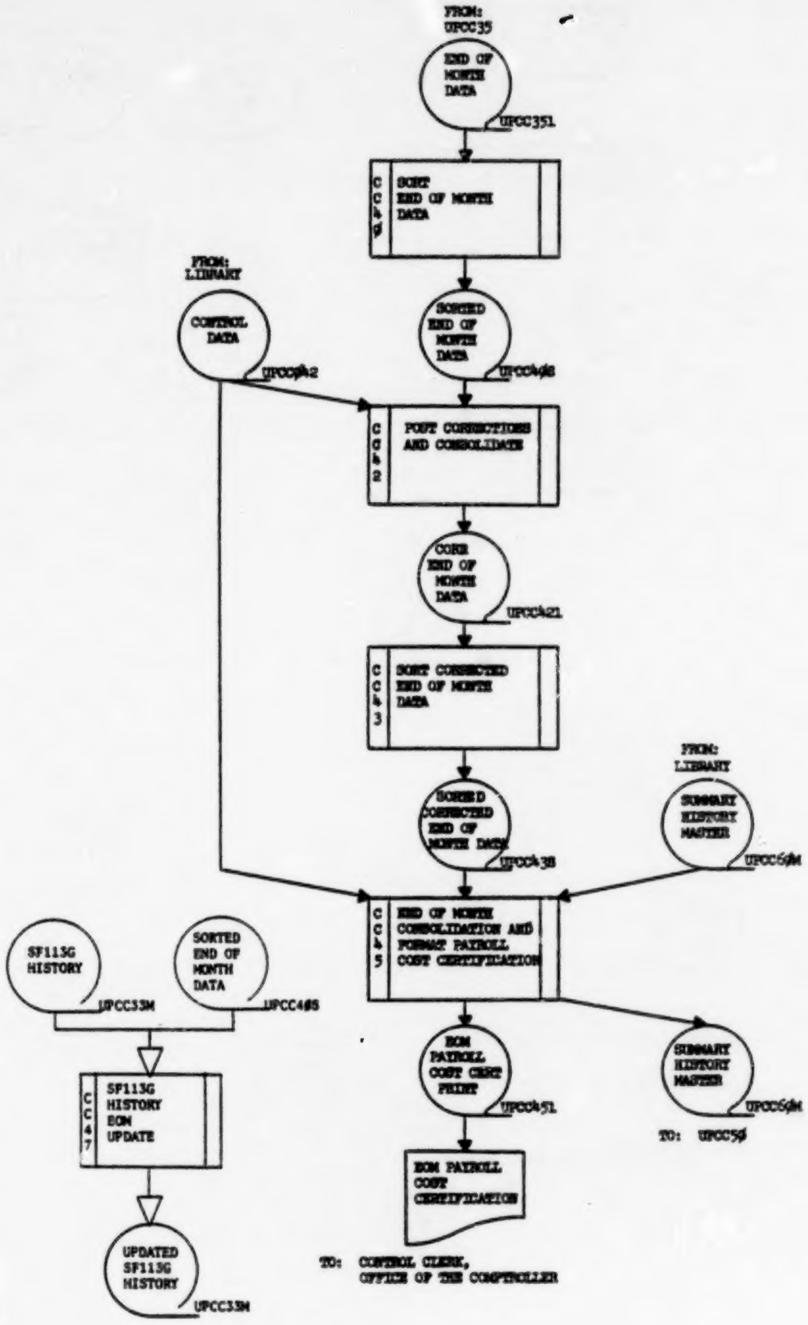
Application Flow Chart Page 1


FROM: UPCA35
SPLIT OF BIWEEKLY OR MONTHLY DATA
UPCA352
CC02
SORT SPLIT, BIWEEKLY AND MONTHLY DATA
SORTED SPLIT OR BIWEEKLY OR MONTHLY DATA
UPCC028
UC04
BIWEEKLY/END OF MONTH/ AND MONTHLY BREAKOUT
FROM: UPAA65
COST EXTRACT
UPAA652
CC03
SORT COST EXTRACT
SORTED COST EXTRACT
UPCC035
BIWEEKLY/EOM DETAIL HISTORY
UPCC0A1
SUMMARY HISTORY INQUIRIES
UPCC0A3
TO: UPCC60
CONTROL DATA
UPCC0A2
TO: LIBRARY
DENIAL BASE PERIOD TRANS
UPCC0A4
TO: UPCC82/83
CC05
BIWEEKLY COST TO PAYROLL RECONCILIATION
UNPROCESSED EMPLOYEES
UPCC052
RECONCILED BIWEEKLY DATA
UPCC051
CC06
SORT UNPROCESSED EMPLOYEES
CC10
SORT RECONCILED BIWEEKLY DATA
SORTED UNPROCESSED EMPLOYEES
UPCC062
FROM: LIBRARY
CONTROL DATA
UPCC0A2
SORTED RECONCILED BIWEEKLY DATA
UPCC108
FROM: UPCC50
END OF MONTH DATA EXTRACT
UPCC50A
CC07
FORMAT UNPROCESSED EMPLOYEES LISTING
CC15
BIWEEKLY SUBSIDIARY COST CODE ADJUSTMENT
UNPROCESSED EMPLOYEES LISTING PRINT
UPCC071
UNPROCESSED EMPLOYEES LISTING
ADJUSTED BIWEEKLY DATA
UPCC151
TO: UPCC60
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

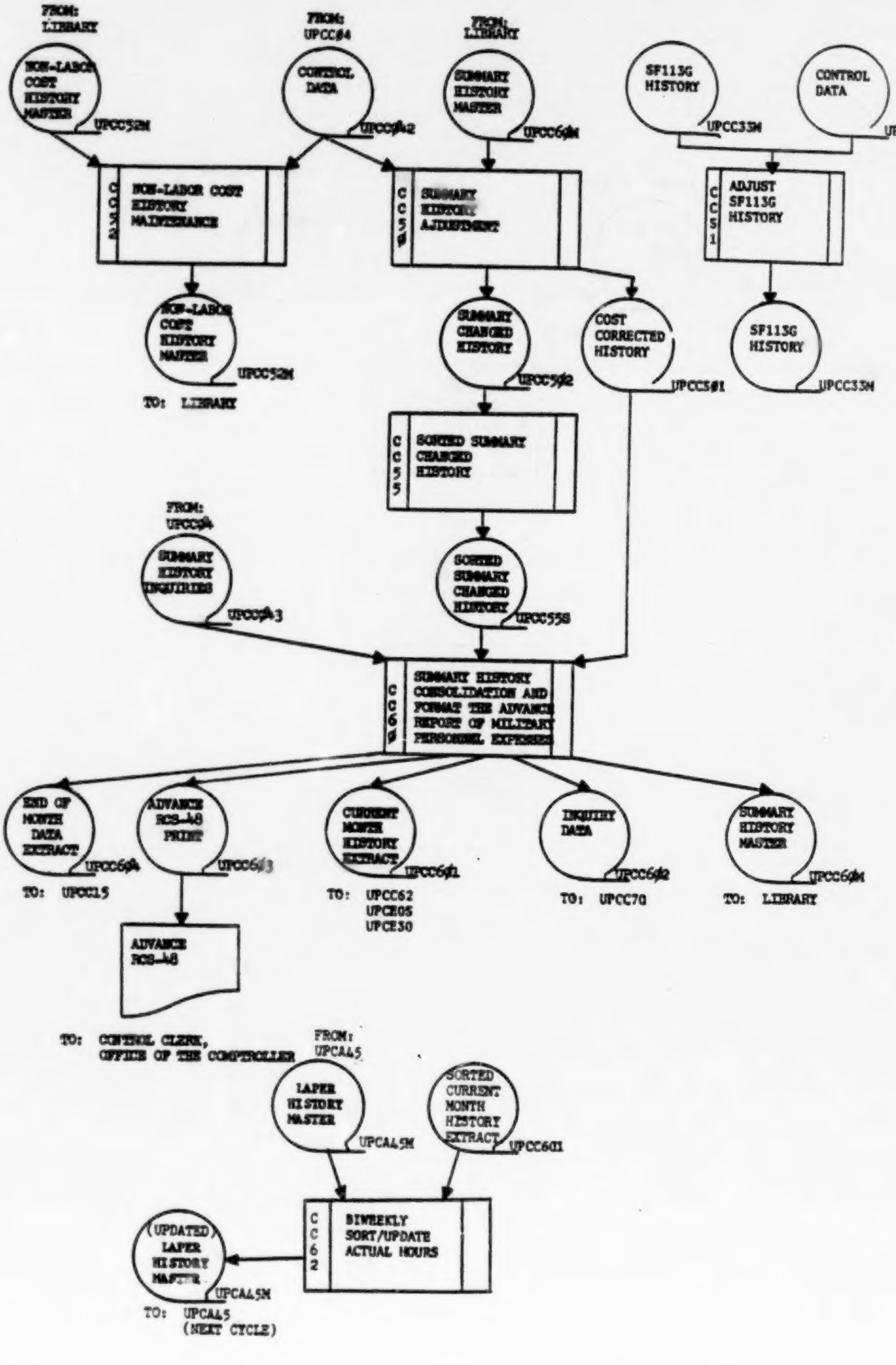
2.1 SUMMARY HISTORY RECONCILIATION - UPCC0000
Application Flow Chart Page 2


FROM: UPCC15
ADJUSTED BIWEEKLY DATA
CC20 SORT ADJUSTED BIWEEKLY DATA
FROM: LIBRARY
CONTROL DATA
UPCC042
SORTED ADJUSTED BIWEEKLY DATA
UPCC205
CC25 POST BIWEEKLY MANHOUR AND COST CORRECTIONS
CORRECTED BIWEEKLY DATA
UPCC251
FROM: LIBRARY
SUMMARY HISTORY MASTER
UPCC60M
CC30 BIWEEKLY CONSOLIDATION & FORMAT PAYROLL COST CERT LISTING
BIWEEKLY PAYROLL COST CERT PRINT
UPCC301
SUMMARY HISTORY MASTER
UPCC60M
BIWEEKLY PAYROLL COST CERTIFICATION
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
SF113G HISTORY
UPCC33M
SORTED RECON BIWEEKLY DATA
UPCC10S
CC33 SF113G HISTORY BIWEEKLY UPDATE
UPDATED SF113G HISTORY
UPCC33M
FROM: UPCC03
SORTED COST EXTRACT
UPCC05
FROM: UPCC04
CONTROL FILE
UPCC042
FROM: UPCC10
SORTED RECONCILED BIWEEKLY DATA
UPCC105
CC32 FORMAT RCS-1388 AVERAGE DAILY RATE
RCS-1388 PRINT
UPCC321
RCS-1388 PUNCH
UPCC322
RCS-1388 ADR LIST
RCS-1388 PUNCH CARDS
BIWEEKLY/ EOM DETAIL HISTORY
UPCC041
SORTED MANPOWER HISTORY
UPCA315
CC35 END OF MONTH SUMMARIZATION
END OF MONTH DATA
UPCC351
TO: UPCC40

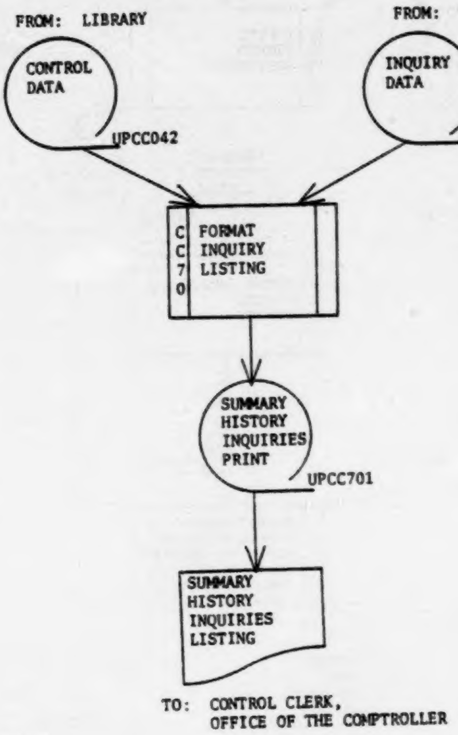
2.1 SUMMARY HISTORY RECONCILIATION - UPCC0000
Application Flow Chart Page 3


FROM: UPCC35
END OF MONTH DATA
UPCC351
C C 4 0
SORT END OF MONTH DATA
FROM: LIBRARY
CONTROL DATA
UPCC042
SORTED END OF MONTH DATA
UPCC408
C C 4 2
POST CORRECTIONS AND CONSOLIDATE
CORR END OF MONTH DATA
UPCC421
C C 4 3
SORT CORRECTED END OF MONTH DATA
SORTED CORRECTED END OF MONTH DATA
UPCC438
FROM: LIBRARY
SUMMARY HISTORY MASTER
UPCC60M
C C 4 5
END OF MONTH CONSOLIDATION AND FORMAT PAYROLL COST CERTIFICATION
SF113G HISTORY
UPCC33M
SORTED END OF MONTH DATA
UPCC405
C C 4 7
SF113G HISTORY EOM UPDATE
UPDATED SF113G HISTORY
UPCC33M
EOM PAYROLL COST CERT PRINT
UPCC451
EOM PAYROLL COST CERTIFICATION
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
SUMMARY HISTORY MASTER
UPCC60M
TO: UPCC50

2.1 SUMMARY HISTORY RECONCILIATION - UPCC0000
Application Flow Chart Page 4

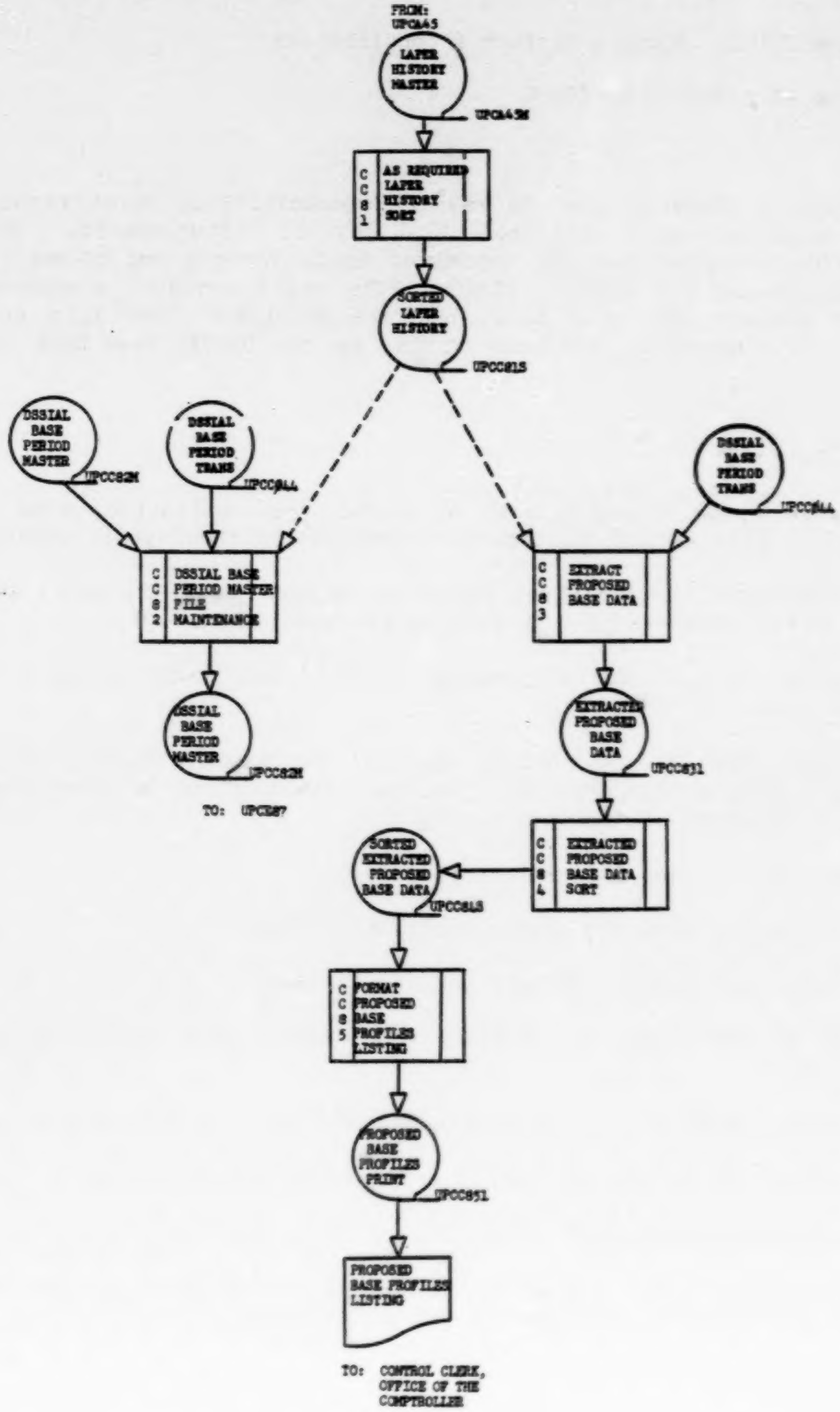

FROM: LIBRARY
NON-LABOR COST HISTORY MASTER
UPCC52M
FROM: UPCC04
CONTROL DATA
UPCC042
FROM: LIBRARY
SUMMARY HISTORY MASTER
UPCC60M
SF113G HISTORY
UPCC33M
CONTROL DATA
UPCC042
CC52
NON-LABOR COST HISTORY MAINTENANCE
CC50
SUMMARY HISTORY ADJUSTMENT
CC51
ADJUST SF113G HISTORY
NON-LABOR COST HISTORY MASTER
UPCC52M
TO: LIBRARY
SUMMARY CHANGED HISTORY
UPCC502
COST CORRECTED HISTORY
UPCC501
SF113G HISTORY
UPCC33M
CC55
SORTED SUMMARY CHANGED HISTORY
FROM: UPCC04
SUMMARY HISTORY INQUIRIES
UPCC043
SORTED SUMMARY CHANGED HISTORY
UPCC55S
CC60
SUMMARY HISTORY CONSOLIDATION AND FORMAT THE ADVANCE REPORT OF MILITARY PERSONNEL EXPENSES
END OF MONTH DATA EXTRACT
UPCC60A
TO: UPCC15
ADVANCE RCS-48 PRINT
UPCC603
ADVANCE RCS-48
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
CURRENT MONTH HISTORY EXTRACT
UPCC601
TO: UPCC62
UPCE05
UPCE30
INQUIRY DATA
UPCC602
TO: UPCC70
SUMMARY HISTORY MASTER
UPCC60M
TO: LIBRARY
FROM: UPCA45
LAPER HISTORY MASTER
UPCA45M
SORTED CURRENT MONTH HISTORY EXTRACT
UPCC601
CC62
BIWEEKLY SORT/UPDATE ACTUAL HOURS
(UPDATED) LAPER HISTORY MASTER
UPCA45M
TO: UPCA45
(NEXT CYCLE)

2.1 SUMMARY HISTORY RECONCILIATION - UPCC0000
Application Flow Chart Page 5


FROM: LIBRARY
CONTROL DATA
UPCC042
FROM: UPCC60
INQUIRY DATA
UPCC602
C C 7 0
FORMAT INQUIRY LISTING
SUMMARY HISTORY INQUIRIES PRINT
UPCC701
SUMMARY HISTORY INQUIRIES LISTING
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

2.1 SUMMARY HISTORY RECONCILIATION - UPCC0000

Application Flow Chart Page 6


FROM: UPCA45
LAPER HISTORY MASTER
UPCA45M
CC81
AS REQUIRED LAPER HISTORY SORT
SORTED LAPER HISTORY
UPCC81S
DSSIAL BASE PERIOD MASTER
UPCC82M
DSSIAL BASE PERIOD TRANS
UPCC044
DSSIAL BASE PERIOD TRANS
UPCC044
CC82
DSSIAL BASE PERIOD MASTER FILE MAINTENANCE
CC83
EXTRACT PROPOSED BASE DATA
DSSIAL BASE PERIOD MASTER
UPCC82M
TO: UPCE87
EXTRACTED PROPOSED BASE DATA
UPCC831
CC84
EXTRACTED PROPOSED BASE DATA SORT
SORTED EXTRACTED PROPOSED BASE DATA
UPCC84S
CC85
FORMAT PROPOSED BASE PROFILES LISTING
PROPOSED BASE PROFILES PRINT
UPCC851
PROPOSED BASE PROFILES LISTING
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

2.1 SUMMARY HISTORY RECONCILIATION - UPCC0000
Application Narrative

APPLICATION TITLE: Summary History Reconciliation

APPLICATION ID NUMBER: UPCC0000

PURPOSE:

To perform a biweekly cost to payroll reconciliation which results in cost being in total agreement with the actual payroll disbursements. In addition, this application generates the estimated costs for the end-of-month split pay period and creates the Summary History File which contains a maximum of four months of manhour and cost data, and the Non-Labor Cost File containing a maximum of four months of Non-Labor Costs, and the DSSIAL Base Data File.

FUNCTIONS:

a. Biweekly:

(1) Perform the biweekly cost to payroll reconciliation using the Detail Labor History File and the Cost Extract produced in the Payroll Subsystem.

(2) Distribute the Personnel Benefits, Object Class 12, using the manhours recorded to each Subsidiary Cost Code as the base.

(3) Apply detail and/or summary manhour and cost corrections to the reconciled data.

(4) Consolidate the reconciled data to the Summary History File retaining up to four months of history. Usually, two biweekly and the end-of-month split will equal one month of history.

(5) Format Proposed Base Period Profiles.

(6) Format the Biweekly Payroll Cost Certificates.

(7) Format the Summary History Inquiry Listings.

(8) Update Non-Labor Cost History File, DSSIAL Base Data File, and SF 113G History File.

(9) Update LAPER History File with Reconciled MTD & FYTD Actual Hours.

(10) Format RCS DD-DLA(BW)1388(C) Average Daily Rate Listing.

b. End-of-Month/Monthly:

(1) Calculate dollar values for the manhours reflected in the Detail Labor History File for the end-of-month split pay period.

(2) Calculate and distribute the Personnel Benefits, Object Class 12, for the split pay period using the manhours recorded to each Subsidiary Cost Code and the Object Class 12 paid for the last full pay period as the base.

(3) Apply detail and/or summary manhours and cost corrections.

(4) Consolidate the adjusted data to the Summary History File to close out one month of manhour and cost data.

(5) Retain the end-of-month data for the next biweekly process in order to calculate the then current month portion of the pay period.

(6) Format the end-of-month Payroll Cost Certification.

(7) Format the Inquiry Listing.

(8) Create the Current Month History Extract to feed Monthly Format runs.

(9) Format Proposed Base Period Profiles.

(10) Updating of Non-Labor Cost History, DSSIAL Base Data File, and SF 113G History File.

COMPONENT PROGRAMS AND OPERATIONS:

a. UPCC02: Sort Split, Biweekly and Monthly Data.

b. UPCC03: Sort Cost Extract.

c. UPCC04: Biweekly, End-of-Month/and Monthly Breakout.

d. UPCC05: Biweekly Cost to Payroll Reconciliation.

e. UPCC06: Sort Unprocessed Employees.

f. UPCC07: Format Unprocessed Employees Listing.

g. UPCC10: Sort Reconciled Biweekly Data.

h. UPCC15: Biweekly Subsidiary Cost Code Adjustment.

i. UPCC20: Sort Adjusted Biweekly Data.

j. UPCC25: Post Biweekly Manhour and Cost Corrections.

k. UPCC30: Biweekly Consolidation and Format Payroll Cost Certification Listing.

l. UPCC32: Format RCS DD-DLA(BW)1388(C) Average Daily Rate Listing.

m. UPCC33: SF 113G History Biweekly Update.

n. UPCC35: End-of-Month Summarization.

o. UPCC40: Sort End-of-Month Data.

p. UPCC42: Post Corrections and Consolidate.

q. UPCC43: Sort Corrected End-of-Month Data.

r. UPCC45: End-of-Month Consolidation and Format Payroll Cost Certification.

s. UPCC47: SF 113G History EOM Update.

t. UPCC50: Summary History Adjustment.

u. UPCC51: Adjust SF 113G History.

v. UPCC52: Non-Labor Cost History Maintenance.

w. UPCC55: Sorted Summary Changed History.

x. UPCC60: Summary History Consolidation and Format the Advance Report of Military Personnel Expenses.

y. UPCC62: Biweekly Sort/Update LAPER History - Actual Hours.

Operation: Produce an updated/reconciled Detail Workload History File from the Current Monthly History Extract.

z. UPCC70: Sort/Format Inquiry Listing.

Operation: Print Summary History Inquiries.

aa. UPCC81: As Required LAPER History Sort.

ab. UPCC82: DSSIAL Base Period Master File Maintenance.

ac. UPCC83: Extract Proposed Base Data.

ad. UPCC84: Extract Proposed Base Data Sort.

ae. UPCC85: Format Proposed Base Profiles Listing.

Operation: Print Proposed Base Profiles Listing.

INPUT-OUTPUT SOURCE AND DISPOSITION

a. UPCA352: Split, Biweekly and Monthly Data File, from the Cost Masters Processing Application, UPCA0000.

b. UPAA652: Cost Extract, from the Payroll Subsystem.

c. UPCA31S: Manpower Extract, from the Cost Master Processing Application, UPCA0000.

d. UPCC60M: Summary History Master, which is created and maintained within this application.

e. UPCC52M: Non-Labor Cost History, which is created and maintained within this application.

f. UPCA45M: Detail Workload History, which is updated biweekly with reconciled MTD and FYTD Actual Hours.

g. UPCC33M: SF 113G History, which is created and maintained within this application.

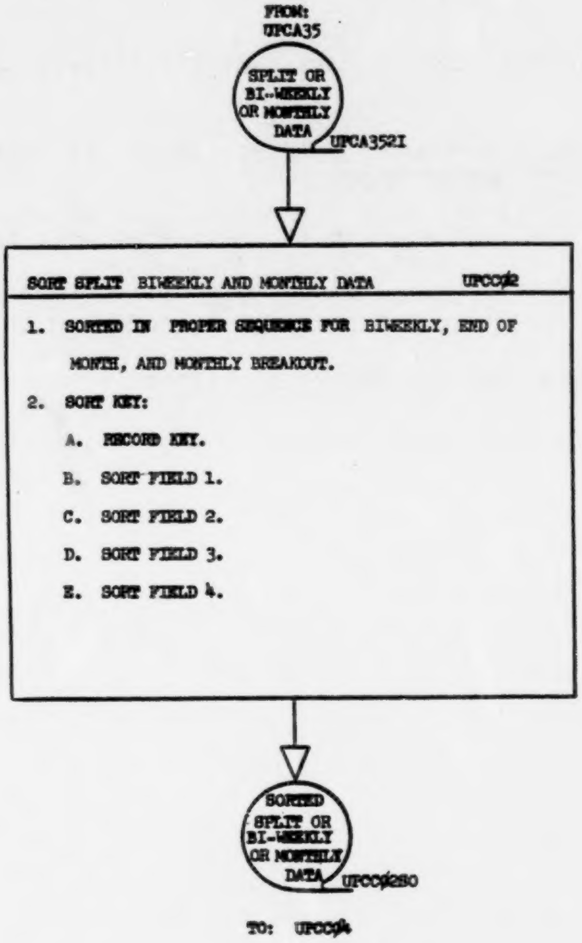
h. Output of listings to the Control Clerk, Office of the Comptroller.

FREQUENCY, TIME LIMITATIONS AND SCHEDULING FACTORS:

The Summary History Reconciliation Application is processed biweekly, end-of-month and monthly.

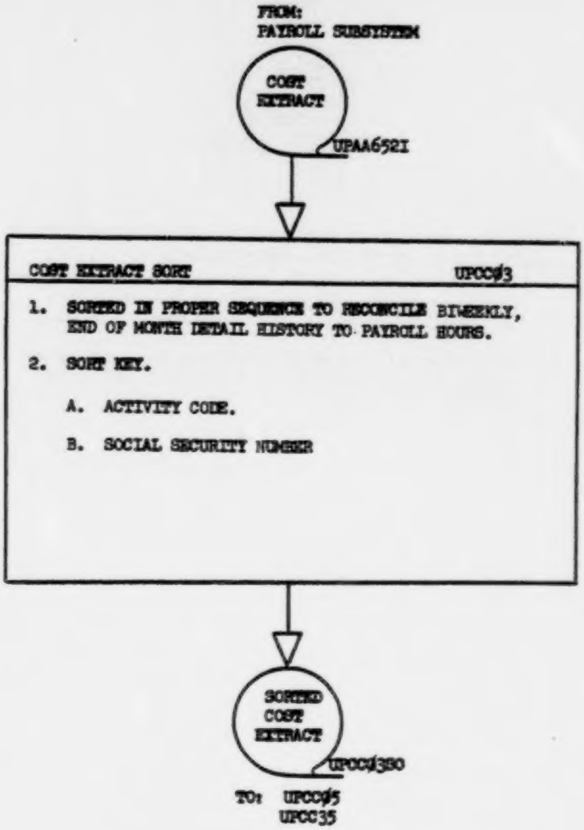
SECTION 3 SUMMARY HISTORY RECONCILIATION PROGRAMS

3.1 SORT SPLIT, BIWEEKLY AND MONTHLY DATA - UPCC02
Program I/O Chart


FROM:
UPCA35
SPLIT OR BI-WEEKLY OR MONTHLY DATA
UPCA3521
SORT SPLIT BIWEEKLY AND MONTHLY DATA
UPCC02
SORTED SPLIT OR BI-WEEKLY OR MONTHLY DATA
UPCC0280
TO: UPCC04

1. SORTED IN PROPER SEQUENCE FOR BIWEEKLY, END OF MONTH, AND MONTHLY BREAKOUT.
2. SORT KEY:
    - A. RECORD KEY.
    - B. SORT FIELD 1.
    - C. SORT FIELD 2.
    - D. SORT FIELD 3.
    - E. SORT FIELD 4.

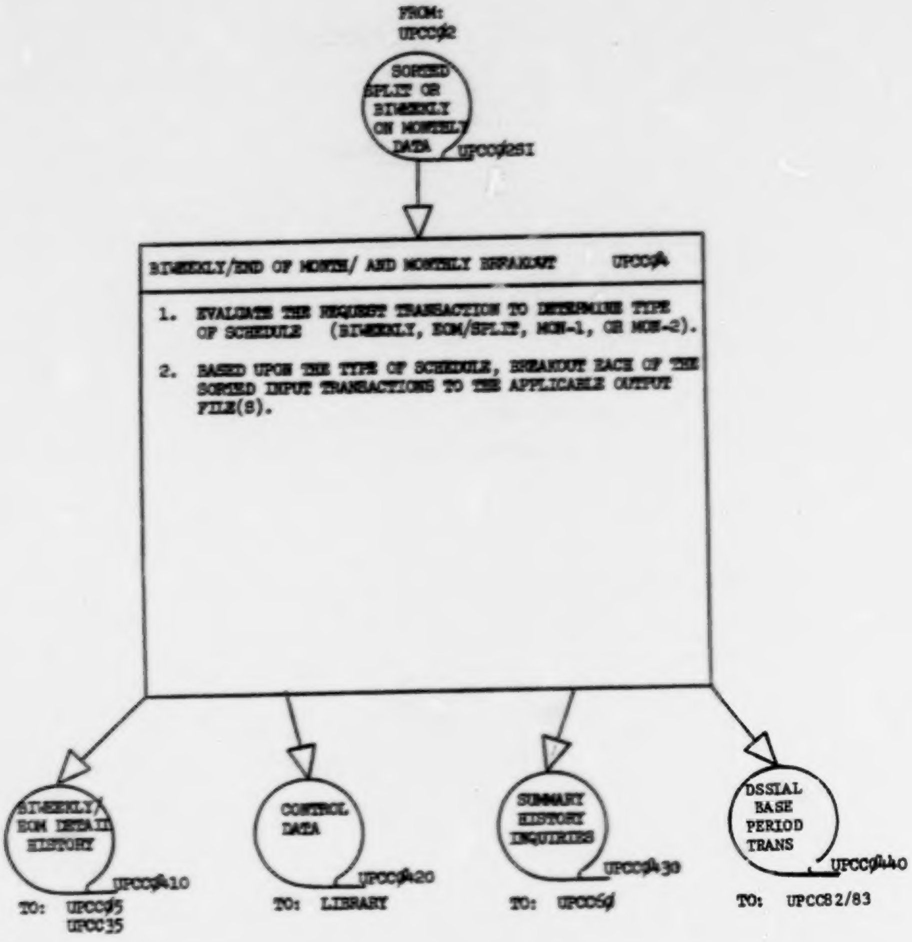
3.2 COST EXTRACT SORT - UPCC03
Program I/O Chart


FROM:
PAYROLL SUBSYSTEM
COST EXTRACT
UPAA6521
COST EXTRACT SORT
UPCC03
SORTED COST EXTRACT
UPCC0350
TO: UPCC05
UPCC35

1. SORTED IN PROPER SEQUENCE TO RECONCILE BIWEEKLY, END OF MONTH DETAIL HISTORY TO PAYROLL HOURS.
2. SORT KEY.
   - A. ACTIVITY CODE.
   - B. SOCIAL SECURITY NUMBER

3.3 BIWEEKLY, END-OF-MONTH, AND MONTHLY BREAKOUT - UPCC04

Program I/O Chart


FROM:
UPCC02
SORTED SPLIT OR BIWEEKLY OR MONTHLY DATA
UPCC02SI
BIWEEKLY/END OF MONTH/ AND MONTHLY BREAKOUT
UPCC04
BIWEEKLY/ EOM DETAIL HISTORY
UPCC0410
TO: UPCC05
UPCC35
CONTROL DATA
UPCC0420
TO: LIBRARY
SUMMARY HISTORY INQUIRIES
UPCC0430
TO: UPCC50
DSSIAL BASE PERIOD TRANS
UPCC0440
TO: UPCC82/83

1. EVALUATE THE REQUEST TRANSACTION TO DETERMINE TYPE OF SCHEDULE (BIWEEKLY, EOM/SPLIT, MON-1, OR MON-2).
2. BASED UPON THE TYPE OF SCHEDULE, BREAKOUT EACH OF THE SORTED INPUT TRANSACTIONS TO THE APPLICABLE OUTPUT FILE(S).

3.3 BIWEEKLY, END-OF-MONTH, AND MONTHLY BREAKOUT - UPCC04
Program Narrative

PROGRAM NAME: Biweekly, End-of-Month, and Monthly Breakout

PROGRAM ID NUMBER: UPCC04

PURPOSE:

To distribute the different types of sorted transactions to one or more of the control/maintenance files.

FUNCTIONS/FEATURES:

a. Determine type of schedule (Biweekly, EOM/Split, Month-1, Month-2).

b. Based upon type of schedule distribute each input transaction to its proper file(s).

DESCRIPTION:

a. Input File:

UPCC02SI: Sorted Split or Biweekly or Monthly Data.

b. Output Files:

(1) UPCC0410: Biweekly/EOM Detail History.

(2) UPCC0420: Control Data.

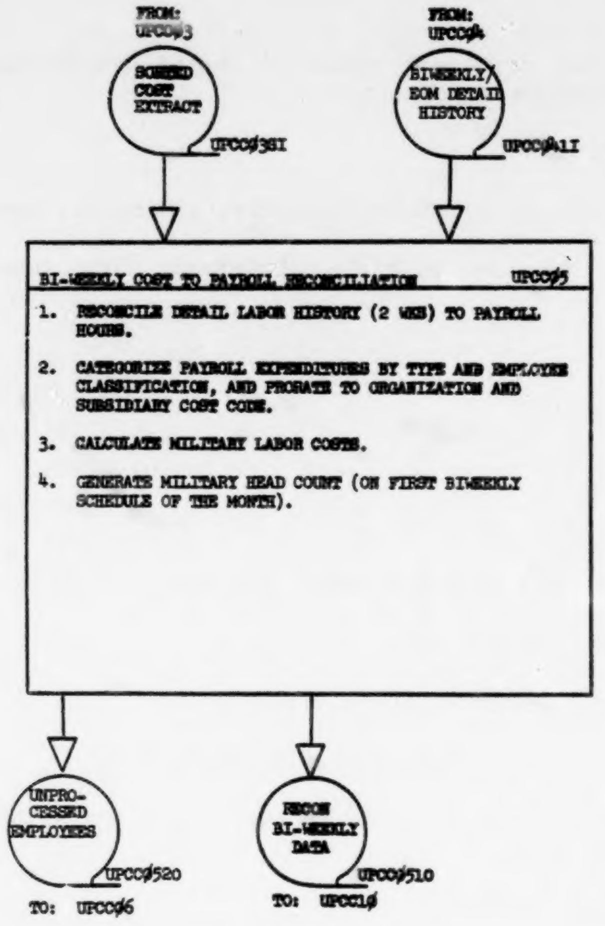
(3) UPCC0430: Summary History Inquiries.

(4) UPCC0440: DSSIAL Base Period Transactions.

c. Processing Description - The sorted input transactions are distributed to the proper output files.

SPECIAL CONDITIONS: None.

3.4 BIWEEKLY COST TO PAYROLL RECONCILIATION - UPCC05
Program I/O Chart


FROM:
UPCC03
SORTED COST EXTRACT
UPCC03SI
FROM:
UPCC04
BIWEEKLY/ EOM DETAIL HISTORY
UPCC041I
BI-WEEKLY COST TO PAYROLL RECONCILIATION
UPCC05
UNPRO-CESSED EMPLOYEES
UPCC0520
TO: UPCC06
RECON BI-WEEKLY DATA
UPCC0510
TO: UPCC10

1. RECONCILE DETAIL LABOR HISTORY (2 WKS) TO PAYROLL HOURS.
2. CATEGORIZE PAYROLL EXPENDITURES BY TYPE AND EMPLOYEE CLASSIFICATION, AND PRORATE TO ORGANIZATION AND SUBSIDIARY COST CODE.
3. CALCULATE MILITARY LABOR COSTS.
4. GENERATE MILITARY HEAD COUNT (ON FIRST BIWEEKLY SCHEDULE OF THE MONTH).

3.4 BIWEEKLY COST TO PAYROLL RECONCILIATION - UPCC05
Program Narrative

PROGRAM NAME: Biweekly Cost to Payroll Reconciliation

PROGRAM ID NUMBER: UPCC05

PURPOSE:

To reconcile two weeks of Detail Labor History to payroll hours and expenditures.

FUNCTIONS/FEATURES:

a. Reconcile Detail Labor History to payroll in terms of quantity and types of hours.

b. Categorize costs by type and employee classification.

c. Calculate military personnel labor costs.

d. Relate above hours and costs to a unique Activity Code, Subsidiary Cost Code and Organization Code level.

e. Create the unprocessed employees file of all unidentifiable codes (i.e., those records which cannot be identified and/or costed).

f. Generate a count of all military personnel by officer/enlisted within branch of Service on the first of the month biweekly only.

DESCRIPTION:

a. Input Files:

(1) UPCC041I: Biweekly/EOM Detail History.

(2) UPCC03SI: Sorted Cost Extract.

b. Output Files:

(1) UPCC051O: Reconciled BiWeekly Data.

(2) UPCC052O: Unprocessed Employees.

c. Processing Description:

(1) Both Input Files are in SSN within Activity Code. On the Detailed History Data File, the Nonexpense Production Hours Records (which have no SSN) are processed first. One Biweekly Summary Record is created and the nonexpense hours summarized for each unique Activity Code, Subsidiary Cost Code, and Organization Code level.

(2) Next, the Detail Labor History Records (which have and SSN) are aligned by Activity and SSN with a record for each employee from the Cost Extract File. Each record on the latter contains basic "permanent" data (e.g., assigned Subsidiary Cost Code and Organization Code, hourly rates, etc.), and also (in the case of civilians) the current payroll data.

(3) Processing one employee at a time, a Biweekly Summary Record is created, and hours and costs categorized for each unique Activity Code - Subsidiary Cost Code - Organization Code level reflected in the employees Detail Labor History.

(4) Any discrepancies between the Labor History and payroll in terms of quantity and/or type of hours are reconciled to the payroll figures.

(5) Since only civilian payroll data is available, all military personnel labor costs are calculated by utilizing the individuals hourly rate and the hours reported via labor history.

(6) On the first Biweekly Schedule of each month a count of the number of military personnel on board (by officer/enlisted within branch of Service) is accumulated for each unique activity for subsequent generation of the Advance Report of Military Personnel Expenses.

(7) Any Cost Extract Record which cannot be identified for costing purposes will be written to the Unprocessed Employees File.

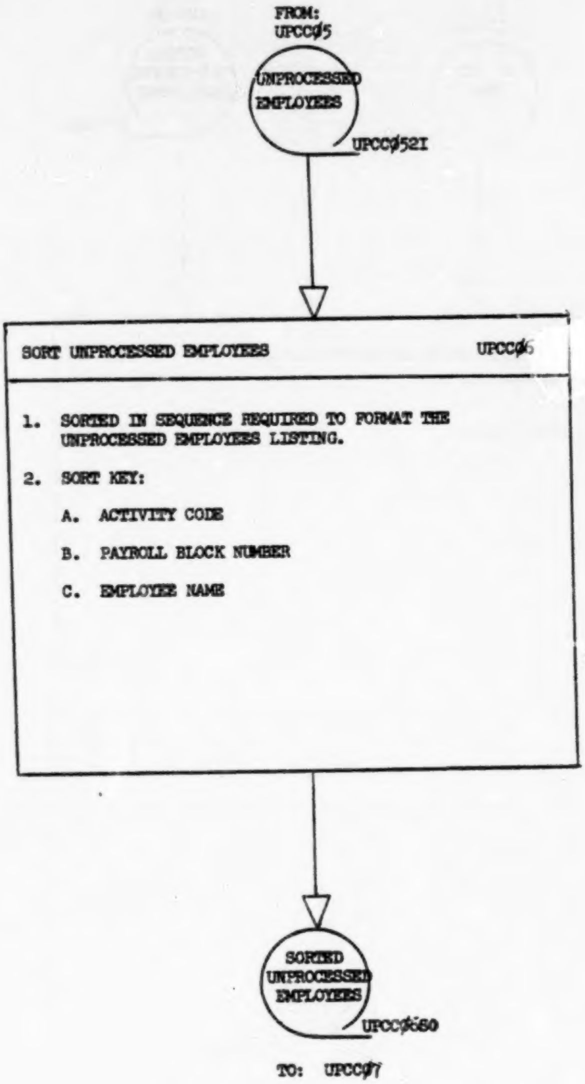
(8) Any Labor History for a military employee which does not match the Cost Extract File will be written to the unprocessed employees file.

(9) If the Unprocessed Employees File is negative, an indicator record is generated for subsequent use in program UPCC30.

SPECIAL CONDITIONS: None.

3.5 SORT UNPROCESSED EMPLOYEES - UPCC06

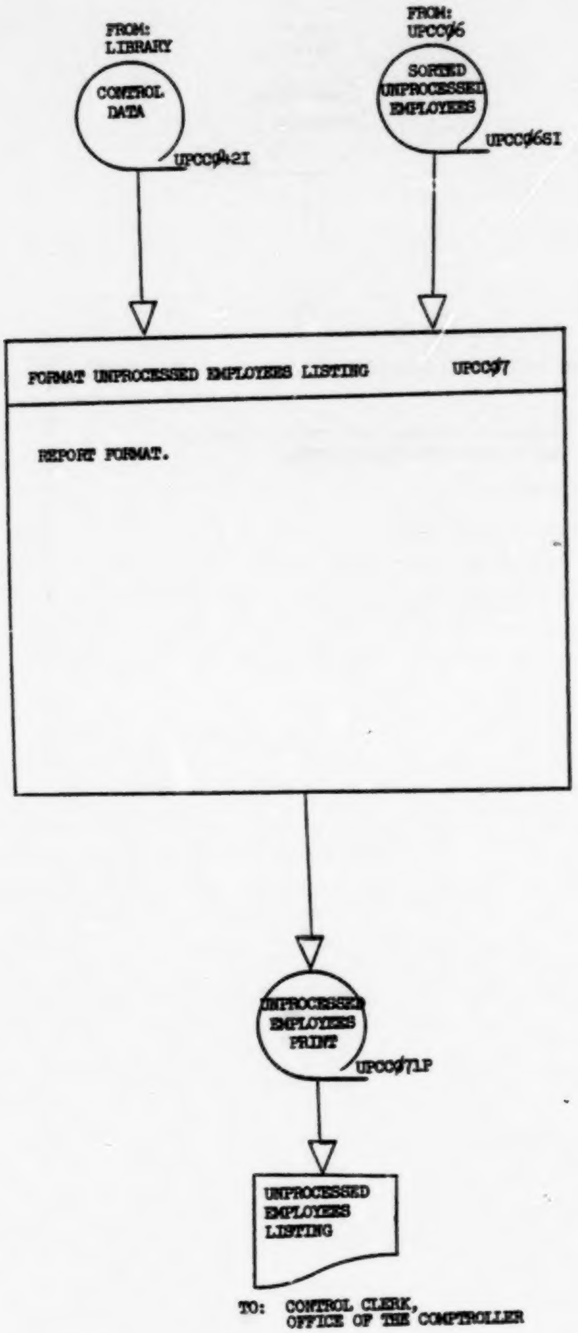
Program I/O Chart


FROM:
UPCC05
UNPROCESSED
EMPLOYEES
UPCC0521I
SORT UNPROCESSED EMPLOYEES
UPCC06
SORTED
UNPROCESSED
EMPLOYEES
UPCC0660
TO: UPCC07

1. SORTED IN SEQUENCE REQUIRED TO FORMAT THE UNPROCESSED EMPLOYEES LISTING.
2. SORT KEY:
   A. ACTIVITY CODE
   B. PAYROLL BLOCK NUMBER
   C. EMPLOYEE NAME

3.6 FORMAT UNPROCESSED EMPLOYEES LISTING - UPCC07

Program I/O Chart


FROM:
LIBRARY
CONTROL
DATA
UPCC042I
FROM:
UPCC06
SORTED
UNPROCESSED
EMPLOYEES
UPCC06SI
FORMAT UNPROCESSED EMPLOYEES LISTING
UPCC07
REPORT FORMAT.
UNPROCESSED
EMPLOYEES
PRINT
UPCC071P
UNPROCESSED
EMPLOYEES
LISTING
TO: CONTROL CLERK,
OFFICE OF THE COMPTROLLER

3.6 FORMAT UNPROCESSED EMPLOYEES LISTING - UPCC07
Program Narrative

PROGRAM NAME: Format Unprocessed Employees Listing

PROGRAM ID NUMBER: UPCC07

PURPOSE:

Report Format.

FUNCTIONS/FEATURES:

Format report.

DESCRIPTION:

a. Input Files:

(1) UPCC042I: Control Data.

(2) UPCC06SI: Sorted Unprocessed Employees.

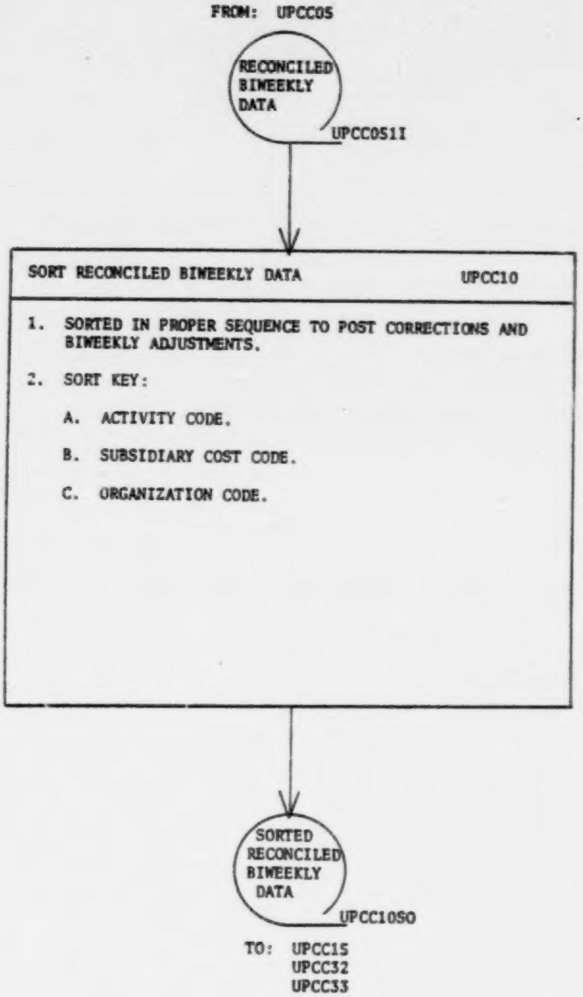
b. Output File:

UPCC071P: Unprocessed Employees Print.

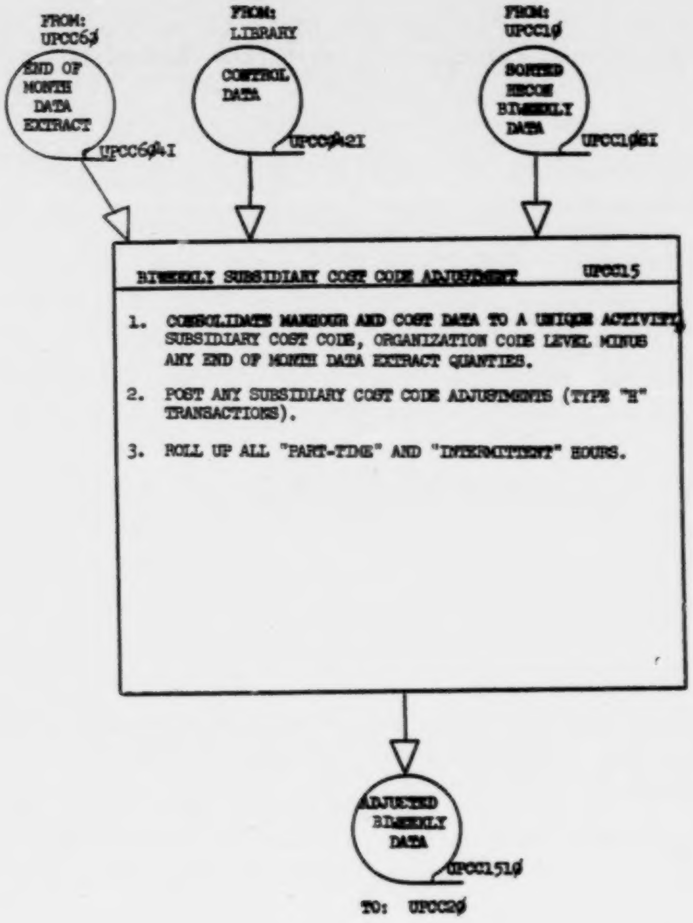
c. Processing Description - Data records from UPCC06SI are formatted for print.

SPECIAL CONDITIONS: None.

3.7 SORT RECONCILED BIWEEKLY DATA - UPCC10
Program I/O Chart


FROM: UPCC05
RECONCILED BIWEEKLY DATA
UPCC051I
SORT RECONCILED BIWEEKLY DATA
UPCC10
1. SORTED IN PROPER SEQUENCE TO POST CORRECTIONS AND BIWEEKLY ADJUSTMENTS.
2. SORT KEY:
A. ACTIVITY CODE.
B. SUBSIDIARY COST CODE.
C. ORGANIZATION CODE.
SORTED RECONCILED BIWEEKLY DATA
UPCC10SO
TO: UPCC15
UPCC32
UPCC33

3.8 BIWEEKLY SUBSIDIARY COST CODE ADJUSTMENT - UPCC15
Program I/O Chart


FROM:
UPCC60
END OF MONTH DATA EXTRACT
UPCC6041
FROM:
LIBRARY
CONTROL DATA
UPCC0421
FROM:
UPCC10
SORTED RECON BIWEEKLY DATA
UPCC1061
BIWEEKLY SUBSIDIARY COST CODE ADJUSTMENT
UPCC15
ADJUSTED BIWEEKLY DATA
UPCC1510
TO: UPCC20

1. CONSOLIDATE MANHOUR AND COST DATA TO A UNIQUE ACTIVITY, SUBSIDIARY COST CODE, ORGANIZATION CODE LEVEL MINUS ANY END OF MONTH DATA EXTRACT QUANTIES.
2. POST ANY SUBSIDIARY COST CODE ADJUSTMENTS (TYPE "H" TRANSACTIONS).
3. ROLL UP ALL "PART-TIME" AND "INTERMITTENT" HOURS.

3.8 BIWEEKLY SUBSIDIARY COST CODE ADJUSTMENT - UPCC15
Program Narrative

PROGRAM NAME: Biweekly Subsidiary Cost Code Adjustment

PROGRAM ID NUMBER: UPCC15

PURPOSE:

To post Summary History Transfer Actions (YHK) to reconciled biweekly data, and to apply any end-of-month calculations from the End-of-Month Data Extract File.

FUNCTIONS/FEATURES:

a. Consolidate data records.

b. Apply end-of-month calculated quantities.

c. Post YHK Transfer Actions.

DESCRIPTION:

a. Input Files:

(1) UPCC10SI: Sorted Reconciled Biweekly Data.

(2) UPCC042I: Control Data.

(3) UPCC604I: End-of-Month Data Extract.

b. Processing Description:

(1) As UPCC10SI is processed, duplicate (by Activity Code, Subsidiary Cost Code, and Organization Code) data records are consolidated.

(2) Any matching (by Activity Code, Subsidiary Cost Code, and Organization Code) End-of-Month Data Extract Records will adjust the consolidated Biweekly Data Record by the quantities accumulated during the end-of-month/split calculations.

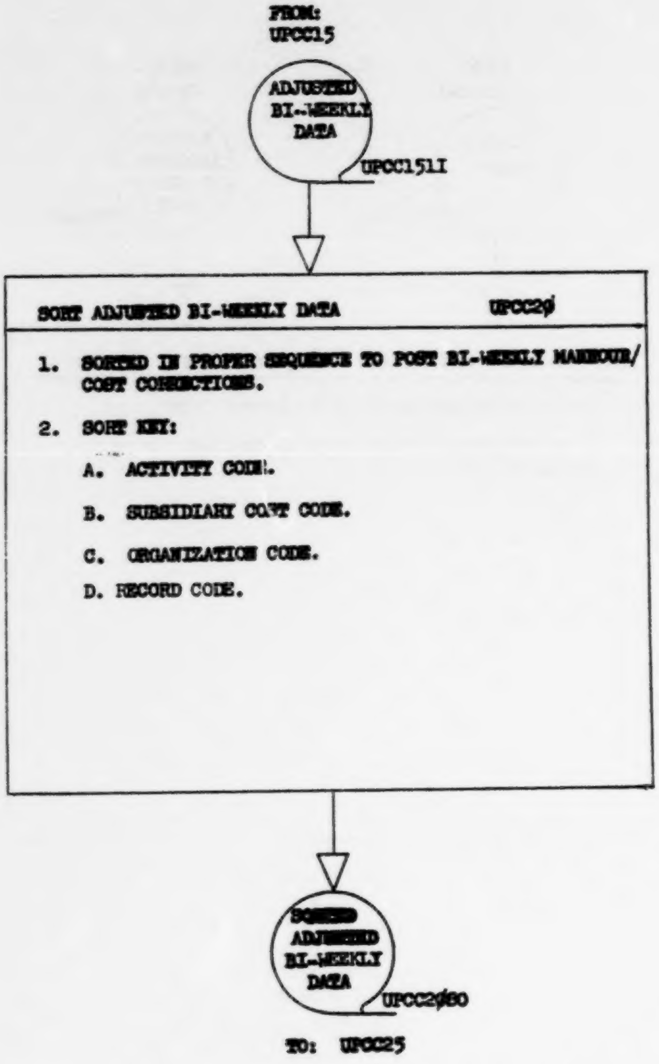
(3) Summary Transfer (YHK) transactions from UPCC042I are posted against the consolidated record.

(4) All "Part Time" and "Intermittent" hours are rolled up for a MEMO ENTRY to the Biweekly Cost Certification.

SPECIAL CONDITIONS: None.

3.9 SORT ADJUSTED BIWEEKLY DATA - UPCC20

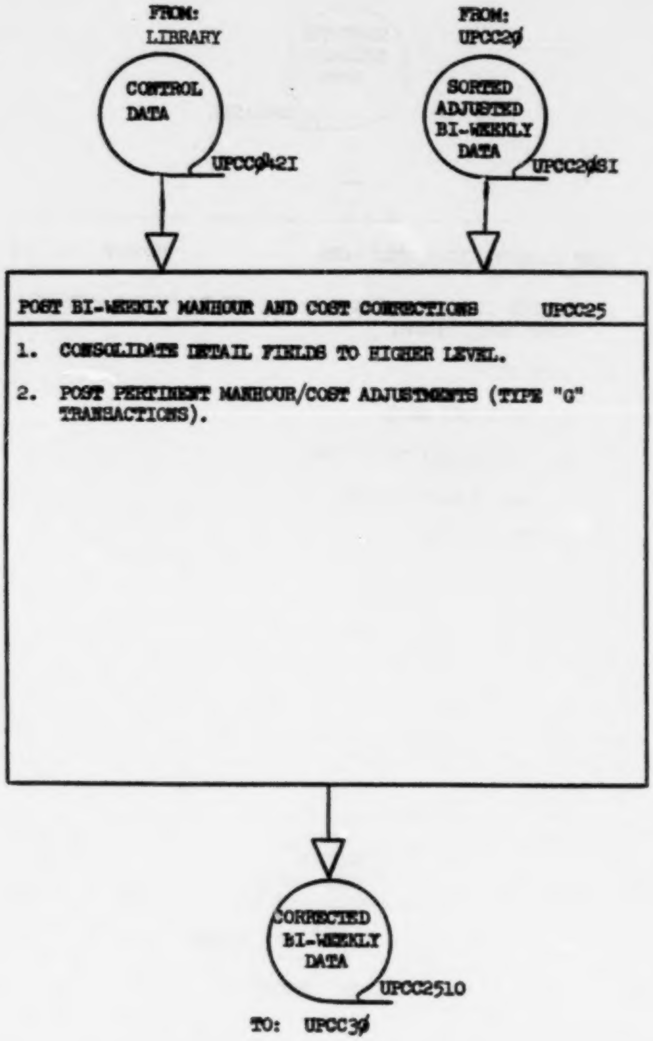
Program I/O Chart


FROM:
UPCC15
ADJUSTED BI-WEEKLY DATA
UPCC151I
SORT ADJUSTED BI-WEEKLY DATA
UPCC20
SORTED ADJUSTED BI-WEEKLY DATA
UPCC2080
TO: UPCC25

1. SORTED IN PROPER SEQUENCE TO POST BI-WEEKLY MANHOUR/ COST CORRECTIONS.
2. SORT KEY:
   A. ACTIVITY CODE.
   B. SUBSIDIARY COST CODE.
   C. ORGANIZATION CODE.
   D. RECORD CODE.

3.10 POST BIWEEKLY MANHOUR AND COST CORRECTIONS - UPCC25

Program I/O Chart


FROM:
LIBRARY
CONTROL DATA
UPCC042I
FROM:
UPCC20
SORTED ADJUSTED BI-WEEKLY DATA
UPCC203I
POST BI-WEEKLY MANHOUR AND COST CORRECTIONS
UPCC25
1. CONSOLIDATE DETAIL FIELDS TO HIGHER LEVEL.
2. POST PERTINENT MANHOUR/COST ADJUSTMENTS (TYPE "G" TRANSACTIONS).
CORRECTED BI-WEEKLY DATA
UPCC2510
TO: UPCC30

3.10 POST BIWEEKLY MANHOUR AND COST CORRECTIONS - UPCC25
Program Narrative

PROGRAM NAME: Post Biweekly Manhour and Cost Corrections

PROGRAM ID NUMBER: UPCC25

PURPOSE:

To post Biweekly Manhour/Cost Correction Transactions to biweekly summary data.

FUNCTIONS/FEATURES:

a. Consolidate Data Records.

b. Post Manhour/Cost Corrections.

DESCRIPTION:

a. Input Files:

(1) UPCC20SI: Sorted Adjusted Biweekly Data.

(2) UPCC042I: Control Data.

b. Output File:

UPCC251O: Corrected Biweekly Data.

c. Processing Description:

(1) As UPCC20SI is processed, duplicate (by Activity Code, Subsidiary Cost Code, and Organization Code) data records are consolidated.

(2) Consolidate the detail fields within each Summary Record to a higher level.

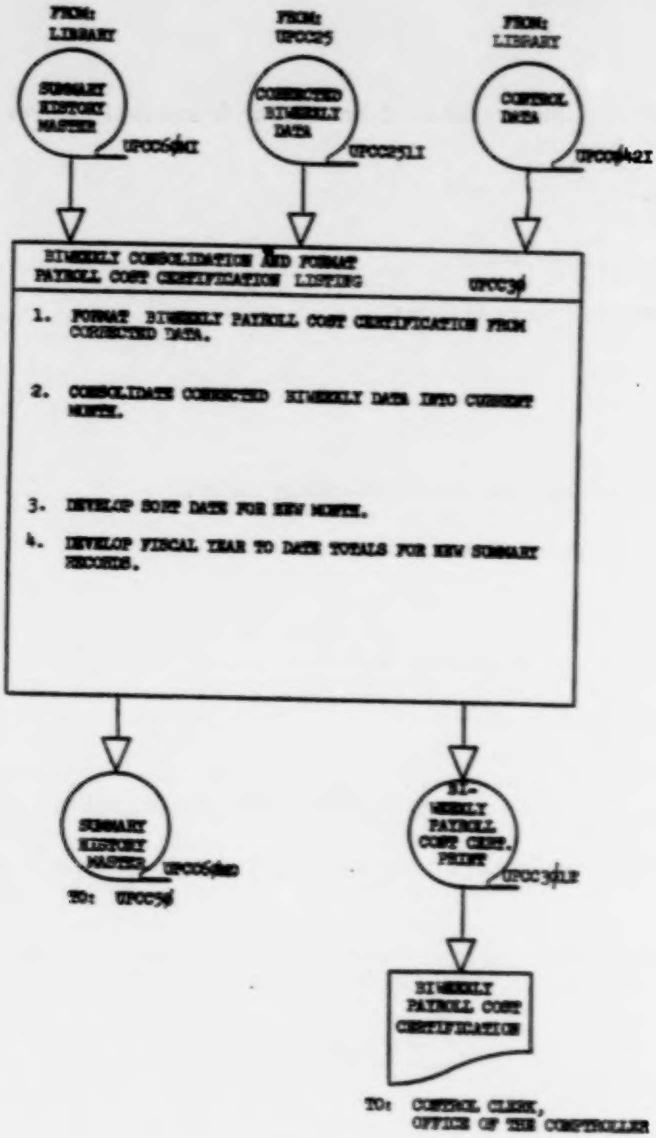
(3) Post manhour/cost corrections from UPCC042I (which have a Julian date equal to the biweekly request date) to the Summary Records.

(4) If above type of correction transactions do not match a Summary Record by Activity Code, Subsidiary Cost Code, Organization Code a Summary Record is created from the transaction.

SPECIAL CONDITIONS: None.

3.11 BIWEEKLY CONSOLIDATION AND FORMAT THE PAYROLL COST CERTIFICATION - UPCC30

Program I/O Chart


FROM: LIBRARY
SUMMARY HISTORY MASTER
UPCC60MI
FROM: UPCC25
CORRECTED BIWEEKLY DATA
UPCC251I
FROM: LIBRARY
CONTROL DATA
UPCC042I
BIWEEKLY CONSOLIDATION AND FORMAT PAYROLL COST CERTIFICATION LISTING
UPCC30
1. FORMAT BIWEEKLY PAYROLL COST CERTIFICATION FROM CORRECTED DATA.
2. CONSOLIDATE CORRECTED BIWEEKLY DATA INTO CURRENT MONTH.
3. DEVELOP SORT DATE FOR NEW MONTH.
4. DEVELOP FISCAL YEAR TO DATE TOTALS FOR NEW SUMMARY RECORDS.
SUMMARY HISTORY MASTER
UPCC60MO
TO: UPCC50
BI-WEEKLY PAYROLL COST CERT. PRINT
UPCC30LP
BIWEEKLY PAYROLL COST CERTIFICATION
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.11 BIWEEKLY CONSOLIDATION AND FORMAT THE PAYROLL COST CERTIFICATION - UPCC30 Program Narrative

PROGRAM NAME: Biweekly Consolidation and Format the Payroll Cost Certification

PROGRAM ID NUMBER: UPCC30

PURPOSE:

To create the Biweekly Payroll Cost Certification Listing and update the Summary Cost History File.

FUNCTIONS:

a. Format report.

b. File update.

DESCRIPTION:

a. Input Files:

(1) UPCC60MI: Summary History Master.

(2) UPCC251I: Corrected Biweekly Data.

(3) UPCC042I: Control Data (Request card and report frequency selector).

b. Output Files:

(1) UPCC60MO: Summary History Master.

(2) UPCC301P: Biweekly Payroll Cost Certification Print.

c. Processing Description:

(1) The Corrected Biweekly Data Records are compared against the Summary History Master Records on Activity, Subsidiary Cost Code, Organization Code and YYMM.

(2) All matching Summary History Records will be updated with the quantities contained in the Corrected Biweekly Data Records.

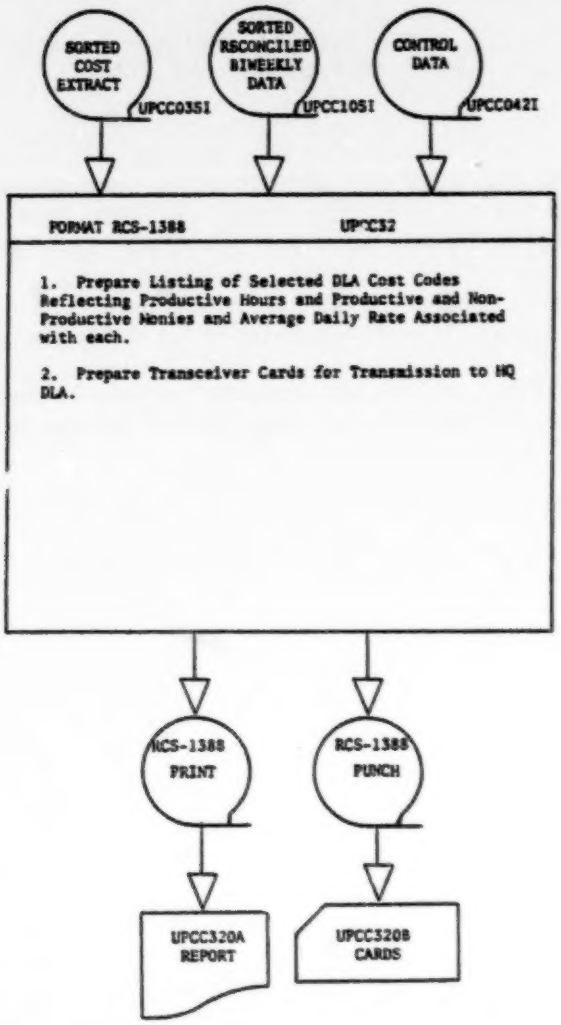
(3) All Corrected Biweekly Data Records for which there are no matching Summary History Master Records are established as new Summary History Master Records with fiscal year-to-date totals.

(4) The Biweekly Payroll Cost Certification report will be produced for an activity when interrogation of the Report Frequency Selector (on the Control Data File) results in a positive response. The Report Date, Activity Abbreviations and Serial Numbers are obtained from the Control Data File. The report sequence is at the DLA Cost Code level within Activity/Serial Number.

(5) If the Indicator Record (generated in program UPCC05) is present, a message is written on the last page of the Biweekly Payroll Cost Certification Report indicating the absence of the Unprocessed Employees Listing.

SPECIAL CONDITIONS: None.

3.12 FORMAT RCS DD DLA(BW)1388(C) LISTING - UPCC32
Program I/O Chart


SORTED COST EXTRACT
UPCC035I
SORTED RECONCILED BIWEEKLY DATA
UPCC105I
CONTROL DATA
UPCC042I
FORMAT RCS-1388
UPCC32
RCS-1388 PRINT
RCS-1388 PUNCH
UPCC320A REPORT
UPCC320B CARDS

1. Prepare Listing of Selected DLA Cost Codes Reflecting Productive Hours and Productive and Non-Productive Monies and Average Daily Rate Associated with each.

2. Prepare Transceiver Cards for Transmission to HQ DLA.

3.12 FORMAT RCS DD DLA(BW)1388(C) LISTING - UPCC32 Program Narrative

PROGRAM NAME: Format RCS DD DLA(BW)1388(C) Listing

PROGRAM ID NUMBER: UPCC32

PURPOSE:

Prepare listing of Average Daily Rate of employees assigned to selected DLA Cost Codes as well as cards for transmission to HQ DLA.

FUNCTIONS/FEATURES:

a. Compute Average Daily Rate by accumulating hours and dollars for DLA Programs 100, 200, 300, 400, 500 and 600, and 900, the latter two also reflected at the project level. An activity level ADR is also calculated.

b. Average Daily Rate is reflected at the Basic Level (OC 11.1 and 11.3) and at the gross level (all other Object Class Codes in addition to 11.1 and 11.3).

c. Hours are divided into dollars to compute an hourly rate carried to four decimal places. The hourly rate is then multiplied by eight and rounded to two decimal places giving average daily rate.

d. All summer hires are excluded from the computations.

e. Punch cards produced reflect only productive manhours and all object class money.

DESCRIPTION:

a. Input Files:

(1) UPCC03SI: Sorted Cost Extract.

(2) UPCC10SI: Sorted Reconciled Biweekly Data.

(3) UPCC042I: Control Data.

b. Output Files:

(1) UPCC321P: RCS DD DLA(BW)1388(C) Print

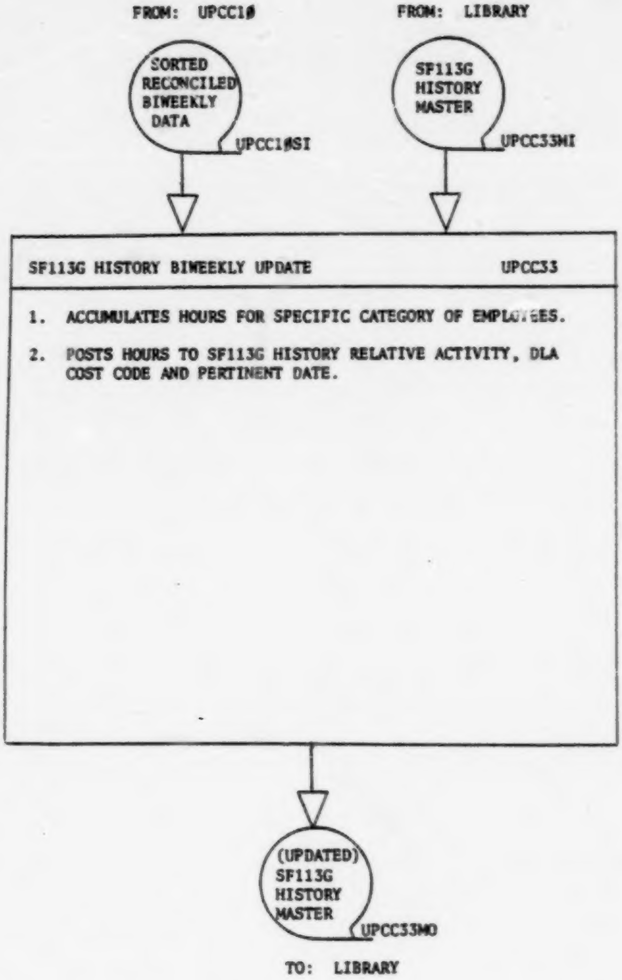
(2) UPCC322U: RCS DD DLA(BW)1388(C) Punch

c. Processing Description - Control Data is read and determination is made of activities desiring report. The RCS DLA(M)1174(C)MIN Report Frequency Selector is presently used for this purpose. The Cost Extract is then read and Civilian Employees are counted and reported as an information-type item. Average daily rate is then calculated and reported as outlined in the FUNCTIONS/FEATURES section.

SPECIAL CONDITIONS: None.

3.13 SF 113G HISTORY BIWEEKLY UPDATE - UPCC33

Program I/O Chart


FROM: UPCC10
SORTED RECONCILED BIWEEKLY DATA
UPCC10SI
FROM: LIBRARY
SF113G HISTORY MASTER
UPCC33MI
SF113G HISTORY BIWEEKLY UPDATE
UPCC33
(UPDATED) SF113G HISTORY MASTER
UPCC33MO
TO: LIBRARY

1. ACCUMULATES HOURS FOR SPECIFIC CATEGORY OF EMPLOYEES.
2. POSTS HOURS TO SF113G HISTORY RELATIVE ACTIVITY, DLA COST CODE AND PERTINENT DATE.

3.13 SF 113G HISTORY BIWEEKLY UPDATE - UPCC33
Program Narrative

PROGRAM NAME: SF 113G History Biweekly Update

PROGRAM ID NUMBER: UPCC33

PURPOSE:

Update SF 113G History Master with hours reflected in the Reconciled Biweekly Data.

FUNCTIONS/FEATURES:

a. Accumulates straight hours and overtime hours for category of Full-Time Permanent, Part-Time Permanent, etc., according to specific criteria.

b. Data is posted to SF 113G History matched to activity, DLA Cost Code and pertinent date (YYMM).

DESCRIPTION:

a. Input Files:

(1) UPCC10SI: Sorted Reconciled Biweekly Data.

(2) UPCC33MI: SF 113G History Master.

b. Output File:

UPCC33MO: SF 113G History Master.

c. Processing Description:

(1) UPCC10SI is read and all straight hours and overtime hours are accumulated.

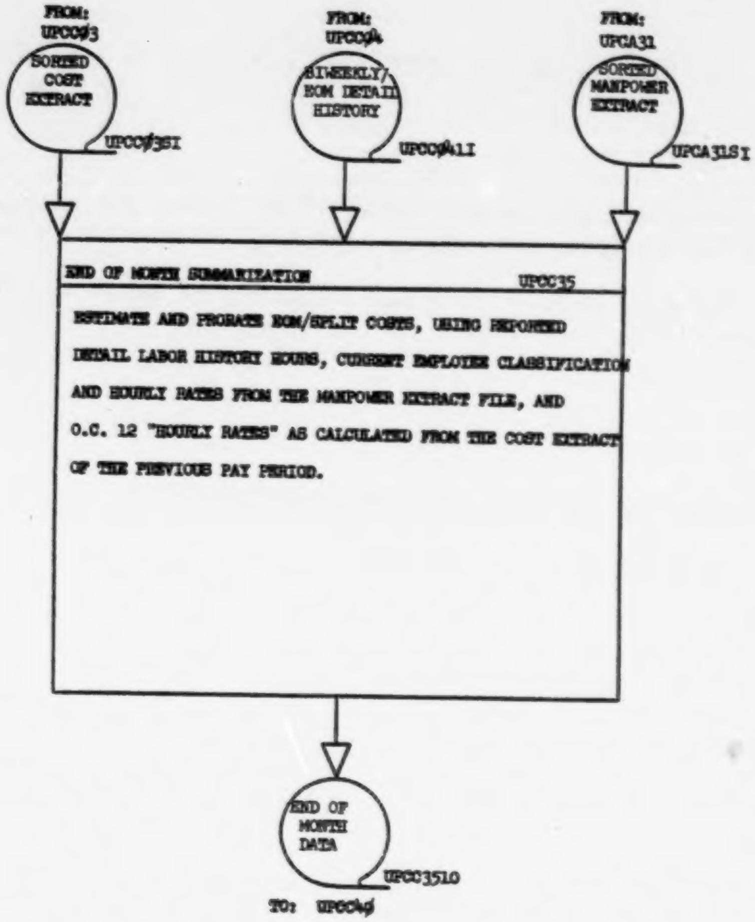
(2) Accumulated hours are added to a specific category, i.e., FTP, PTP, FTT, etc., according to criteria such as Ceiling Code, Tenure Group etc. Any hours not covered by this criteria will be added into the Full-Time-Permanent (FTP) category.

(3) Data is matched to the SF 113G History Master Relative Activity Code, DLA Cost Code and Date. History will be updated on a match or created if history does not exist.

(4) When program executes in the first biweekly cycle of a new fiscal year, history for the old fiscal year is purged.

SPECIAL CONDITIONS: None.

3.14 END-OF-MONTH SUMMARIZATION - UPCC35
Program I/O Chart


FROM: UPCC03
SORTED COST EXTRACT
UPCC03SI
FROM: UPCC04
BIWEEKLY/EOM DETAIL HISTORY
UPCC041I
FROM: UPCA31
SORTED MANPOWER EXTRACT
UPCA31SI
END OF MONTH SUMMARIZATION
UPCC35
END OF MONTH DATA
UPCC3510
TO: UPCC40

ESTIMATE AND PRORATE EOM/SPLIT COSTS, USING REPORTED DETAIL LABOR HISTORY HOURS, CURRENT EMPLOYEE CLASSIFICATION AND HOURLY RATES FROM THE MANPOWER EXTRACT FILE, AND O.C. 12 "HOURLY RATES" AS CALCULATED FROM THE COST EXTRACT OF THE PREVIOUS PAY PERIOD.

3.14 END-OF-MONTH SUMMARIZATION - UPCC35
Program Narrative

PROGRAM NAME: End-of-Month Summarization

PROGRAM ID NUMBER: UPCC35

PURPOSE:

To Build EOM/Split Summary Data.

FUNCTIONS/FEATURES:

a. Summarize manhours for an EOM period (1 to 13 Days) accounted for via the cost subsystem.

b. Calculate the cost of the manhours.

c. Estimate the OC 12 costs.

DESCRIPTION:

a. Input Files:

(1) UPCA31SI: Sorted Manpower Extract.

(2) UPCC041I: Biweekly/EOM Detail History.

(3) UPCC03SI: Sorted Cost Extract.

b. Output File:

UPCC351O: End-of-Month Data.

c. Processing Description:

(1) The manpower extract (one record per employee) is aligned with the Detail History for the employee.

(2) The hours reflected in the Detail History are summarized by type within Activity Code, Subsidiary Cost Code and Organization Code.

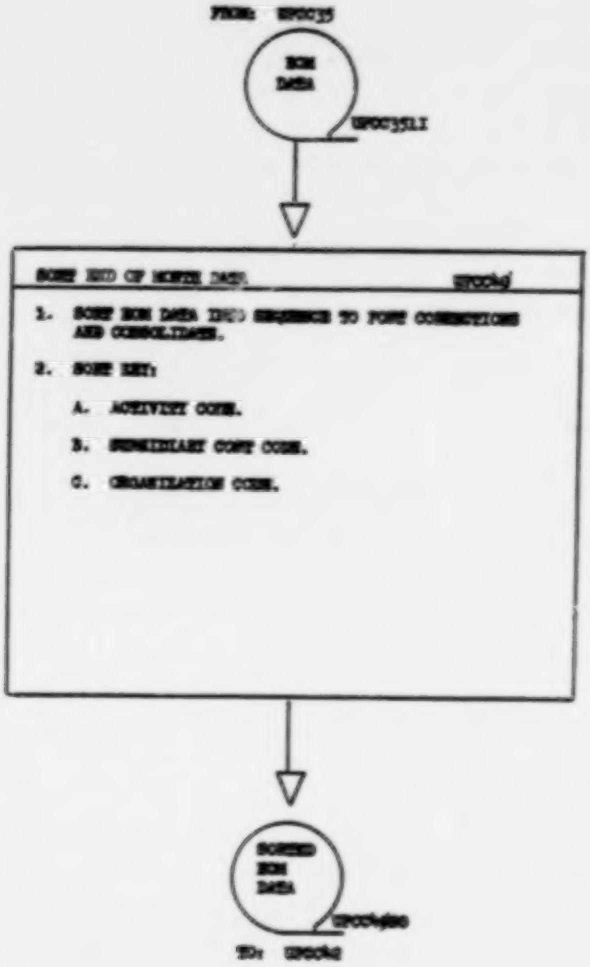
(3) Corresponding costs are calculated using the rates per hour available on the Manpower Extract File.

(4) OC 12 costs are estimated by calculating OC 12 hourly rates from the most recent Cost Extract File, and multiplying these rates by the hours reported via Detail Labor History.

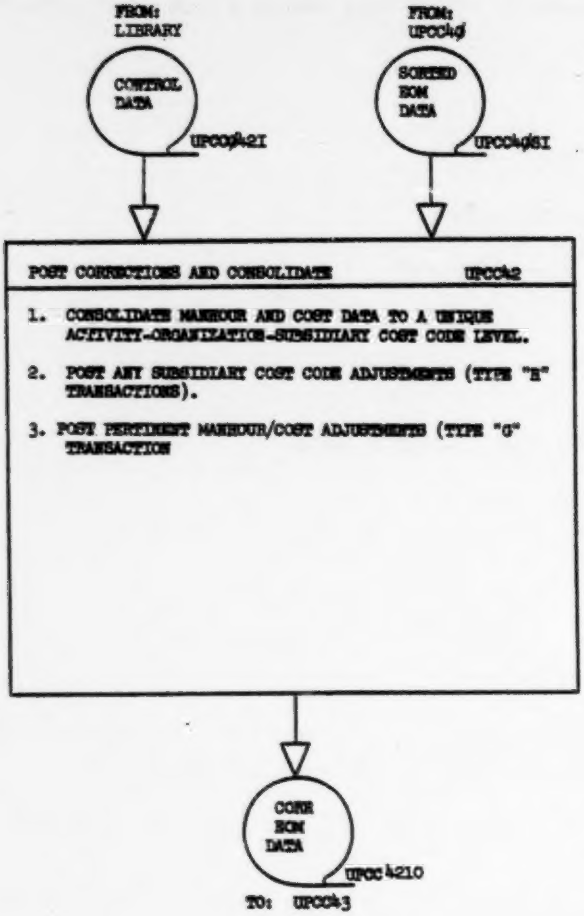
SPECIAL CONDITIONS: None.

3.15 SORT END-OF-MONTH DATA - UPCC40

Program I/O Chart


FROM: UPCC35
EOM DATA
UPCC35LI
SORT END OF MONTH DATA
UPCC40
1. SORT EOM DATA INTO SEQUENCE TO FORM CORRECTIONS AND CONSOLIDATIONS.
2. SORT KEY:
A. ACTIVITY CODE.
B. SUBSIDIARY CONT CODE.
C. ORGANIZATION CODE.
SORTED EOM DATA
UPCC40S0
TO: UPCC42

3.16 POST CORRECTIONS AND CONSOLIDATE - UPCC42
Program I/O Chart


FROM:
LIBRARY
CONTROL
DATA
UPCC0421
FROM:
UPCC40
SORTED
BOM
DATA
UPCC40SI
POST CORRECTIONS AND CONSOLIDATE
UPCC42
CORR
BOM
DATA
UPCC4210
TO: UPCC43

1. CONSOLIDATE MANHOUR AND COST DATA TO A UNIQUE ACTIVITY-ORGANIZATION-SUBSIDIARY COST CODE LEVEL.
2. POST ANY SUBSIDIARY COST CODE ADJUSTMENTS (TYPE "H" TRANSACTIONS).
3. POST PERTINENT MANHOUR/COST ADJUSTMENTS (TYPE "G" TRANSACTION

3.16 POST CORRECTIONS AND CONSOLIDATE - UPCC42 Program Narrative

PROGRAM NAME: Post Corrections and Consolidate

PROGRAM ID NUMBER: UPCC42

PURPOSE:

To post summary transfers (YHK) and manhour/cost adjustments (YHH) to the EOM/Split Summary Data.

FUNCTIONS/FEATURES:

a. Consolidate Data Records.

b. Post Summary Transfers (YHK).

c. Post Manhour/Cost Corrections.

DESCRIPTION:

a. Input Files:

(1) UPCC40SI: Sorted End-of-Month Data.

(2) UPCC042I: Control Data.

b. Output File:

UPCC4210: Corrected End-of-Month Data.

c. Processing Description:

(1) As UPCC40SI is processed, duplicate (by Activity Code, Subsidiary cost Code and Organization Code) Data Records are consolidated.

(2) Summary Transfers from UPCC042I are posted against the End-of-Month Data.

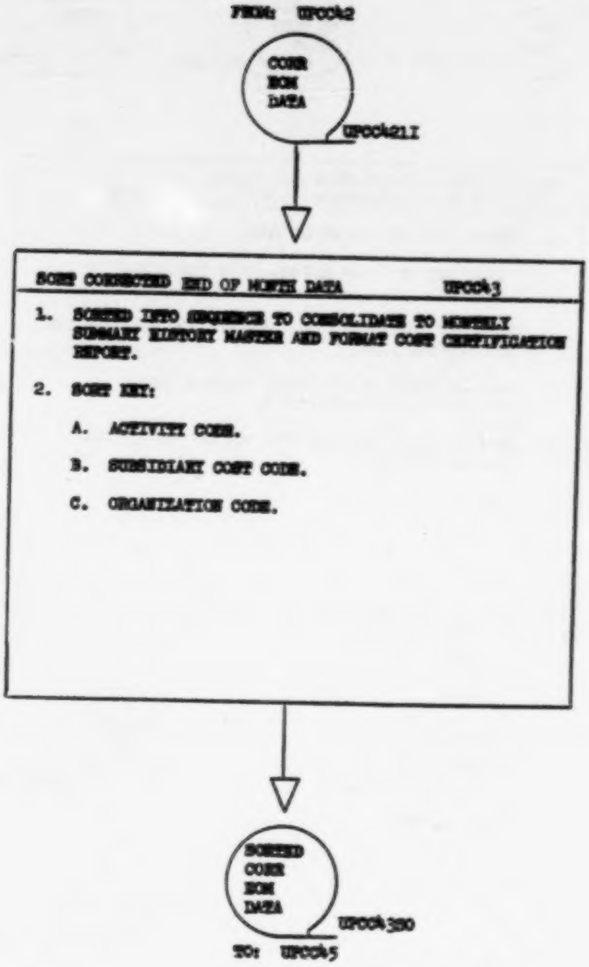
(3) Post manhour/cost corrections from UPCC042I (which have a Julian date equal to the EOM request date) to the End-of-Month Summary Data.

(4) If above type of correction transactions do not match an EOM Summary Record by Activity Code - Subsidiary Cost Code - Organization Code a Summary Record is created from the transaction.

SPECIAL CONDITIONS: None.

3.17 SORTED CORRECTED END-OF-MONTH DATA - UPCC43

Program I/O Chart



FROM: UPCC42
CORR
EOM
DATA
UPCC421I
SORTED
CORR
EOM
DATA
UPCC4390
TO: UPCC45

SORT CORRECTED END OF MONTH DATA UPCC43

1. SORTED INTO SEQUENCE TO CONSOLIDATE TO MONTHLY SUMMARY HISTORY MASTER AND FORMAT COST CERTIFICATION REPORT.

2. SORT KEY:

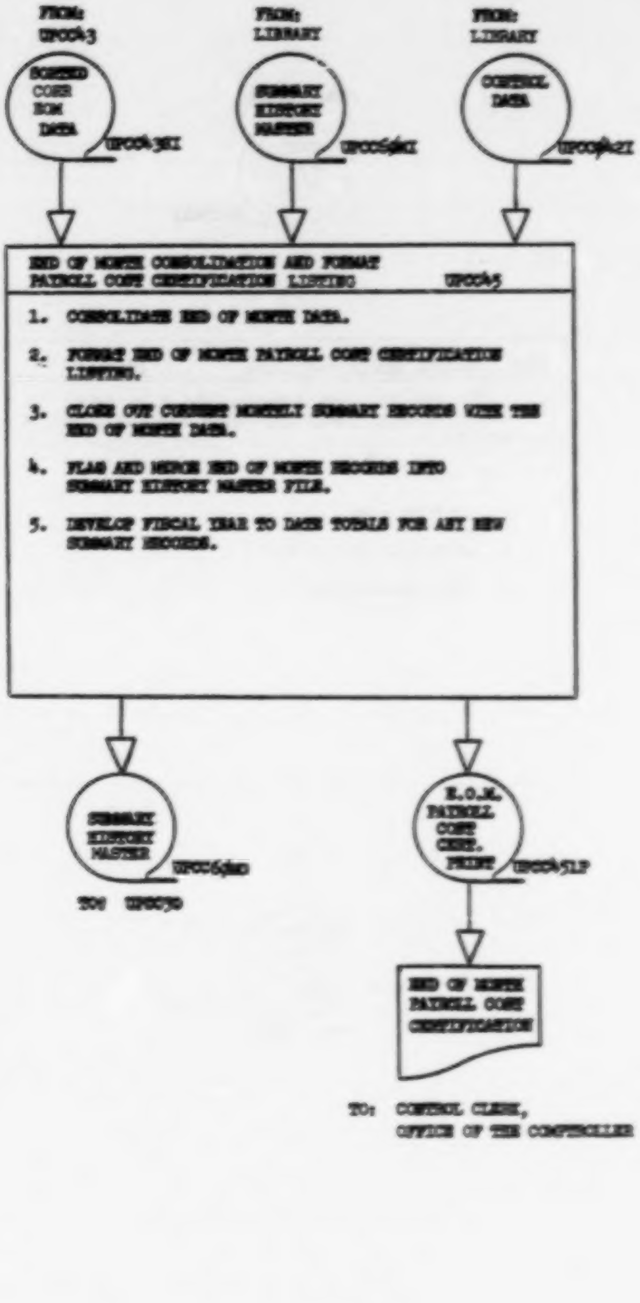
    A. ACTIVITY CODE.

    B. SUBSIDIARY COST CODE.

    C. ORGANIZATION CODE.

3.18 END-OF-MONTH CONSOLIDATION AND FORMAT PAYROLL COST CERTIFICATION - UPCC45

Program I/O Chart


FROM: UPCC43
SORTED COST EOM DATA
UPCC43RI
FROM: LIBRARY
SUMMARY HISTORY MASTER
UPCC60MI
FROM: LIBRARY
CONTROL DATA
UPCC0A2I
END OF MONTH CONSOLIDATION AND FORMAT PAYROLL COST CERTIFICATION LISTING
UPCC45
SUMMARY HISTORY MASTER
UPCC60MO
TO: UPCC50
E.O.M. PAYROLL COST CERT. PRINT
UPCC45LP
END OF MONTH PAYROLL COST CERTIFICATION
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

1. CONSOLIDATE END OF MONTH DATA.
2. FORMAT END OF MONTH PAYROLL COST CERTIFICATION LISTING.
3. CLOSE OUT CURRENT MONTHLY SUMMARY RECORDS WITH THE END OF MONTH DATA.
4. FLAG AND MERGE END OF MONTH RECORDS INTO SUMMARY HISTORY MASTER FILE.
5. DEVELOP FISCAL YEAR TO DATE TOTALS FOR ANY NEW SUMMARY RECORDS.

3.18 END-OF-MONTH CONSOLIDATION AND FORMAT PAYROLL COST CERTIFICATION - UPCC45 Program Narrative

PROGRAM NAME: End-of-Month Consolidation and Format Payroll Cost Certification

PROGRAM ID NUMBER: UPCC45

PURPOSE:

To create the End-of-Month Payroll Cost Certification Listing and update the Summary Cost History File with the EOM Data.

FUNCTIONS:

a. Format Report.

b. File Update.

DESCRIPTION:

a. Input Files:

(1) UPCC60MI: Summary History Master.

(2) UPCC43SI: Sorted Corrected End-of-Month Data.

(3) UPCC042I: Control Data (Request Card and Report Frequency Selector).

b. Output Files:

(1) UPCC60MO: Summary History Master.

(2) UPCC451P: End-of-Month Payroll Cost Certification Print.

c. Processing Description:

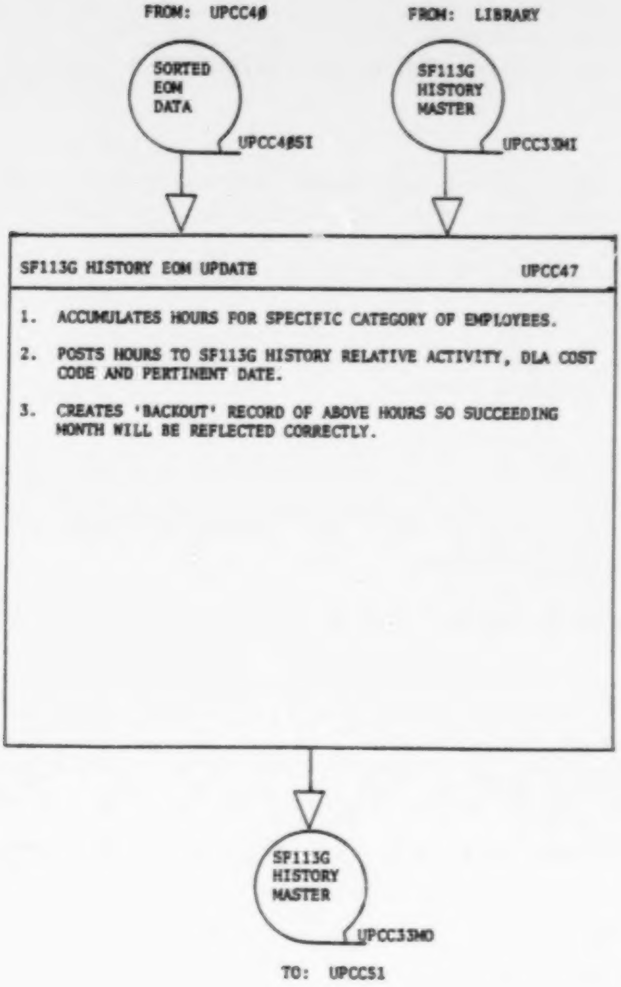
(1) The Sorted Corrected End-of-Month Data Records are compared against the Summary History Master Records on activity, Subsidiary Cost Code, Organization Code, and Date. On matching records the End-of-Month Data is consolidated with the Summary History Master Records and the End-of-Month Records are identified with a unique record key (of "X") then merged into the updated (Summary History Master) file.

(2) Any Sorted Corrected End-of-Month Data Records, for which there are no matching Summary History Master Records, are established as new Summary History Master Records with fiscal year-to-date totals.

(3) The End-of-Month Payroll Cost Certification listing will be produced for an activity when interrogation of the Report Frequency Selector (on the Control Data File) results in a positive response. The Report Date, Activity Abbreviations, and Serial Numbers are obtained from the Control Data File. The report sequence is at the DLA Cost Code level within Activity/Serial Number.

SPECIAL CONDITIONS: None.

3.19 SF 113G HISTORY EOM UPDATE - UPCC47
Program I/O Chart


FROM: UPCC40
SORTED EOM DATA
UPCC40SI
FROM: LIBRARY
SF113G HISTORY MASTER
UPCC33MI
SF113G HISTORY EOM UPDATE
UPCC47
SF113G HISTORY MASTER
UPCC33MO
TO: UPCC51

1. ACCUMULATES HOURS FOR SPECIFIC CATEGORY OF EMPLOYEES.
2. POSTS HOURS TO SF113G HISTORY RELATIVE ACTIVITY, DLA COST CODE AND PERTINENT DATE.
3. CREATES 'BACKOUT' RECORD OF ABOVE HOURS SO SUCCEEDING MONTH WILL BE REFLECTED CORRECTLY.

3.19 SF 113G HISTORY EOM UPDATE - UPCC47
Program Narrative

PROGRAM NAME: SF 113G History EOM Update

PROGRAM ID NUMBER: UPCC47

PURPOSE:

Update SF 113G History Master with hours reflected in the End-of-Month Data.

FUNCTIONS/FEATURES:

a. Accumulates straight hours and overtime hours for category of Full-Time Permanent, Part-Time Permanent, etc., according to specific criteria.

b. Data is posted to SF 113G History matched to Activity, DLA Cost Code and Pertinent Data (YYMM).

c. Backout record is created reflecting negative amounts of the same data referred to in subparagraph b above.

DESCRIPTION:

a. Input Files:

(1) UPCC40SI: Sorted EOM Data.

(2) UPCC33MI: SF 113G History Master.

b. Output File:

UPCC33MO: SF 113G History Master.

c. Processing Description:

(1) UPCC40SI is read and all straight hours and overtime hours are accumulated.

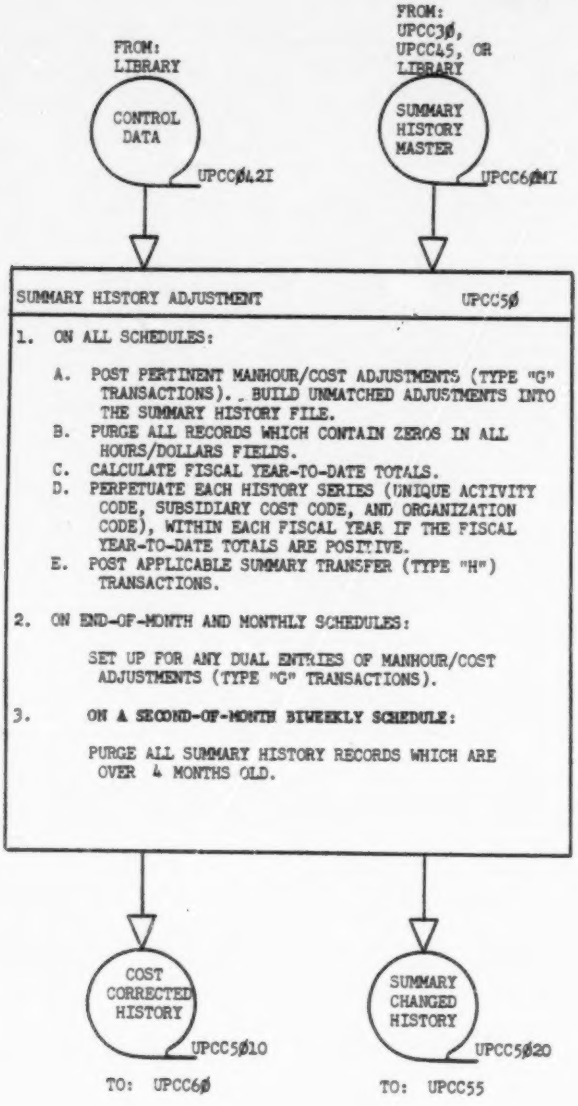
(2) Accumulated hours are added to a specific category, i.e., FTP, PTP, FTT, etc., according to criteria such as Ceiling Code, Tenure Group, etc. Any hours not covered by this criteria will be added to the Full-Time Permanent (FTP) category.

(3) Data is matched to the SF 113G History Master relative Activity Code, DLA Cost Code and Date. History will be updated on a match or created if history does not exist.

(4) A Backout Record is created reflecting negative amounts of the hours used to update or create history, assuring the monthly data shown in history for the succeeding month will be correct when UPCC33 next updates SF 113G History in the first-of-month Biweekly Schedule.

SPECIAL CONDITIONS: None.

3.20 SUMMARY HISTORY ADJUSTMENT - UPCC50
Program I/O Chart


FROM:
LIBRARY
CONTROL DATA
UPCC042I
FROM:
UPCC30,
UPCC45, OR
LIBRARY
SUMMARY HISTORY MASTER
UPCC60MI
COST CORRECTED HISTORY
UPCC5010
TO: UPCC60
SUMMARY CHANGED HISTORY
UPCC5020
TO: UPCC55

SUMMARY HISTORY ADJUSTMENT UPCC50

1. ON ALL SCHEDULES:
   - A. POST PERTINENT MANHOUR/COST ADJUSTMENTS (TYPE "G" TRANSACTIONS). BUILD UNMATCHED ADJUSTMENTS INTO THE SUMMARY HISTORY FILE.
   - B. PURGE ALL RECORDS WHICH CONTAIN ZEROS IN ALL HOURS/DOLLARS FIELDS.
   - C. CALCULATE FISCAL YEAR-TO-DATE TOTALS.
   - D. PERPETUATE EACH HISTORY SERIES (UNIQUE ACTIVITY CODE, SUBSIDIARY COST CODE, AND ORGANIZATION CODE), WITHIN EACH FISCAL YEAR IF THE FISCAL YEAR-TO-DATE TOTALS ARE POSITIVE.
   - E. POST APPLICABLE SUMMARY TRANSFER (TYPE "H") TRANSACTIONS.
2. ON END-OF-MONTH AND MONTHLY SCHEDULES:

   SET UP FOR ANY DUAL ENTRIES OF MANHOUR/COST ADJUSTMENTS (TYPE "G" TRANSACTIONS).
3. **ON A SECOND-OF-MONTH BIWEEKLY SCHEDULE:**

   PURGE ALL SUMMARY HISTORY RECORDS WHICH ARE OVER 4 MONTHS OLD.

3.20 SUMMARY HISTORY ADJUSTMENT - UPCC50
Program Narrative

PROGRAM NAME: Summary History Adjustment

PROGRAM ID NUMBER: UPCC50

PURPOSE:

To post adjustments to Four Month Summary History File, purge History Records over four months old, and calculate fiscal year-to-date totals.

FUNCTIONS/FEATURES:

a. Post Summary Transfer Transactions.

b. Post Manhour/Cost Corrections.

c. Purge History Data over four months old.

d. Calculate Fiscal Year-To-Date Totals.

e. Perpetuate the History Series.

DESCRIPTION:

a. Input Files:

(1) UPCC60MI: Summary History Master.

(2) UPCC042I: Control Data.

b. Output Files:

(1) UPCC5010: Cost Corrected History.

(2) UPCC5020: Summary Changed History.

c. Processing Description:

(1) If a Second-of-Month BIWEEKLY Schedule, calculate a purge date and purge records from UPCC60MI over four months old.

(2) Reduce the Fiscal Year-to-Date quantities by the current month quantities of the first Summary History Record in each series (unique Activity Code, Subsidiary Cost Code, and Organization Code), to permit subsequent Fiscal Year-to-Date recalculations.

(3) Post Manhour/Cost corrections (Record Key of G) from UPCC042I against any matching (by Activity Code, Subsidiary Cost Code, Organization Code, and Record Date of Year and Month) Summary History Record. If the matching Manhour/Cost correction also has a Julian date equal to the schedule request date then post against any existing End-of-Month Record, i.e., the adjustment will be posted to both Summary History Records.

(4) For any non-matching Manhour/Cost correction a Summary History Record will be created from the transaction.

(5) Change control fields (Subsidiary Cost Code and Organization Code) on all military head count records (Record Code of A) on file UPCC60MI, from High-Values to Low-Values and write to file UPCC5020 for subsequent sorting.

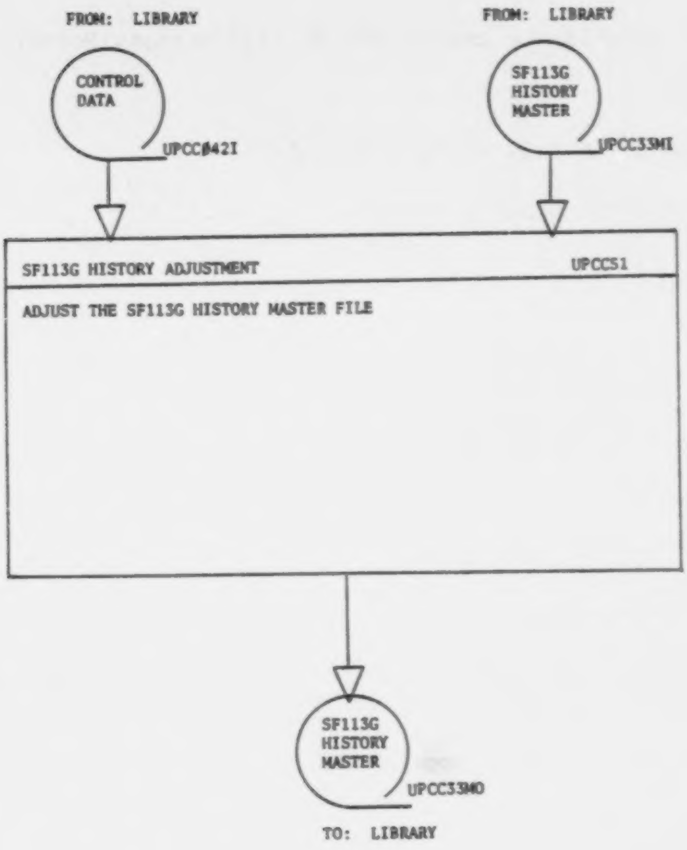
(6) Post Summary Transfer Transactions (Record Key of H) from UPCC042I against matching Summary History Records and write to file UPCC5020 for subsequent sorting.

(7) Calculate and post Fiscal Year-to-Date Totals for each month (up to four months) for each History Series (unique Activity Code, Subsidiary Cost Code, and Organization Code).

(8) Perpetuate each History Series within each fiscal year unless the Fiscal Year-to-Date Totals are zeros.

SPECIAL CONDITIONS: None.

3.21 SF 113G HISTORY ADJUSTMENT - UPCC51
Program I/O Chart


FROM: LIBRARY
CONTROL DATA
UPCC042I
FROM: LIBRARY
SF113G HISTORY MASTER
UPCC33MI
SF113G HISTORY ADJUSTMENT
UPCC51
ADJUST THE SF113G HISTORY MASTER FILE
SF113G HISTORY MASTER
UPCC33MO
TO: LIBRARY

3.21 SF 113G HISTORY ADJUSTMENT - UPCC51
Program Narrative

PROGRAM NAME: SF 113G History Adjustment

PROGRAM ID NUMBER: UPCC51

PURPOSE:

Post changes to existing or create new SF 113G History Master File Records.

FUNCTIONS/FEATURES:

a. Post changes to SF 113G History Records.

b. Create new SF 113G History Records.

DESCRIPTION:

a. Input Files:

(1) UPCC042I: Control Data.

(2) UPCC33MI: SF 113G History Master.

b. Output File:

UPCC33MO: SF 113G History Master.

c. Processing Description:

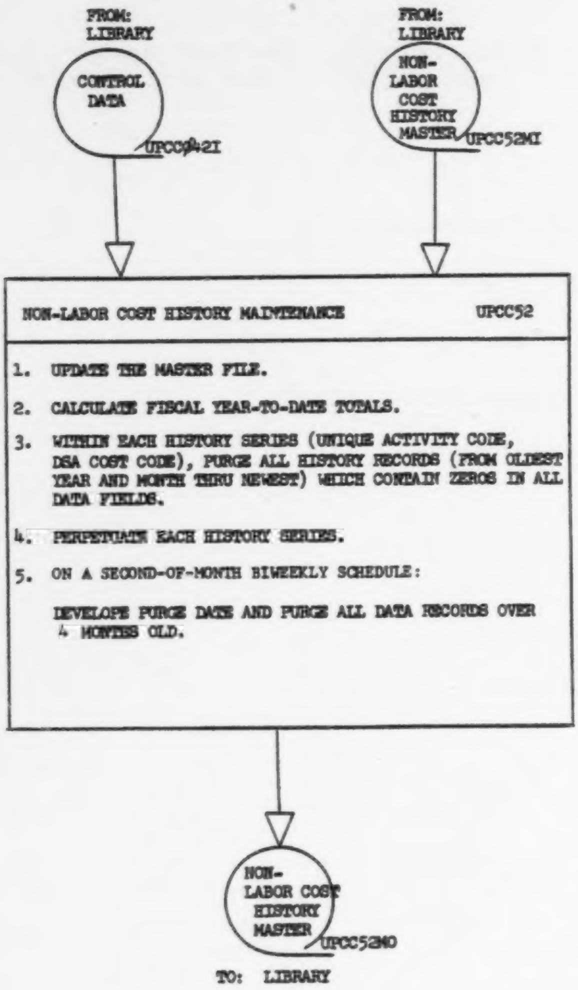
(1) Post matching (by Activity Code, DLA Cost Code and year and month) records from UPCC042I (Record Code M) to SF 113G History Master.

(2) Any unmatched UPCC042I records will create an SF 113G History Record.

SPECIAL CONDITIONS: None.

3.22 NON-LABOR COST HISTORY MAINTENANCE - UPCC52

Program I/O Chart


FROM:
LIBRARY
CONTROL DATA
UPCC042I
FROM:
LIBRARY
NON-LABOR COST HISTORY MASTER
UPCC52MI
NON-LABOR COST HISTORY MAINTENANCE
UPCC52
NON-LABOR COST HISTORY MASTER
UPCC52MO
TO: LIBRARY

1. UPDATE THE MASTER FILE.
2. CALCULATE FISCAL YEAR-TO-DATE TOTALS.
3. WITHIN EACH HISTORY SERIES (UNIQUE ACTIVITY CODE, DSA COST CODE), PURGE ALL HISTORY RECORDS (FROM OLDEST YEAR AND MONTH THRU NEWEST) WHICH CONTAIN ZEROS IN ALL DATA FIELDS.
4. PERPETUATE EACH HISTORY SERIES.
5. ON A SECOND-OF-MONTH BIWEEKLY SCHEDULE:

   DEVELOPE PURGE DATE AND PURGE ALL DATA RECORDS OVER 4 MONTHS OLD.

3.22 NON-LABOR COST HISTORY MAINTENANCE - UPCC52
Program Narrative

PROGRAM NAME: Non-Labor Cost History Maintenance

PROGRAM ID NUMBER: UPCC52

PURPOSE:

Post Non-Labor Cost Transactions to the four month Non-Labor Cost History Master, calculate fiscal year-to-date totals and purge History Records over four months old.

FUNCTIONS/FEATURES:

a. Post Non-Labor Cost Transactions.

b. Purge "Zero" History Records.

c. Purge History Data over four months old.

d. Calculate fiscal year-to-date totals.

e. Perpetuate the History Series.

DESCRIPTION:

a. Input Files:

(1) UPCC042I: Control Data.

(2) UPCC52MI: Non-Labor Cost History Master.

b. Output File:

UPCC52MO: Non-Labor Cost History Master.

c. Processing Description:

(1) Post matching (by Activity Code, DLA Cost Code, and Year and Month) Non-Labor Cost Transactions from UPCC042I (Record Code N) to Non-Labor Cost History Master.

(2) Any unmatched Non-Labor Cost Transactions will create a History Master Record.

(3) Calculate and post fiscal year-to-date totals for each month (up to four months) for each History Series (Activity Code, and DLA Cost Code).

(4) Perpetuate each History Series within each fiscal year unless the fiscal year-to-date totals are zeros.

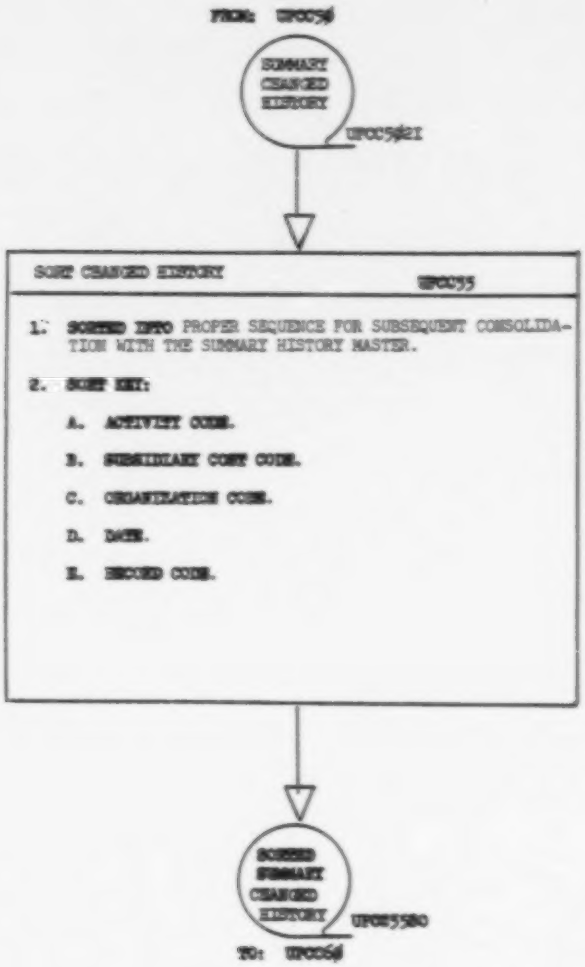
(5) Purge all History Records within a series (from the oldest year and month) which contain zero quantities in all data fields until the first Non-Zero Record is encountered.

(6) On a Second-of-Month BIWEEKLY Schedule - Develop purge date and purge all History Records over four months old.

SPECIAL CONDITIONS: None.

3.23 SORT CHANGED HISTORY - UPCC55

Program I/O Chart


FROM: UPCC50
SUMMARY CHANGED HISTORY
UPCC5021
SORT CHANGED HISTORY
UPCC55
SORTED SUMMARY CHANGED HISTORY
UPCC5580
TO: UPCC560

1. SORTED INTO PROPER SEQUENCE FOR SUBSEQUENT CONSOLIDATION WITH THE SUMMARY HISTORY MASTER.

2. SORT KEY:

   A. ACTIVITY CODE.

   B. SUBSIDIARY COST CODE.

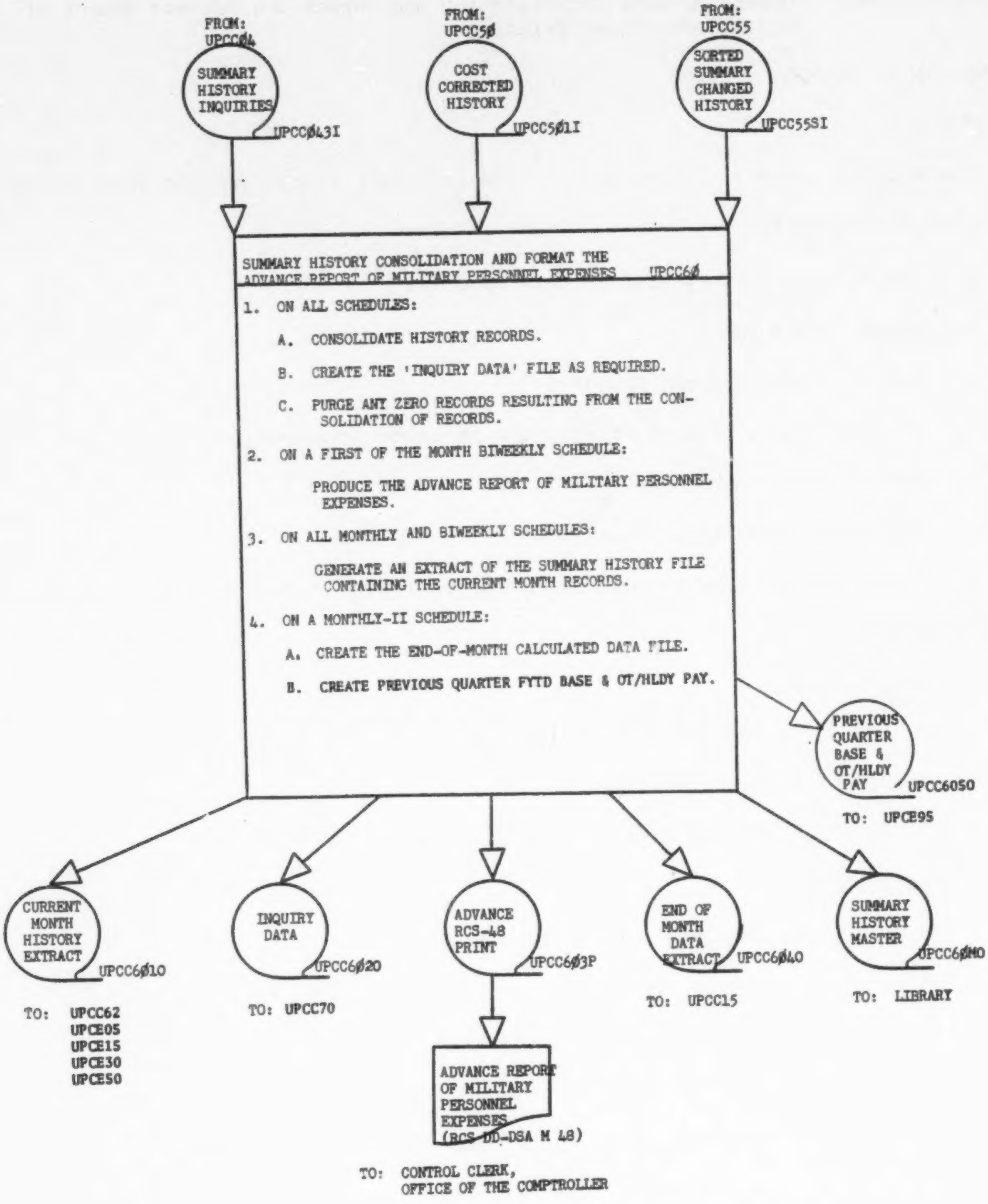
   C. ORGANIZATION CODE.

   D. DATE.

   E. RECORD CODE.

3.24 SUMMARY HISTORY CONSOLIDATION AND FORMAT THE ADVANCE REPORT OF MILITARY PERSONNEL EXPENSES - UPCC60

Program I/O Chart


FROM: UPCC04
SUMMARY HISTORY INQUIRIES
UPCC043I
FROM: UPCC50
COST CORRECTED HISTORY
UPCC501I
FROM: UPCC55
SORTED SUMMARY CHANGED HISTORY
UPCC55SI
SUMMARY HISTORY CONSOLIDATION AND FORMAT THE ADVANCE REPORT OF MILITARY PERSONNEL EXPENSES
UPCC60
PREVIOUS QUARTER BASE & OT/HLDY PAY
UPCC6050
TO: UPCE95
CURRENT MONTH HISTORY EXTRACT
UPCC6010
TO: UPCC62 UPCE05 UPCE15 UPCE30 UPCE50
INQUIRY DATA
UPCC6020
TO: UPCC70
ADVANCE RCS-48 PRINT
UPCC603P
ADVANCE REPORT OF MILITARY PERSONNEL EXPENSES (RCS DD-DSA M 48)
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
END OF MONTH DATA EXTRACT
UPCC6040
TO: UPCC15
SUMMARY HISTORY MASTER
UPCC60MO
TO: LIBRARY

1. ON ALL SCHEDULES:
   A. CONSOLIDATE HISTORY RECORDS.
   B. CREATE THE 'INQUIRY DATA' FILE AS REQUIRED.
   C. PURGE ANY ZERO RECORDS RESULTING FROM THE CONSOLIDATION OF RECORDS.
2. ON A FIRST OF THE MONTH BIWEEKLY SCHEDULE:
   PRODUCE THE ADVANCE REPORT OF MILITARY PERSONNEL EXPENSES.
3. ON ALL MONTHLY AND BIWEEKLY SCHEDULES:
   GENERATE AN EXTRACT OF THE SUMMARY HISTORY FILE CONTAINING THE CURRENT MONTH RECORDS.
4. ON A MONTHLY-II SCHEDULE:
   A. CREATE THE END-OF-MONTH CALCULATED DATA FILE.
   B. CREATE PREVIOUS QUARTER FYTD BASE & OT/HLDY PAY.

3.24 SUMMARY HISTORY CONSOLIDATION AND FORMAT THE ADVANCE REPORT OF MILITARY PERSONNEL EXPENSES - UPCC60

Program Narrative

PROGRAM NAME: Summary History Consolidation and Format the Advance Report of Military Personnel Expenses

PROGRAM ID NUMBER: UPCC60

PURPOSE:

Consolidate Summary History Records and calculate fiscal year-to-date totals.

FUNCTIONS/FEATURES:

a. Consolidate Summary History Data Records.

b. Answer inquiries.

c. Extract Current Month History.

d. Produce advance report of military personnel expenses.

e. Extract end-of-month calculations.

f. Perpetuate each History Series.

g. Purge History Records containing all zero quantities.

DESCRIPTION:

a. Input Files:

(1) UPCC043I: Summary History Inquiries.

(2) UPCC501I: Cost Corrected History.

(3) UPCC55SI: Sorted Summary Changed History.

b. Output Files:

(1) UPCC601O: Current Month History Extract.

(2) UPCC602O: Inquiry Data.

(3) UPCC603P: Advance RCS DLA(M)48(C)MIN Print.

(4) UPCC604O: End-of-Month Data Extract.

(5) UPCC605O: Previous Quarter FYTD and Overtime/Holiday Pay.

(6) UPCC60MO: End-of-Month Data Extract.

c. Processing Description:

(1) As UPCC55SI is processed, duplicate (by Activity Code, Subsidiary Cost Code, Organization Code, and Record Date of Year and Month) data records are consolidated then merged/consolidated with data records from UPCC501I.

(2) Purge any zero records (records in which all data fields are zeros) resulting from the consolidation process.

(3) Extract all Summary History for a series matched by an inquiry UPCC043I. For unmatched and/or duplicate inquiries, a Data Record with the applicable indication is written out with the other extracted inquiry data.

(4) If a First of the Month Biweekly; produce the advance report of military personnel expenses.

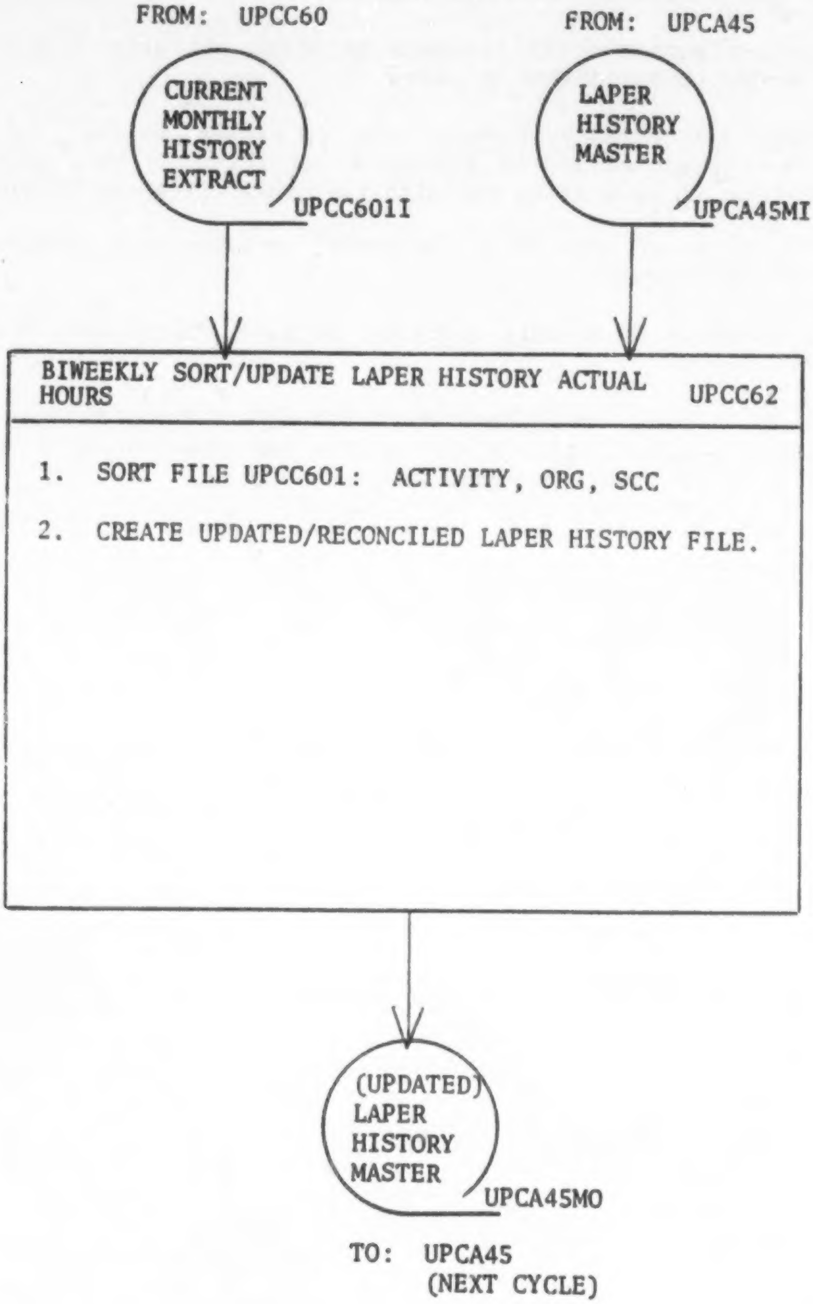
(5) If a Biweekly or Monthly Schedule; extract all Summary History Records for the current month.

(6) If a Monthly-II Schedule; extract all End-of-Month Records (Record Code of X), negate all data fields creating the end-of-month data extract, then dropping the X record from the Summary History Master.

(7) If a Monthly-II Schedule; extract the previous quarter FYTD Base and Overtime/Holiday Pay.

SPECIAL CONDITIONS: None.

3.25 BIWEEKLY SORT/UPDATE LAPER HISTORY - ACTUAL HOURS - UPCC62
Program I/O Chart


FROM: UPCC60
CURRENT MONTHLY HISTORY EXTRACT
UPCC601I
FROM: UPCA45
LAPER HISTORY MASTER
UPCA45MI
BIWEEKLY SORT/UPDATE LAPER HISTORY ACTUAL HOURS
UPCC62
1. SORT FILE UPCC601: ACTIVITY, ORG, SCC
2. CREATE UPDATED/RECONCILED LAPER HISTORY FILE.
(UPDATED) LAPER HISTORY MASTER
UPCA45MO
TO: UPCA45 (NEXT CYCLE)

3.25 BIWEEKLY SORT/UPDATE LAPER HISTORY - ACTUAL HOURS - UPCC62
Program Narrative

PROGRAM NAME: Biweekly LAPER History - Actual Hours Update

PROGRAM ID NUMBER: UPCC62

PURPOSE:

Produce an updated/reconciled Detail Workload History File from the Current Monthly History Extract.

FUNCTIONS/FEATURES:

Create an updated/reconciled Detail Workload History File which includes the Request Record, the Workload Units Record, and the Workload Hours Record.

DESCRIPTION:

a. Input Files:

(1) UPCA45MI: LAPER History Master.

(2) UPCC601I: Current Month History Extract.

b. Output File:

UPCA45MO: Update LAPER History Master.

c. Processing Description - Sort File UPCC601: Activity, Organization, Subsidiary Cost Code.

When the Hours Record on the LAPER History matches (by Activity, Organization, Subsidiary Cost Codes) the Sorted Current History Extract, the following reconciliation is accomplished:

(1) Actual Hours (MTD) from the Current History Extract are added to create "Total-Actual-Hours-MTD".

(2) Annual Leave Hours (MTD) from Current History Extract create "Total-Annual-Hours-MTD".

(3) Sick Leave Hours (MTD) from the Current History Extract create "Total-Sick-Hours-MTD".

(4) Holiday & Others Leave Hours (MTD) from Current History Extract create "Total-Other-Hours-MTD".

(5) Actual Hours (FYTD) from Current History Extract create "Total-Actual-Hours-FYTD".

(6) Total-Actual-Hours-MTD are subtracted from Total-Actual-Hours-FYTD to create Total-Actual-Hours-Reconciled-FYTD.

(7) Total-Annual-Hours-MTD, Total-Sick-Hours-MTD, Total-Other-Hours-MTD and Total-Actual-Hours-Reconciled FYTD are overlay their respective fields on the Detail Workload History.

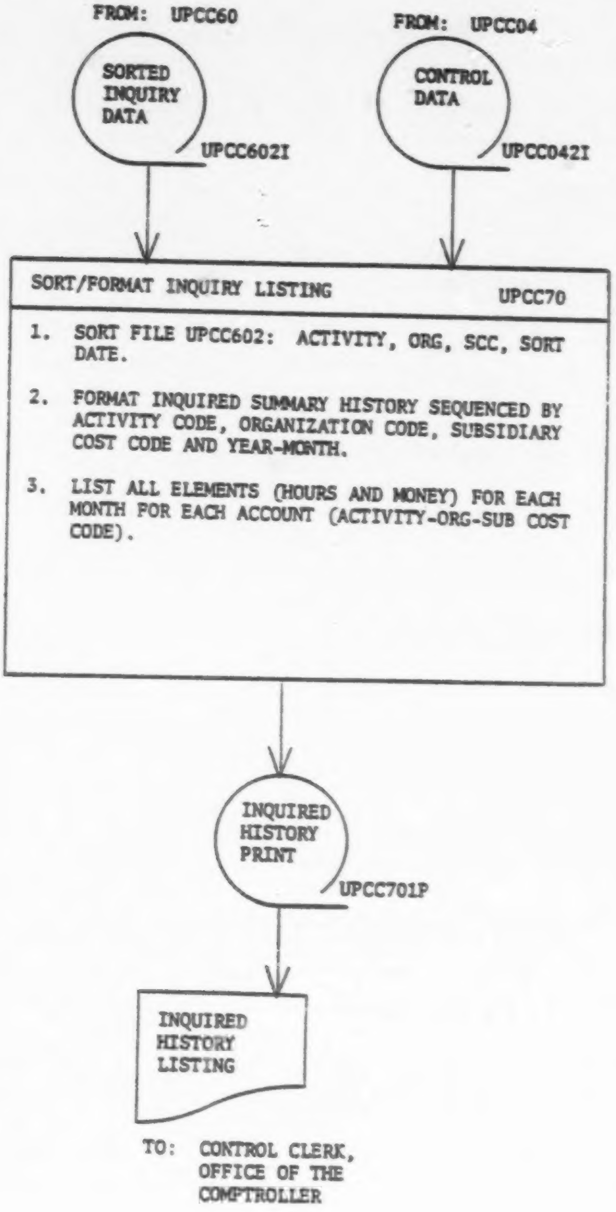
(8) If the biweekly period being processed ends on the last day of a given month, a flag is set.

(9) If the biweekly flag is set, the Total-Actual-Hours MTD is overlayed into the Detail Workload History in the Previous-Month-To-Date Actual Hours Field.

(10) If the biweekly flag is not set, the Total-Actual-Hours-MTD is overlayed into the Detail Workload HIstory in the Current-Month-To-Date-Actual-Hours field, then the respective weekly details are added into the overlayed details for Actual, Annual, Sick and Other Hours fields.

SPECIAL CONDITIONS: None.

3.26 FORMAT INQUIRY LISTING - UPCC70
Program I/O Chart


FROM: UPCC60
SORTED INQUIRY DATA
UPCC602I
FROM: UPCC04
CONTROL DATA
UPCC042I
SORT/FORMAT INQUIRY LISTING
UPCC70
1. SORT FILE UPCC602: ACTIVITY, ORG, SCC, SORT DATE.
2. FORMAT INQUIRED SUMMARY HISTORY SEQUENCED BY ACTIVITY CODE, ORGANIZATION CODE, SUBSIDIARY COST CODE AND YEAR-MONTH.
3. LIST ALL ELEMENTS (HOURS AND MONEY) FOR EACH MONTH FOR EACH ACCOUNT (ACTIVITY-ORG-SUB COST CODE).
INQUIRED HISTORY PRINT
UPCC701P
INQUIRED HISTORY LISTING
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.26 FORMAT INQUIRY LISTING - UPCC70
Program Narrative

PROGRAM NAME: Format Inquiry Listing

PROGRAM ID NUMBER: UPCC70

PURPOSE:

In response to an inquiry, provide a listing of all data contained on the Summary Labor History Record.

FUNCTIONS/FEATURES:

Format Summary Labor History Record providing a listing of all hours and dollars for each Element Code.

DESCRIPTION:

a. Input Files:

(1) UPCC602I: Sorted Inquiry Data.

(2) UPCC042I: Control Data.

b. Output File:

UPCC701P: Inquired History Print.

c. Processing Description:

(1) Sort File UPCC602: Activity, Organization, Subsidiary Cost Code, Sort Date.

(2) The Inquiry Listing will reflect all data on the Summary Labor History Record by month, with the current month printed first.

(3) Report is sequenced by Activity Codes, Organization Code and Subsidiary Cost Code.

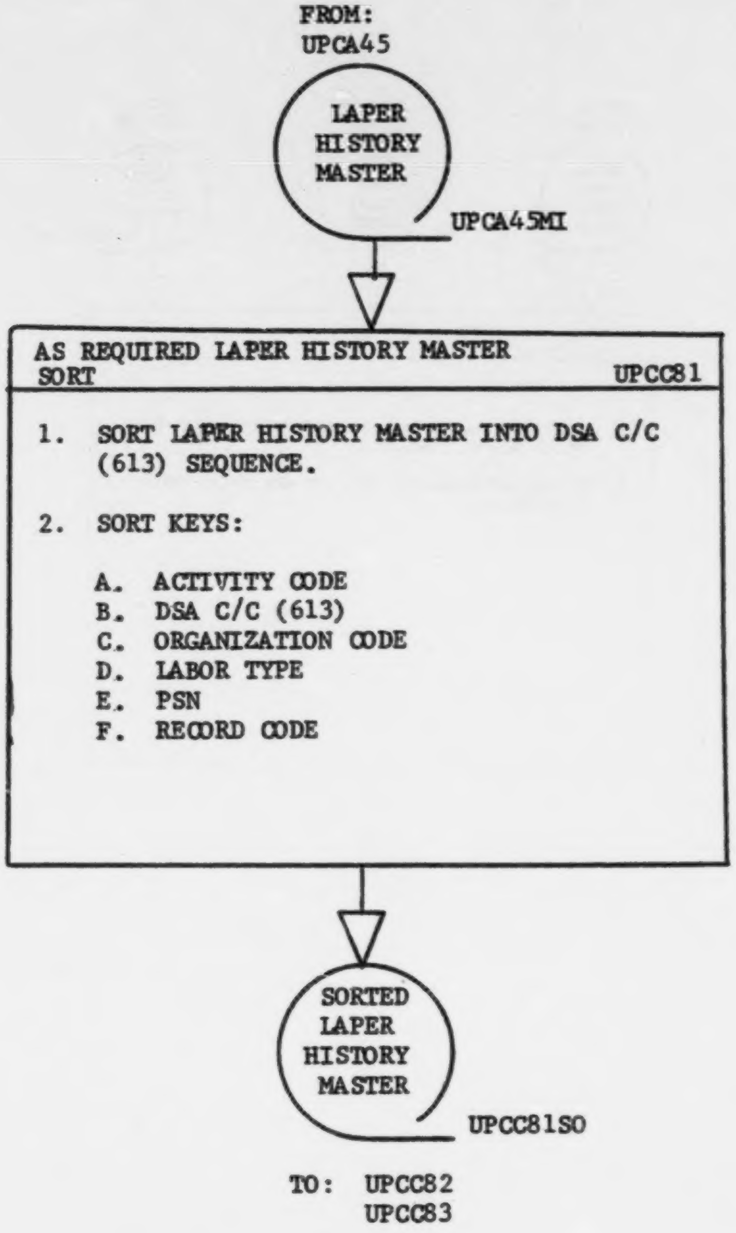
(4) Print one record per page.

(5) If no history is found for an inquiry, a statement will be provided on the listing with the control fields of the inquiry transaction.

(6) The control data file will provide the date and activity abbreviations for the listings.

SPECIAL CONDITIONS: None.

3.27 AS REQUIRED LAPER HISTORY MASTER SORT - UPCC81
Program I/O Chart

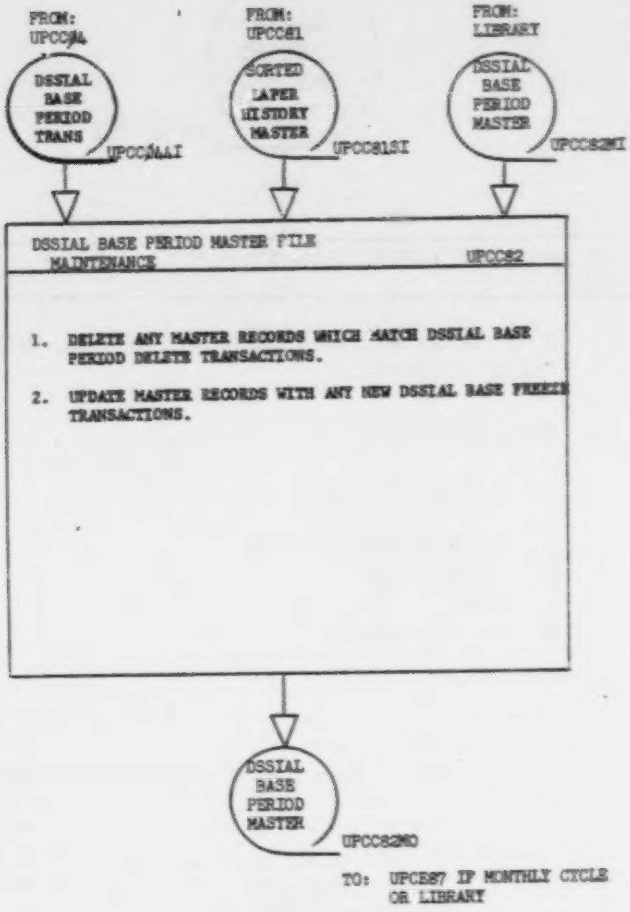

FROM:
UPCA45
LAPER HISTORY MASTER
UPCA45MI
AS REQUIRED LAPER HISTORY MASTER SORT
UPCC81
SORTED LAPER HISTORY MASTER
UPCC81SO
TO: UPCC82
UPCC83

1. SORT LAPER HISTORY MASTER INTO DSA C/C (613) SEQUENCE.

2. SORT KEYS:

   A. ACTIVITY CODE
   B. DSA C/C (613)
   C. ORGANIZATION CODE
   D. LABOR TYPE
   E. PSN
   F. RECORD CODE

3.28 DSSIAL BASE PERIOD MASTER FILE MAINTENANCE - UPCC82
Program I/O Chart


FROM:
UPCC04
DSSIAL
BASE
PERIOD
TRANS
UPCC04AI
FROM:
UPCC81
SORTED
LAPER
HISTORY
MASTER
UPCC81SI
FROM:
LIBRARY
DSSIAL
BASE
PERIOD
MASTER
UPCC82MI
DSSIAL BASE PERIOD MASTER FILE
MAINTENANCE
UPCC82
1. DELETE ANY MASTER RECORDS WHICH MATCH DSSIAL BASE PERIOD DELETE TRANSACTIONS.
2. UPDATE MASTER RECORDS WITH ANY NEW DSSIAL BASE FREEZE TRANSACTIONS.
DSSIAL
BASE
PERIOD
MASTER
UPCC82MO
TO: UPCE87 IF MONTHLY CYCLE
OR LIBRARY

3.28 DSSIAL BASE PERIOD MASTER FILE MAINTENANCE - UPCC82
Program Narrative

PROGRAM NAME: DSSIAL Base Period Master File Maintenance

PROGRAM ID NUMBER: UPCC82

PURPOSE:

To update DSSIAL Base Period Master.

FUNCTIONS/FEATURES:

Write updated DSSIAL Base Period Master.

DESCRIPTION:

a. Input Files:

(1) UPCC044I: DSSIAL Base Period Transactions.

(2) UPCC81SI: Sorted LAPER History Master.

(3) UPCC82MI: DSSIAL Base Period Master.

b. Output File:

UPCC82MO: DSSIAL Base Period Master.

c. Processing Description - Input documents are processed as follows:

(1) (Q) transactions with (F) in the Maintenance Code field will be compared to Sorted Summary Workload Records by Activity Code, DLA C/C (613) sequence.

(2) When (Q) transaction and summary workload are equal, workload and standard hours are accumulated aaccording to date span (YYMM) on (Q) transaction until break in controls.

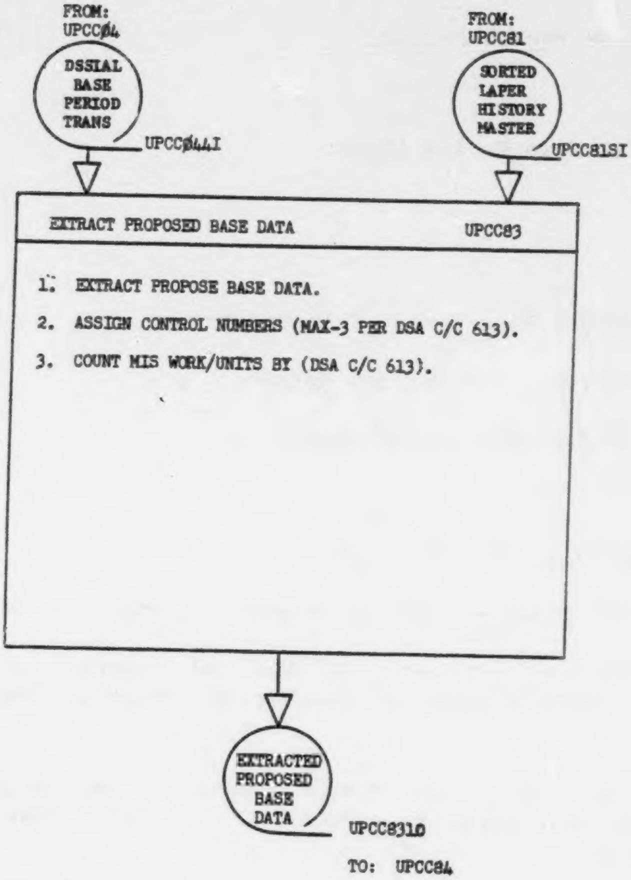
(3) The new DSSIAL Base Record will be inserted on the DSSIAL Base Period Master, or if existing records are on file, they will be overlaid.

(4) (Q) transaction with (D) in the Maintenance Code field will delete all DSSIAL Base Period Master Records when equal on Activity Code and DLA C/C (613) controls.

SPECIAL CONDITIONS: Program only runs in biweekly, split or monthly cycle.

3.29 EXTRACT PROPOSED BASE DATA - UPCC83

Program I/O Chart


FROM:
UPCC04
DSSIAL
BASE
PERIOD
TRANS
UPCC044I
FROM:
UPCC81
SORTED
LAPER
HISTORY
MASTER
UPCC81SI
EXTRACT PROPOSED BASE DATA
UPCC83
EXTRACTED
PROPOSED
BASE
DATA
UPCC8310
TO: UPCC84

1. EXTRACT PROPOSE BASE DATA.
2. ASSIGN CONTROL NUMBERS (MAX-3 PER DSA C/C 613).
3. COUNT MIS WORK/UNITS BY (DSA C/C 613).

3.29 EXTRACT PROPOSED BASE DATA - UPCC83
Program Narrative

PROGRAM NAME: Extract Proposed Base Data

PROGRAM ID NUMBER: UPCC83

PURPOSE:

Create transactions to be used in the Propose Base Profiles Listing.

FUNCTIONS/FEATURES:

Write proposed transactions to the Propose Base Profiles Run.

DESCRIPTION:

a. Input Files:

(1) UPCC044I: DSSIAL Base Period Transactions.

(2) UPCC82SI: Sorted LAPER History Master.

b. Output File:

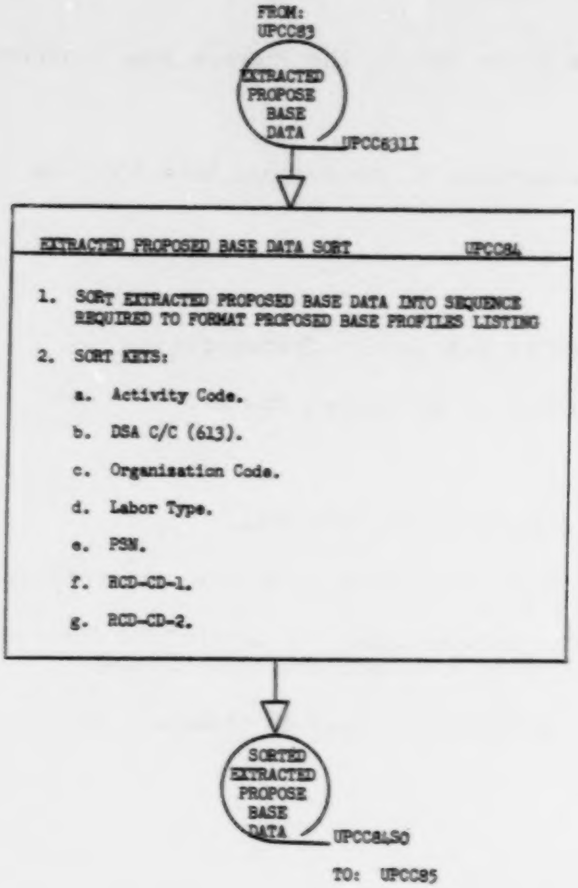
UPCC8310: Extracted Proposed Base Data.

c. Processing Description - Input documents are processed as follows:

All proposed base transactions are matched to Sorted LAPER History Master extracting the data for Propose Base Profiles Listing.

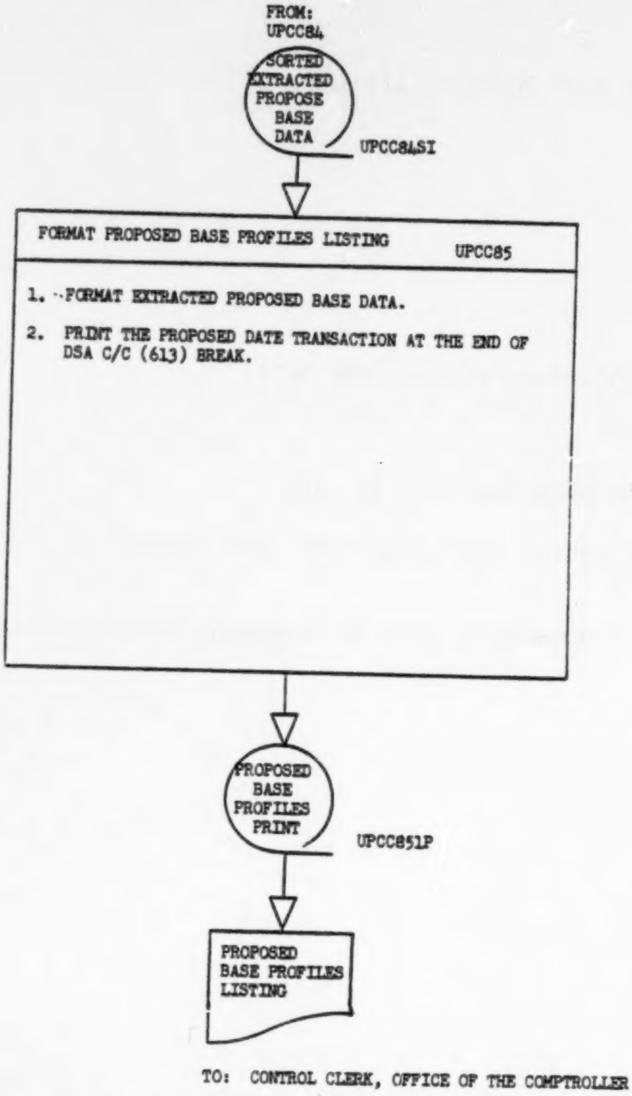
SPECIAL CONDITIONS: Program only runs in biweekly, split or monthly cycle.

3.30 EXTRACTED PROPOSED BASE DATA SORT - UPCC84
Program I/O Chart


FROM:
UPCC83
EXTRACTED PROPOSE BASE DATA
UPCC831I
EXTRACTED PROPOSED BASE DATA SORT
UPCC84
SORTED EXTRACTED PROPOSE BASE DATA
UPCC84SO
TO: UPCC85

1. SORT EXTRACTED PROPOSED BASE DATA INTO SEQUENCE REQUIRED TO FORMAT PROPOSED BASE PROFILES LISTING
2. SORT KEYS:
   - a. Activity Code.
   - b. DSA C/C (613).
   - c. Organization Code.
   - d. Labor Type.
   - e. PSN.
   - f. RCD-CD-1.
   - g. RCD-CD-2.

3.31 FORMAT PROPOSED BASE PROFILES LISTING - UPCC85
Program I/O Chart


FROM:
UPCC84
SORTED EXTRACTED PROPOSE BASE DATA
UPCC84SI
FORMAT PROPOSED BASE PROFILES LISTING
UPCC85
PROPOSED BASE PROFILES PRINT
UPCC851P
PROPOSED BASE PROFILES LISTING
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

1. FORMAT EXTRACTED PROPOSED BASE DATA.
2. PRINT THE PROPOSED DATE TRANSACTION AT THE END OF DSA C/C (613) BREAK.

3.31 FORMAT PROPOSED BASE PROFILES LISTING - UPCC85
Program Narrative

PROGRAM NAME: Format Proposed Base Profiles Listing

PROGRAM ID NUMBER: UPCC85

PURPOSE:

To generate Proposed Base Profiles Listing.

FUNCTIONS/FEATURES:

Format report.

DESCRIPTION:

a. Input File:

UPCC84SI: Sort Extracted Propose Base Data.

b. Output File:

UPCC851P: Proposed Base Profiles Listing.

c. Processing Description - Transactions are accumulated and formatted in report format.

SPECIAL CONDITIONS: Program only runs in biweekly, split or monthly cycle.

VOLUME I APCAPS ADP SPECIFICATIONS

PART 5 COST/PERFORMANCE SUBSYSTEM

CHAPTER 5 PERIODIC COST/PERFORMANCE RERUNS - UPCD0000

CHAPTER TABLE OF CONTENTS

SECT	DESCRIPTION	PAGE
1	GENERAL	
1.1	Purpose	I-5-5-1
2	PERIODIC COST/PERFORMANCE RERUNS APPLICATION	
2.1	Periodic Cost/Performance Reruns - UPCD0000	I-5-5-2
3	PERIODIC COST/PERFORMANCE RERUNS PROGRAMS	
3.1	Monthly Summary History Sort - UPCD05	I-5-5-5
3.2	Non-Labor Cost History Sort - UPCD07	I-5-5-6
3.3	Format RCS DLA(M)48(C)MIN Redo Reports - UPCD10	I-5-5-7
3.4	Format RCS DLA(M)1174(C)MIN Redo Reports - UPCD15	I-5-5-10
3.5	YHH/YHR Transaction from History - UPCD95	I-5-5-12

VOLUME I APCAPS ADP SPECIFICATIONS

PART 5 COST/PERFORMANCE SUBSYSTEM

CHAPTER 5 PERIODIC COST/PERFORMANCE RERUNS - UPCD0000

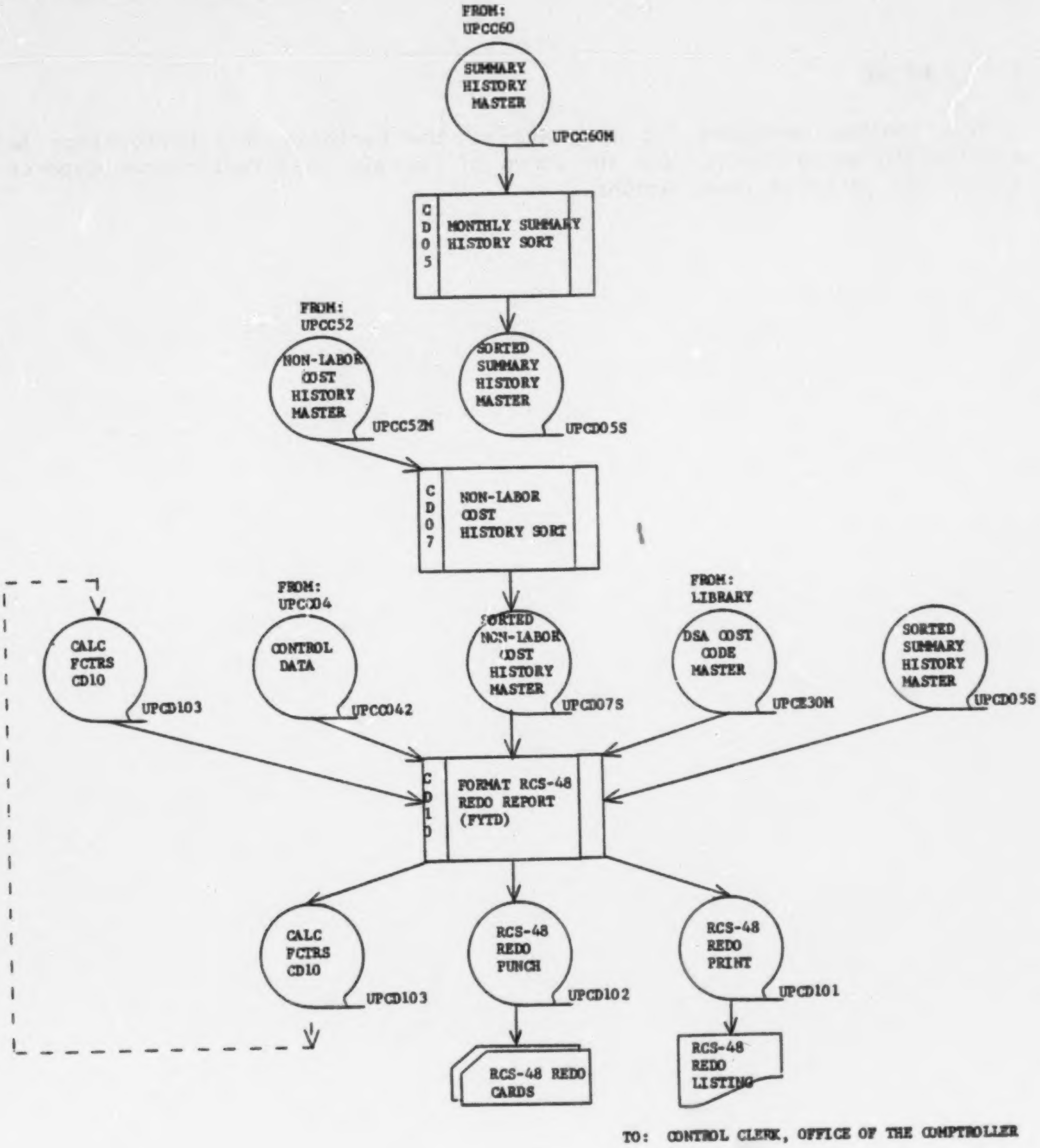
SECTION 1 GENERAL

1.1 PURPOSE

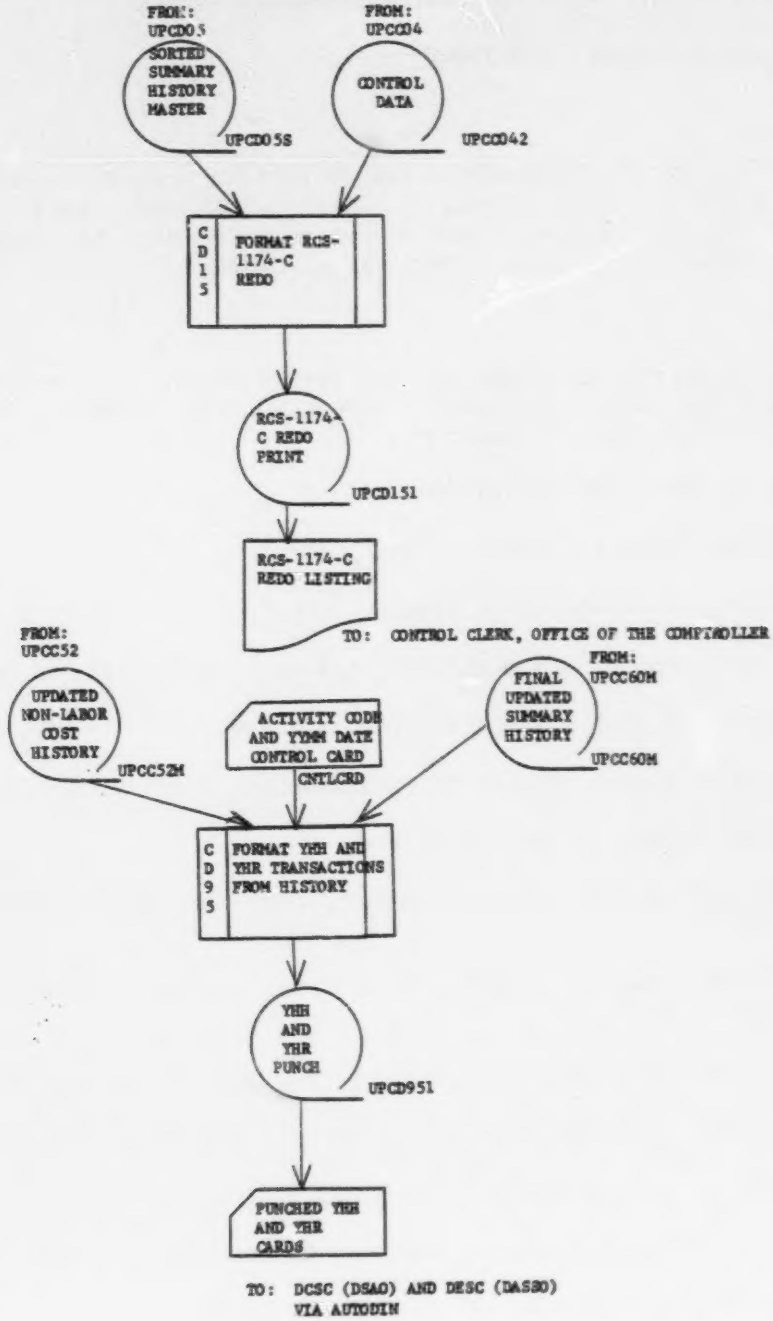
This chapter contains the programs of the Periodic Cost/Performance Reruns Application which provide for the rerun of certain Cost/Performance Reports for any of the previous three months.

SECTION 2 PERIODIC COST/PERFORMANCE RERUNS APPLICATION

2.1 PERIODIC COST/PERFORMANCE RERUNS - UPCD0000
Application Flow Chart Page 1


FROM: UPCC60
SUMMARY HISTORY MASTER
UPCC60M
CD05
MONTHLY SUMMARY HISTORY SORT
FROM: UPCC52
NON-LABOR COST HISTORY MASTER
UPCC52M
SORTED SUMMARY HISTORY MASTER
UPCD05S
CD07
NON-LABOR COST HISTORY SORT
CALC FCTRS CD10
UPCD103
FROM: UPCC04
CONTROL DATA
UPCC042
SORTED NON-LABOR COST HISTORY MASTER
UPCD07S
FROM: LIBRARY
DSA COST CODE MASTER
UPCE30M
SORTED SUMMARY HISTORY MASTER
UPCD05S
CD10
FORMAT RCS-48 REDO REPORT (FYTD)
CALC FCTRS CD10
UPCD103
RCS-48 REDO PUNCH
UPCD102
RCS-48 REDO PRINT
UPCD101
RCS-48 REDO CARDS
RCS-48 REDO LISTING
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

2.1 PERIODIC COST/PERFORMANCE RERUNS - UPCD0000
Application Flow Chart Page 2


FROM: UPCD05
SORTED SUMMARY HISTORY MASTER
UPCD05S
FROM: UPCC04
CONTROL DATA
UPCC042
C D 1 5
FORMAT RCS-1174-C REDO
RCS-1174-C REDO PRINT
UPCD151
RCS-1174-C REDO LISTING
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
FROM: UPCC52
UPDATED NON-LABOR COST HISTORY
UPCC52M
ACTIVITY CODE AND YYMM DATE CONTROL CARD
CNTLCRD
FROM: UPCC60M
FINAL UPDATED SUMMARY HISTORY
UPCC60M
C D 9 5
FORMAT YHH AND YHR TRANSACTIONS FROM HISTORY
YHH AND YHR PUNCH
UPCD951
PUNCHED YHH AND YHR CARDS
TO: DCSC (DSAO) AND DESC (DASBO)
VIA AUTODIN

2.1 PERIODIC COST/PERFORMANCE RERUNS - UPCD0000
Application Narrative

APPLICATION TITLE: Periodic Cost/Performance Reruns

APPLICATION ID NUMBER: UPCD0000

PURPOSE:

To provide for the periodic rerun of certain Cost/Performance Reports for any of the previous three months. After adjustments have been processed to previous months history, corrected reports may be requested during the Biweekly, End-of-Month and/or Monthly Schedules.

FUNCTIONS:

Process requests for rerun of the Feeder Report to the Expense/Cost Report, RCS DLA(M)48(C)MIN, Personnel Strength and Manhour Data Report, RCS DLA(M)1174(C)MIN, Part C (Manhour).

COMPONENT PROGRAMS AND OPERATIONS:

a. UPCD05: Monthly Summary History Sort.

b. UPCD07: Non-Labor Cost History Sort.

c. UPCD10: Format RCS DLA(M)48(C)MIN Redo Report (Fiscal YTD).

d. UPCD15: Format RCS DLA(M)1174(C)MIN Redo.

e. UPCD95: Format YHH and YHR Transactions from History.

INPUT-OUTPUT SOURCE AND DISPOSITION:

a. UPCC60M: Summary History Master, from the Summary History Reconciliation Application.

b. UPCC042: Control Data, from the Summary History Reconciliation Application.

c. UPCC52M: Non-Labor Cost History from Summary History Reconciliation.

d. UPCE30M: DSA Cost Code Master, from the Monthly Cost/Performance.

e. UPCD103: Calculated Factors, from within this application.

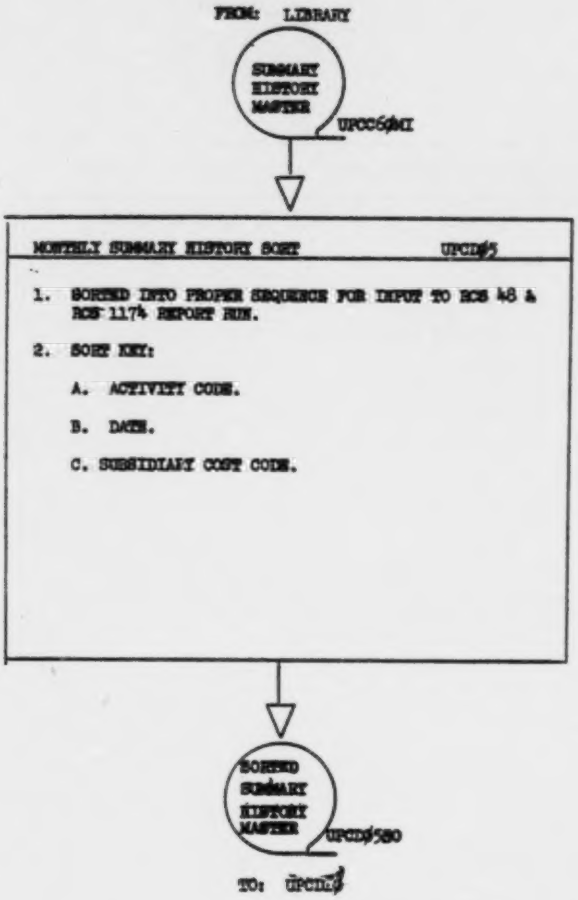
f. Output of Listings to the Control Clerk, Office of the Comptroller.

FREQUENCY, TIME LIMITATIONS AND SCHEDULING FACTORS:

The Periodic Cost/Performance Rerun Application can be processed in the Biweekly, End-of-Month, Monthly II, or Monthly-III Schedules only.

SECTION 3 PERIODIC COST/PERFORMANCE RERUNS PROGRAMS

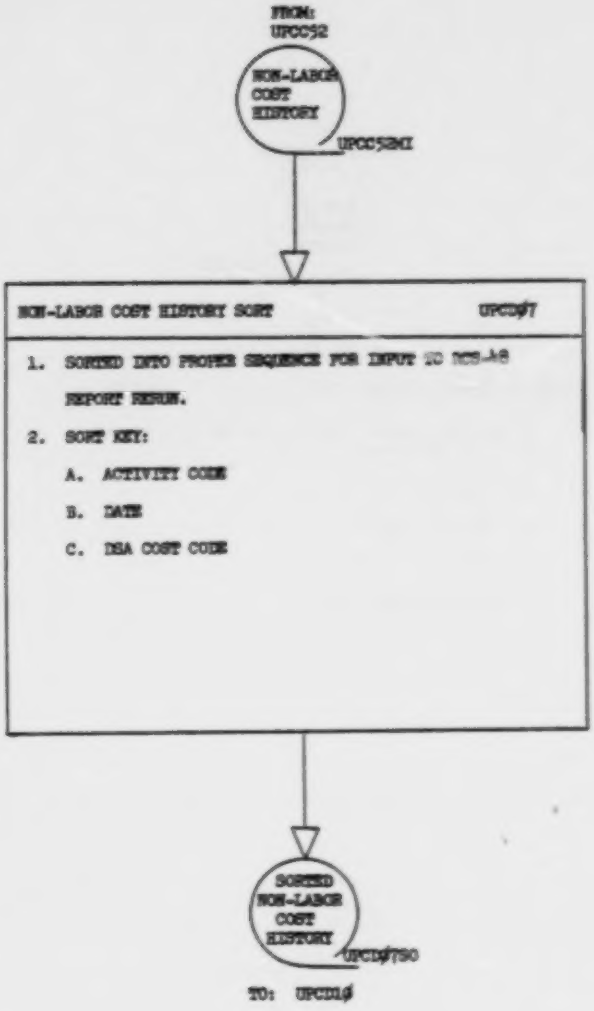
3.1 MONTHLY SUMMARY HISTORY SORT - UPCD05
Program I/O Chart


FROM: LIBRARY
SUMMARY HISTORY MASTER
UPCC60MI
MONTHLY SUMMARY HISTORY SORT
UPCD05
SORTED SUMMARY HISTORY MASTER
UPCD0580
TO: UPCD10

1. SORTED INTO PROPER SEQUENCE FOR INPUT TO RCS 48 & RCS 1174 REPORT RUN.
2. SORT KEY:
    A. ACTIVITY CODE.
    B. DATE.
    C. SUBSIDIARY COST CODE.

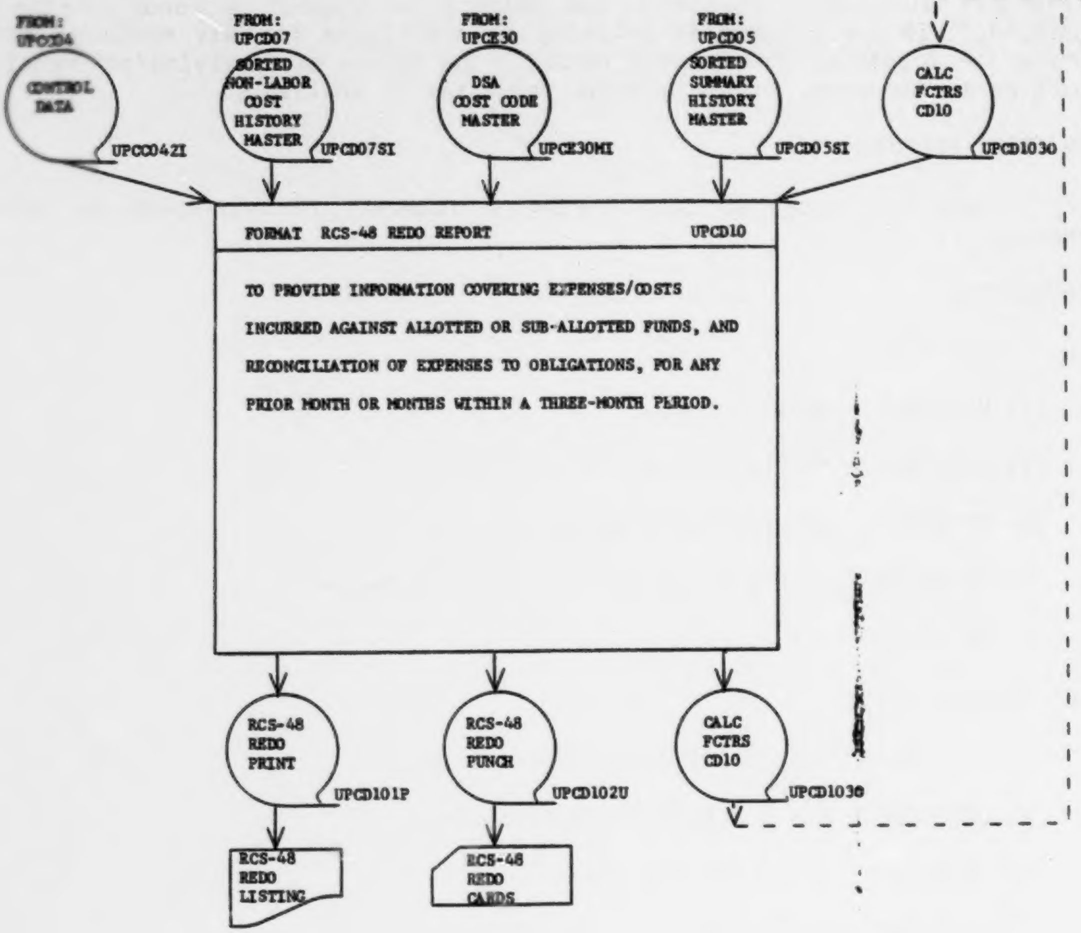
3.2 NON-LABOR COST HISTORY SORT - UPCD07

Program I/O Chart


FROM:
UPCC52
NON-LABOR
COST
HISTORY
UPCC52MI
NON-LABOR COST HISTORY SORT
UPCD07
1. SORTED INTO PROPER SEQUENCE FOR INPUT TO RCS-48
REPORT RERUN.
2. SORT KEY:
A. ACTIVITY CODE
B. DATE
C. DSA COST CODE
SORTED
NON-LABOR
COST
HISTORY
UPCD07SO
TO: UPCD10

3.3 FORMAT RCS DLA(M)48(C)MIN REDO REPORTS - UPCD10

Program I/O Chart


FROM: UPCC04
CONTROL DATA
UPCC042I
FROM: UPCD07
SORTED NON-LABOR COST HISTORY MASTER
UPCD07SI
FROM: UPCE30
DSA COST CODE MASTER
UPCE30MI
FROM: UPCD05
SORTED SUMMARY HISTORY MASTER
UPCD05SI
CALC FCTRS CD10
UPCD1030
FORMAT RCS-48 REDO REPORT
UPCD10
RCS-48 REDO PRINT
UPCD101P
RCS-48 REDO PUNCH
UPCD102U
CALC FCTRS CD10
UPCD1030
RCS-48 REDO LISTING
RCS-48 REDO CARDS

TO PROVIDE INFORMATION COVERING EXPENSES/COSTS INCURRED AGAINST ALLOTTED OR SUB-ALLOTTED FUNDS, AND RECONCILIATION OF EXPENSES TO OBLIGATIONS, FOR ANY PRIOR MONTH OR MONTHS WITHIN A THREE-MONTH PERIOD.

3.3 FORMAT RCS DLA(M)48(C)MIN REDO REPORTS - UPCD10
Program Narrative

PROGRAM NAME: Format RCS DLA(M)48(C)MIN Redo Reports

PROGRAM ID NUMBER: UPCD10

PURPOSE:

Provides Functional Personnel the ability to request a rerun of the RCS DLA(M)48(C)MIN for a specific activity or activities for any month or months during the preceding three month period. The option of receiving/not receiving punch cards for month preceding cycle requested is available.

FUNCTIONS/FEATURES:

Rerun may be requested only during a Biweekly, End-of-Month or Monthly Schedule.

DESCRIPTION:

a. Input Files:

(1) UPCC042I: Control Data.

(2) UPCD05SI: Sorted Summary History Master.

(3) UPCE30MI: DSA Cost Code Master.

(4) UPCD07SI: Sorted Non-Labor Cost History Master.

(5) UPCD1030: Calculate Factors - CD10.

b. Output Files:

(1) UPCD101P: RCS DLA(M)48(C)MIN Redo Print.

(2) UPCD102U: RCS DLA(M)48(C)MIN Redo Punch.

(3) UPCD1030: Calculate Factors - CD10.

c. Processing Description:

(1) Control file is read and determination is made that:

(a) Program is being executed during appropriate schedule.

(b) The RCS DLA(M)48(C)MIN print has/has not been requested.

(c) If print has been requested, does activity desire that cards be punched.

(d) The RCS DLA(M)1174(C)MIN has/has not been requested to be rerun.

(2) Sorted Summary History is read and acceleration factors to be applied to productive monies are calculated at program level with exception of the 600 Account which is calculated at the project level.

(3) Sorted Summary History and Sorted Non-Labor History are then read and detail fiscal-year-to-date monies are accumulated by DLA Cost Code and summarized by manhour (last two positions of DLA Cost Code), subproject, project, program and activity with exception of Accounts 385, 995 and 996 which are accumulated at the fifth level of the DLA Cost Code, summarized to the fourth, etc.

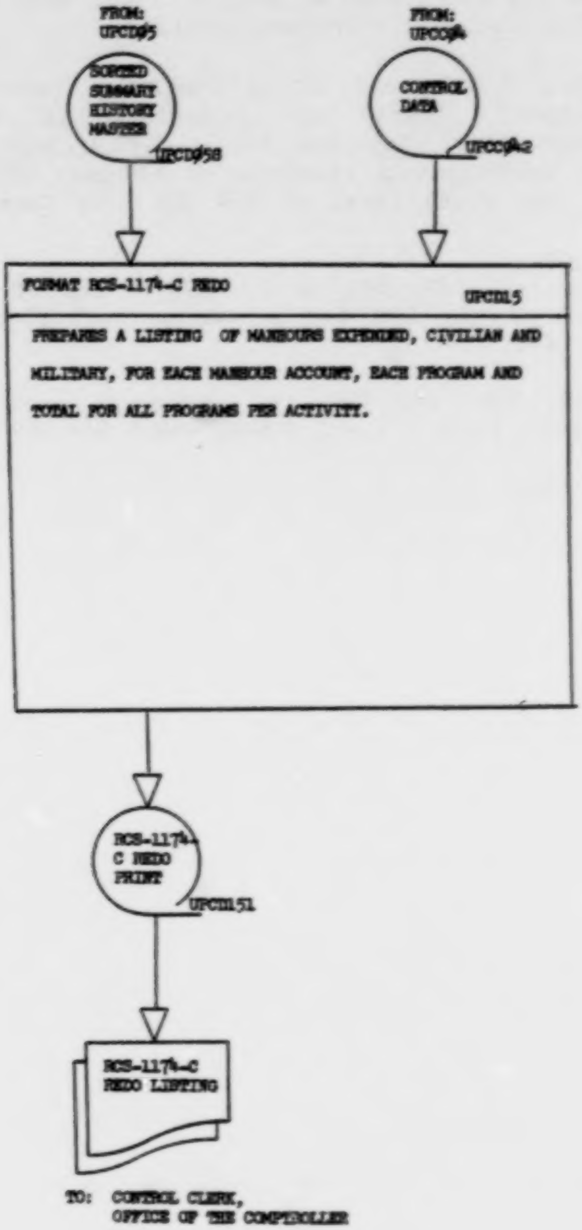
(4) Leave monies are reflected in the X90 series of accounts at program level with exception of the 600 Account which is reflected at the project level, i.e., 692.X1, etc.

(5) Accounts 659, 968 and 969 are manually computed and input with exception of the summary levels, i.e., 65900, 96800 and 96900.

SPECIAL CONDITIONS: None.

3.4 FORMAT RCS DLA(M)1174(C)MIN REDO REPORTS - UPCD15

Program I/O Chart


FROM:
UPCD05
SORTED
SUMMARY
HISTORY
MASTER
UPCD058
FROM:
UPCC04
CONTROL
DATA
UPCC042
FORMAT RCS-1174-C REDO
UPCD15
RCS-1174-C REDO PRINT
UPCD151
RCS-1174-C
REDO LISTING
TO: CONTROL CLERK,
OFFICE OF THE COMPTROLLER

PREPARES A LISTING OF MANHOURS EXPENDED, CIVILIAN AND MILITARY, FOR EACH MANHOUR ACCOUNT, EACH PROGRAM AND TOTAL FOR ALL PROGRAMS PER ACTIVITY.

3.4 FORMAT RCS DLA(M)1174(C)MIN REDO REPORTS - UPCD15
Program Narrative

PROGRAM NAME: Format RCS DLA(M)1174(C)MIN Redo Reports

PROGRAM ID NUMBER: UPCD15

PURPOSE:

Provides functional personnel the ability to request a rerun of the RCS DLA(M)1174(C)MIN, Civilian and Military Manhour Report, for a specific activity or activities for any month or months during the preceding three month period (also see UPCE50).

FUNCTIONS/FEATURES:

Rerun may be requested only during a Biweekly, End-of-Month or Monthly Schedule.

DESCRIPTION:

a. Input Files:

(1) UPCC042I: Control Data.

(2) UPCD05SI: Sorted Summary History.

b. Output Files:

UPCD1510: RCS DLA(M)1174(C)MIN Redo Listing.

c. Processing Description:

(1) Control file is read and determination is made that:

(a) Program is being executed during appropriate schedule.

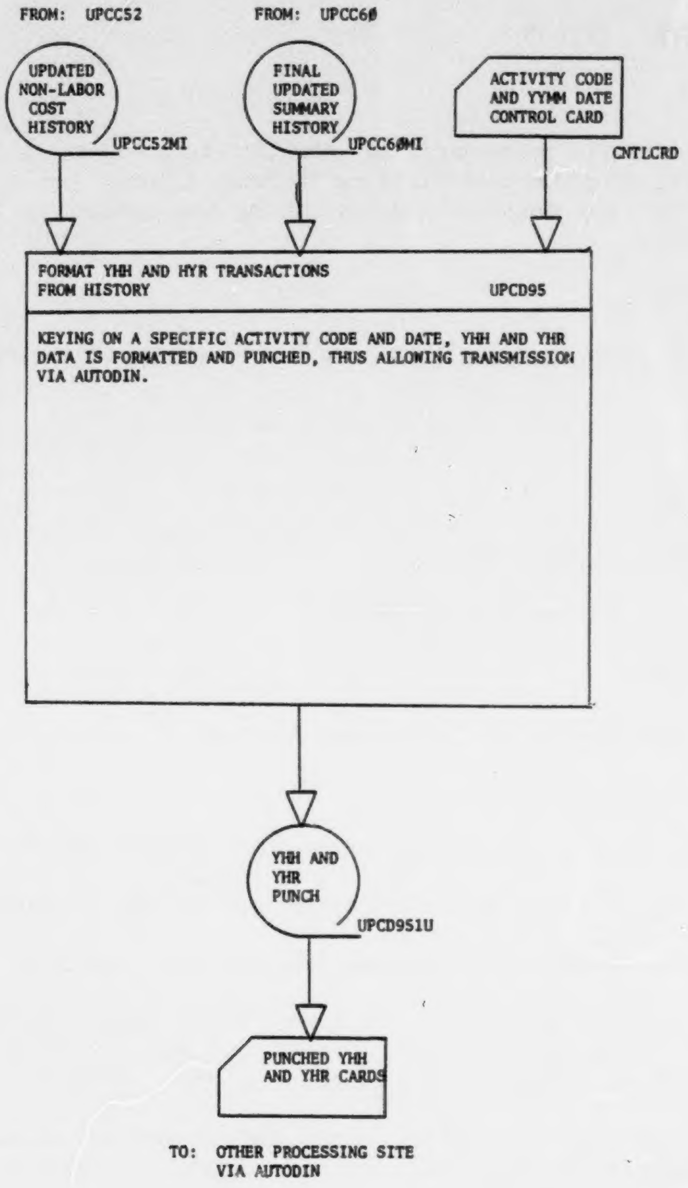
(b) The RCS DLA(M)1174(C)MIN has/has not been requested to be rerun.

(2) Sorted Summary History is read and detail hours are accumulated by DLA Cost Code and summarized by manhour, program and activity with exception of account 600 which is summarized by manhour, project, program and activity.

(3) Leave hours are reflected in the X90 series of accounts at the program level with exception of the 600 accounts which is reflected at the project level, i.e., 692. X 1, etc.

SPECIAL CONDITIONS: None.

3.5 YHH AND YHR TRANSACTIONS FROM HISTORY - UPCD95
Program I/O Chart


FROM: UPCC52
FROM: UPCC60
UPDATED NON-LABOR COST HISTORY
UPCC52MI
FINAL UPDATED SUMMARY HISTORY
UPCC60MI
ACTIVITY CODE AND YYMM DATE CONTROL CARD
CNTLCRD
FORMAT YHH AND HYR TRANSACTIONS FROM HISTORY
UPCD95
KEYING ON A SPECIFIC ACTIVITY CODE AND DATE, YHH AND YHR DATA IS FORMATTED AND PUNCHED, THUS ALLOWING TRANSMISSION VIA AUTODIN.
YHH AND YHR PUNCH
UPCD951U
PUNCHED YHH AND YHR CARDS
TO: OTHER PROCESSING SITE VIA AUTODIN

3.5 YHH/YHR TRANSACTIONS FROM HISTORY - UPCD95
Program Narrative

PROGRAM NAME: YHH/YHR Transactions from History

PROGRAM ID NUMBER: UPCD95

PURPOSE:

Program to format YHH and YHR transaction cards containing data from files UPCC60M and UPCC52M for a selected activity and YYMM date specified by a control card.

FUNCTIONS/FEATURES:

a. Output file SPU.UPCD951 will be processed through CPO, and the resulting YHH and YHR cards will be transmitted via AUTODIN. An example: Transmission could be for DAASO from DDTC to DESC. In turn, these transactions will be input to the APCAPS Cost Subsystem at DESC no later than the Cost MONTHLY-II (final), thereby re-establishing the data on files UPCC60M and UPCC52M at DESC. This will result in Consolidated Monthly Cost Reports for DAASO (at DESC).

b. While not an integral part of any Cost Schedule, UPCD95 would normally be run immediately following the Cost EOM Schedule; else, after the Cost Biweekly for a pay period which ends on the last day of the month (when the Cost EOM is never run). The two History Files input to UPCD95 will be the generations output from one of these schedules.

c. The UPCD95 Control Card can specify any activity code. However, the program will convert the following Control Card Activity Codes to another code on the YHH/YHR transaction cards to match an Activity Code at the receiving installation:

CONTROL CARD		YHH/YHR CARDS
AW or AM	To	AA
AR	To	AY
CB	To	CA
PC or PD or PE	To	PA

d. Program will accept a single control card.

CONTROL CARD:

FIELD	COL(S)	DATA
Card Identifier	1-9	'CTLUPCD95'
Blank	10	
Activity Code	11-12	Activity Code being selected on.
Year-Month	13-16	The YYMM being selected on: e.g., '7607' when executing after EOM Schedule for Jul 76; '7608' for Aug 76, etc.
Blank	17-80	

DESCRIPTION:

a. Input Files:

(1) UPCC52MI: Updated Non-Labor Cost History.

(2) UPCC60MI: Final Updated Summary History.

(3) CNTLCRD: Activity Code and YYMM Control Card.

b. Output File:

UPCD951U: Punched YHH and YHR Data.

c. Processing Description:

(1) The format of the Control Card is validated and program will terminate with an error message if the card is not valid or missing.

(2) A sequence check on incoming files is performed resulting in a sequence error if an out of sequence is encountered.

(3) File UPCC60M - The 73 current month data fields of each selected record are scanned; if a field is other than zeroes, it will be posted to an output YHH transaction (maximum of four Element Codes and associated data fields per YHH). When this process for a History Record is complete, any remaining slots in the final YHH resulting from the History Record will be spaces. Thus, 73 fields could produce up to 19 transactions.

(4) File UPCC52M - In a manner similar to processing file UPCC60M, the 15-data fields of each selected record are scanned, and the non-zero fields are posted to output YHR transactions (maximum of six elements per YHR). The 15 fields in each record could produce up to three transactions.

(5) The files will close once the data for the appropriate activity and YYMM data has been processed. A read will not go to end of file unless the Activity Code is the last one on a file.

SPECIAL CONDITIONS: None.

VOLUME I APCAPS ADP SPECIFICATIONS

PART 5 COST/PERFORMANCE SUBSYSTEM

CHAPTER 6 MONTHLY COST/PERFORMANCE REPORTING - UPCE0000

CHAPTER TABLE OF CONTENTS

SECT DESCRIPTION PAGE

1 GENERAL

1.1 Purpose I-5-6-1

2 MONTHLY COST/PERFORMANCE REPORTING APPLICATION

2.1 Monthly Cost/Performance Reporting - UPCE0000 I-5-6-2

3 MONTHLY COST/PERFORMANCE REPORTING PROGRAMS

3.1 Sort Current Month History Extract - UPCE05 I-5-6-12
3.2 Format Detail Manhour Labor Cost Listing - UPCE10 I-5-6-13
3.3 Format Monthly Payroll Cost Certification - UPCE15 I-5-6-16
3.4 Create Monthly LAPER Data and Workload Feeder Work File - UPCE25 I-5-6-18
3.5 Monthly Supervisory Standard Hours and Work Center Percentages Calculations - UPCE26 I-5-6-21
3.6 Format Monthly LAPER Listings and Create the Monthly Summary/Organization Work File - UPCE27 I-5-6-23
3.7 Format RCS DLA(M)48(C)MIN Report - UPCE30 I-5-6-26
3.8 Manpower Extract Sort - UPCE40 I-5-6-29
3.9 Format RCS DLA(M)1174(C)MIN Personnel Authorized and Actual Report - UPCE45 I-5-6-30
3.10 Format RCS DLA(M)1174(C)MIN Manhours Report - UPCE50 I-5-6-33
3.11 Format SF 113G Reports - UPCE55 I-5-6-35
3.12 Work Count Identifier and DLA Cost Code Sort - UPCE60 I-5-6-38
3.13 Format Monthly Workload Feeder Listing - UPCE65 I-5-6-39
3.14 Monthly LPE Summary by Organization - UPCE71 I-5-6-41
3.15 Monthly LPE Function/Organization Sort - UPCE72 I-5-6-44
3.16 Monthly LPE Function/Organization Report - UPCE73 I-5-6-45
3.17 Monthly Division/Functional Sort - UPCE74 I-5-6-48
3.18 Monthly Division/Functional Organization Sort - UPCE75 I-5-6-49
3.19 Monthly Division/Functional/Organization Report - UPCE76 I-5-6-50
3.20 Workload History File Maintenance and Create DSSIAL and Floating Quarter Data Work File - UPCE81 I-5-6-53
3.21 Sort Floating Quarter Data - UPCE82 I-5-6-56

SECT	DESCRIPTION	PAGE
3.22	Format Program Data for Local Standard Maintenance Listing - UPCE83	I-5-6-57
3.23	Summary/Organization Work File Sort - UPCE84	I-5-6-59
3.24	Program Data for DIMES - UPCE85	I-5-6-60
3.25	Summary Workload Extract Sort - UPCE86	I-5-6-62
3.26	Create DSSIAL Work Data - UPCE87	I-5-6-63
3.27	Format DSSIAL Listing - UPCE88	I-5-6-67
3.28	Earned Hours Report - UPCE89	I-5-6-67
3.29	Monthly Job Order/Project Order Report Transaction Sort - UPCE90	I-5-6-69
3.30	Format Job Order/Project Order Cost Listing Monthly - UPCE92	I-5-6-70
3.31	Sort/Format Quarterly Overtime Managerial Report - UPCE95	I-5-6-72

VOLUME I APCAPS ADP SPECIFICATIONS

PART 5 COST/PERFORMANCE SUBSYSTEM

CHAPTER 6 MONTHLY COST/PERFORMANCE REPORTING - UPCE0000

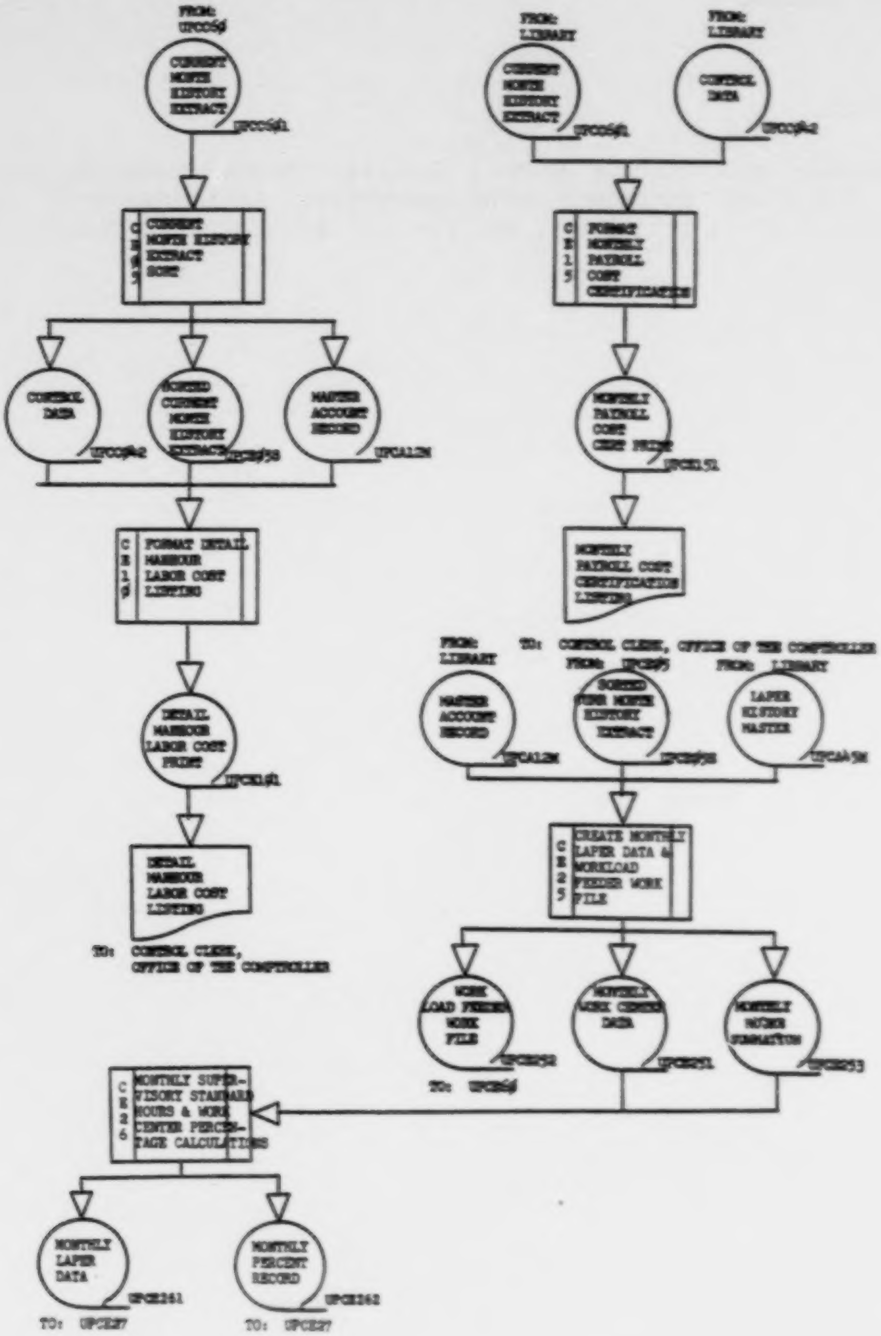
SECTION 1 GENERAL

1.1 PURPOSE

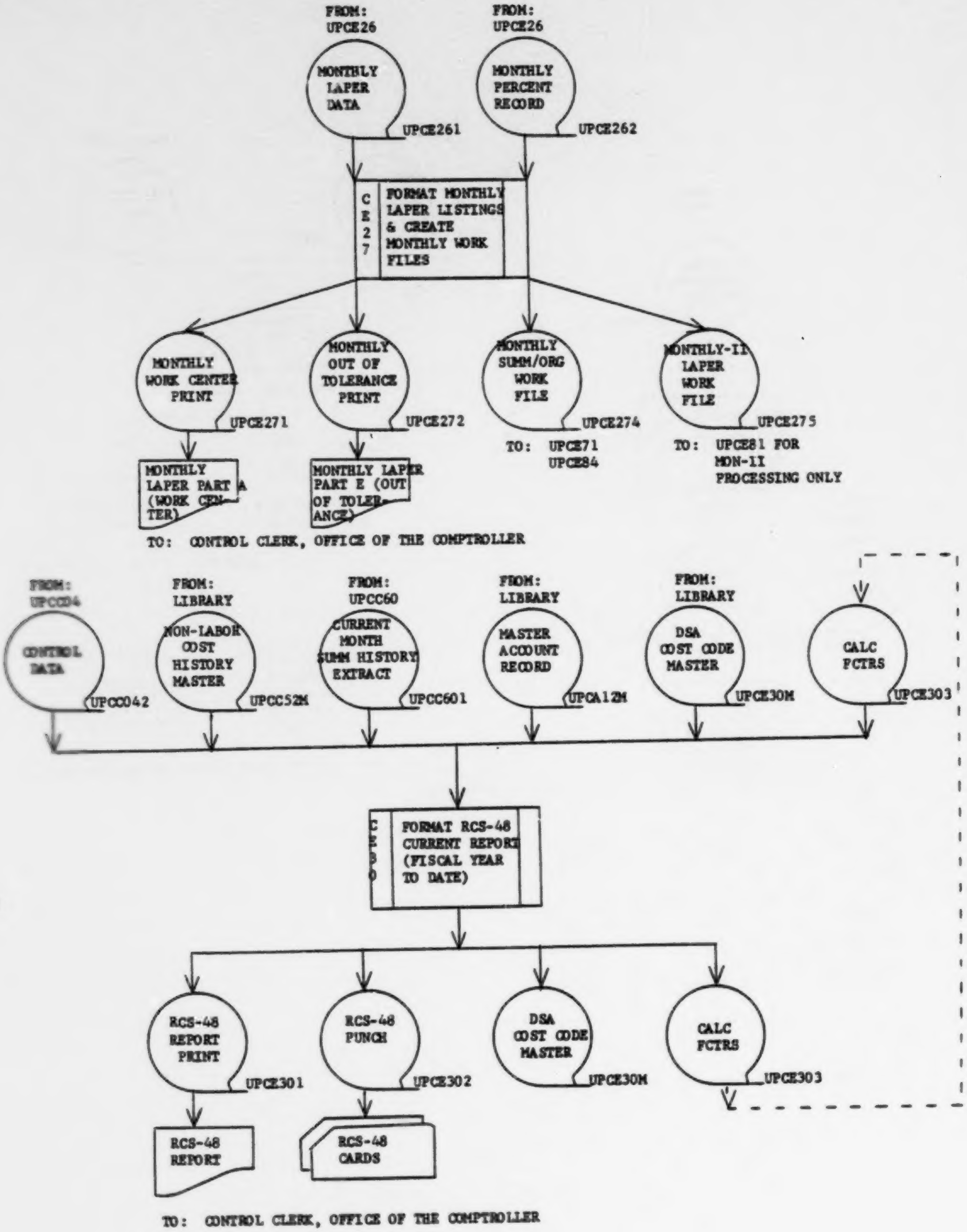
This chapter contains the Monthly Cost/Performance Reporting programs which provide functional personnel with managerial data necessary to evaluate performance, control production, analyze cost and distribute manpower resources.

SECTION 2 MONTHLY COST/PERFORMANCE REPORTING APPLICATION

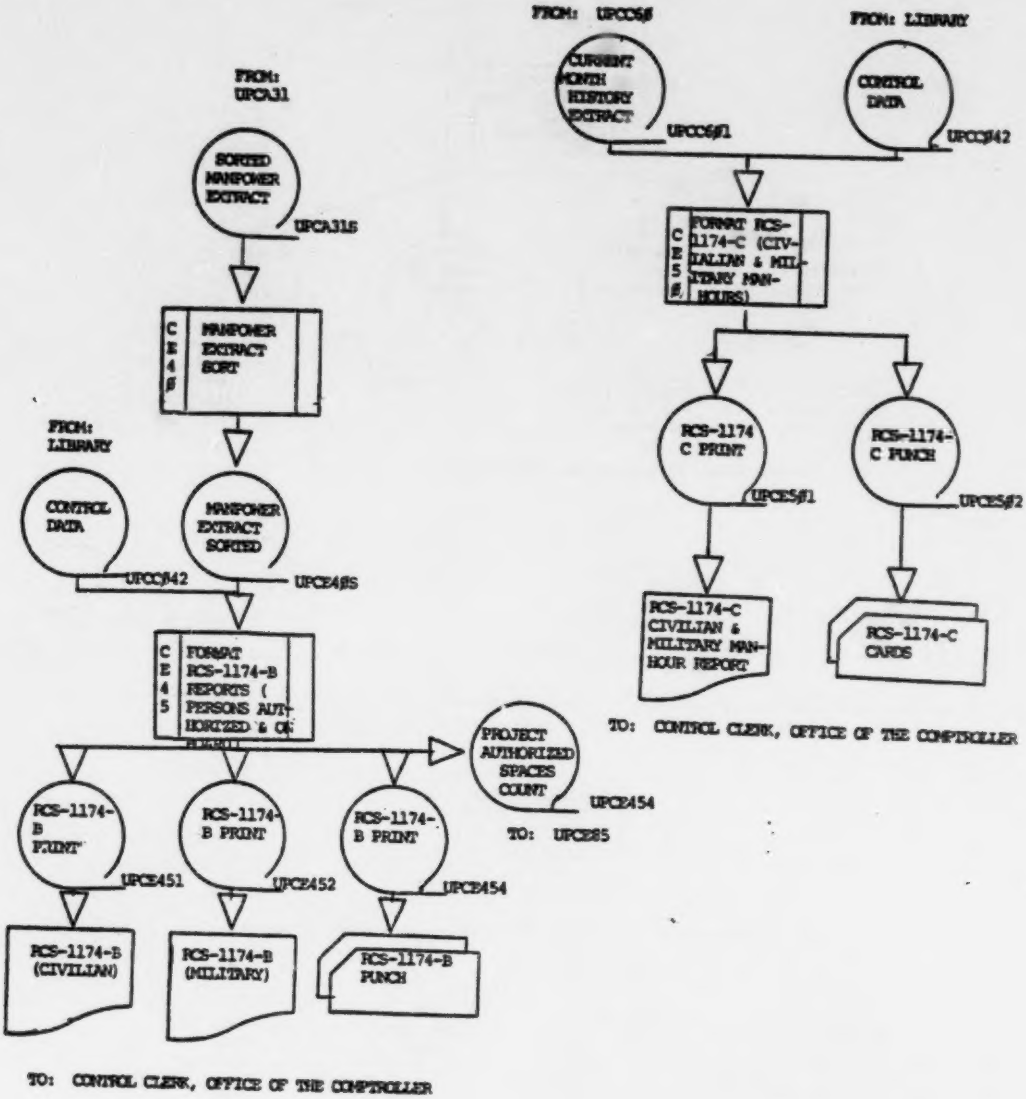
2.1 MONTHLY COST/PERFORMANCE REPORTING - 'UPCE0000 Application Flow Chart Page 1


FROM: UPCC050
CURRENT MONTH HISTORY EXTRACT
UPCC051
C E 0 5
CURRENT MONTH HISTORY EXTRACT SORT
CONTROL DATA
UPCC052
SORTED CURRENT MONTH HISTORY EXTRACT
UPCE058
MASTER ACCOUNT RECORD
UPCAL2N
C E 1 0
FORMAT DETAIL MANHOUR LABOR COST LISTING
DETAIL MANHOUR LABOR COST PRINT
UPCE101
DETAIL MANHOUR LABOR COST LISTING
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
FROM: LIBRARY
CURRENT MONTH HISTORY EXTRACT
UPCC051
FROM: LIBRARY
CONTROL DATA
UPCC052
C E 1 5
FORMAT MONTHLY PAYROLL COST CERTIFICATION
MONTHLY PAYROLL COST CERT PRINT
UPCE152
MONTHLY PAYROLL COST CERTIFICATION LISTING
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
FROM: LIBRARY
MASTER ACCOUNT RECORD
UPCAL2N
FROM: UPCE055
SORTED CURR MONTH HISTORY EXTRACT
UPCE058
FROM: LIBRARY
LAPER HISTORY MASTER
UPCAA5M
C E 2 5
CREATE MONTHLY LAPER DATA & WORKLOAD FEEDER WORK FILE
WORK LOAD FEEDER WORK FILE
UPCE252
TO: UPCE260
MONTHLY WORK CENTER DATA
UPCE251
MONTHLY HOURS SUMMATION
UPCE253
C E 2 6
MONTHLY SUPERVISORY STANDARD HOURS & WORK CENTER PERCENTAGE CALCULATIONS
MONTHLY LAPER DATA
UPCE261
TO: UPCE27
MONTHLY PERCENT RECORD
UPCE262
TO: UPCE27

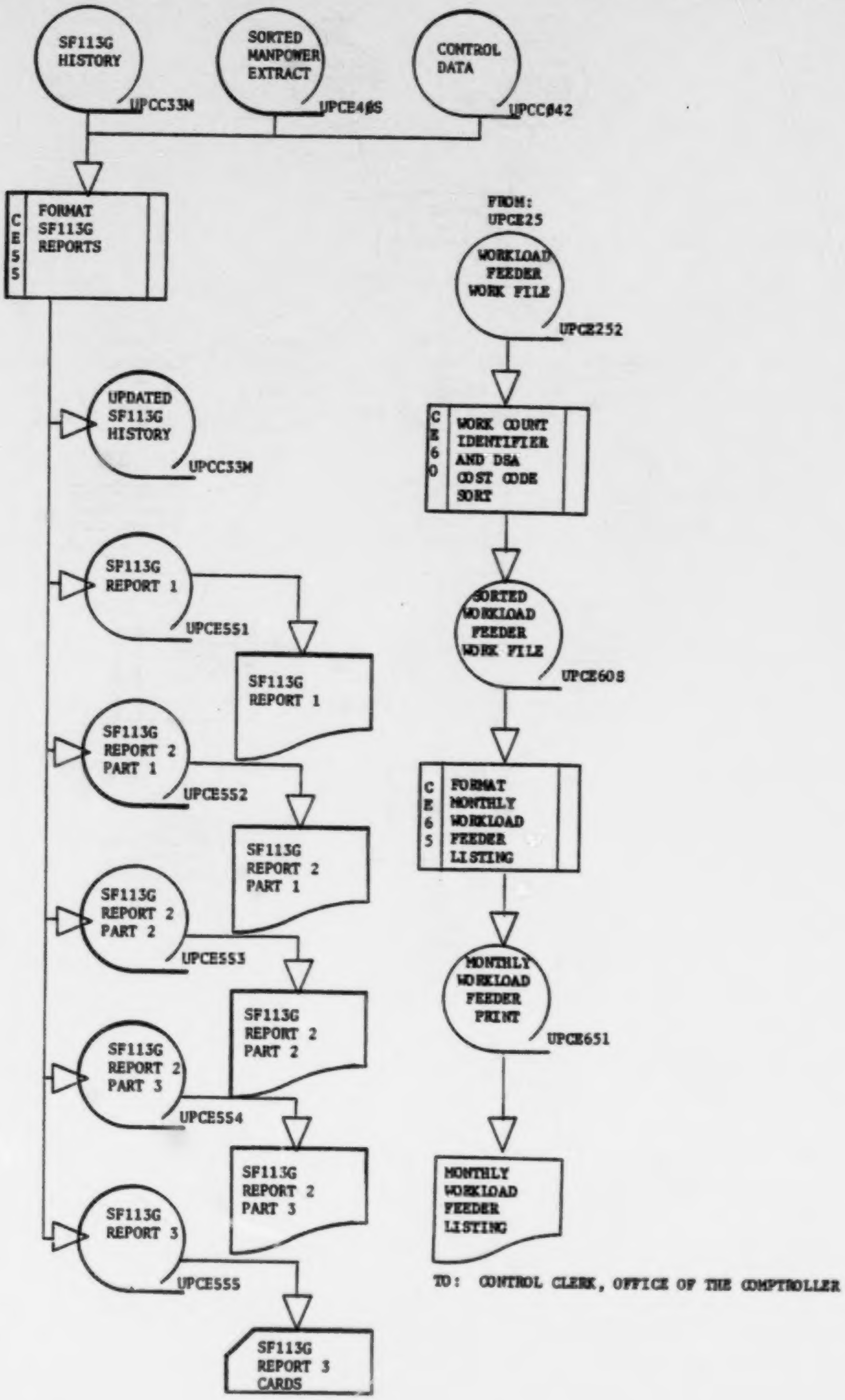
2.1 MONTHLY COST/PERFORMANCE REPORTING - UPCE0000
Application Flow Chart Page 2


FROM: UPCE26
MONTHLY LAPER DATA
UPCE261
FROM: UPCE26
MONTHLY PERCENT RECORD
UPCE262
CE27
FORMAT MONTHLY LAPER LISTINGS & CREATE MONTHLY WORK FILES
MONTHLY WORK CENTER PRINT
UPCE271
MONTHLY OUT OF TOLERANCE PRINT
UPCE272
MONTHLY SUMM/ORG WORK FILE
UPCE274
MONTHLY-II LAPER WORK FILE
UPCE275
MONTHLY LAPER PART A (WORK CENTER)
MONTHLY LAPER PART E (OUT OF TOLERANCE)
TO: UPCE71 UPCE84
TO: UPCE81 FOR MON-II PROCESSING ONLY
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
FROM: UPCC04
CONTROL DATA
UPCC042
FROM: LIBRARY
NON-LABOR COST HISTORY MASTER
UPCC52M
FROM: UPCC60
CURRENT MONTH SUMM HISTORY EXTRACT
UPCC601
FROM: LIBRARY
MASTER ACCOUNT RECORD
UPCA12M
FROM: LIBRARY
DSA COST CODE MASTER
UPCE30M
CALC FCTRS
UPCE303
CE30
FORMAT RCS-48 CURRENT REPORT (FISCAL YEAR TO DATE)
RCS-48 REPORT PRINT
UPCE301
RCS-48 PUNCH
UPCE302
DSA COST CODE MASTER
UPCE30M
CALC FCTRS
UPCE303
RCS-48 REPORT
RCS-48 CARDS
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

2.1 MONTHLY COST/PERFORMANCE REPORTING - UPCE0000
Application Flow Chart Page 3

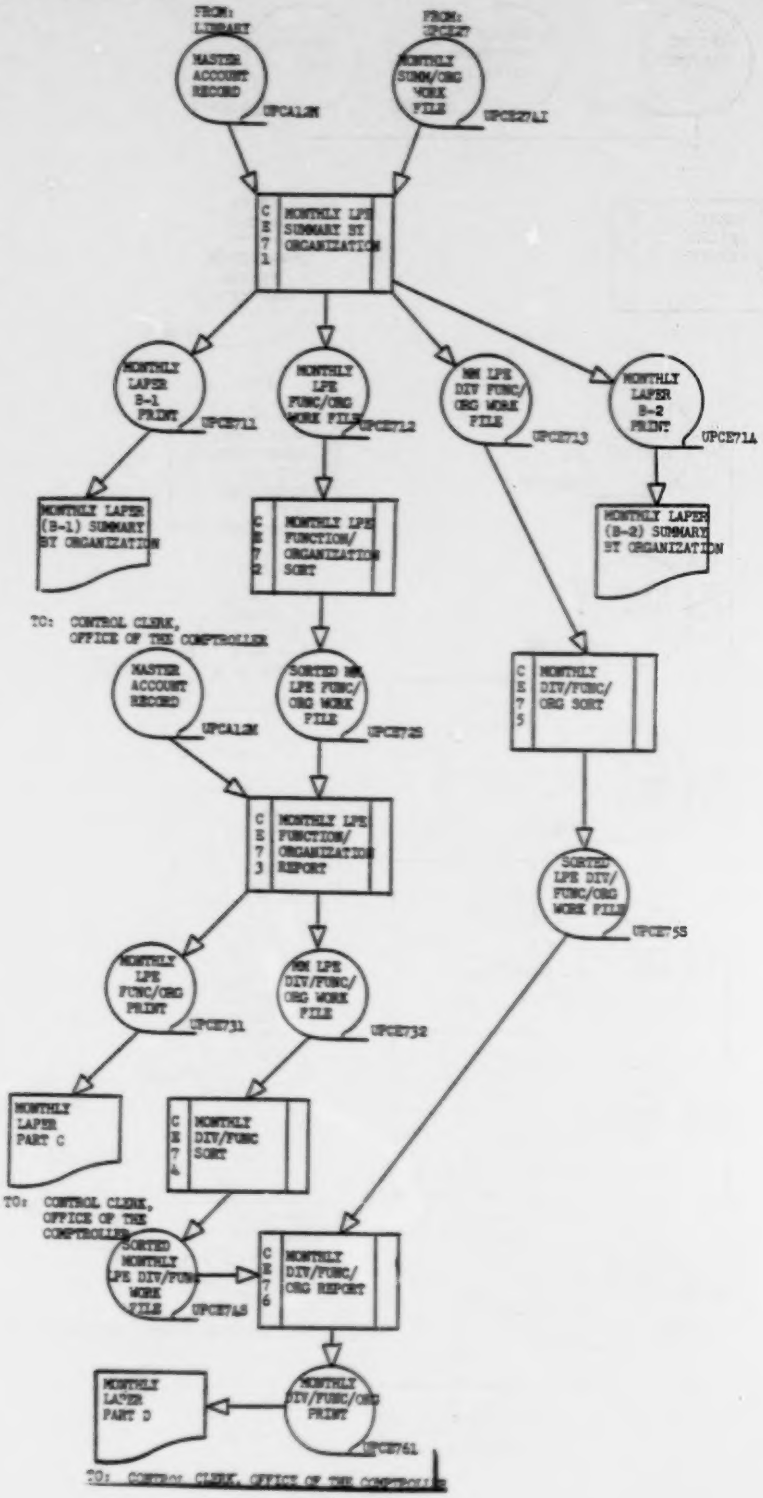

FROM: UPCA31
SORTED MANPOWER EXTRACT
UPCA316
CE40
MANPOWER EXTRACT SORT
FROM: LIBRARY
CONTROL DATA
UPCC042
MANPOWER EXTRACT SORTED
UPCE40S
CE45
FORMAT RCS-1174-B REPORTS (PERSONS AUTHORIZED & ON BOARD)
PROJECT AUTHORIZED SPACES COUNT
UPCE454
TO: UPCE85
RCS-1174-B PRINT
UPCE451
RCS-1174-B PRINT
UPCE452
RCS-1174-B PRINT
UPCE454
RCS-1174-B (CIVILIAN)
RCS-1174-B (MILITARY)
RCS-1174-B PUNCH
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
FROM: UPCC60
CURRENT MONTH HISTORY EXTRACT
UPCC601
FROM: LIBRARY
CONTROL DATA
UPCC042
CE50
FORMAT RCS-1174-C (CIVILIAN & MILITARY MAN-HOURS)
RCS-1174 C PRINT
UPCE501
RCS-1174-C PUNCH
UPCE502
RCS-1174-C CIVILIAN & MILITARY MAN-HOUR REPORT
RCS-1174-C CARDS
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

2.1 MONTHLY COST/PERFORMANCE REPORTING - UPCE0000
Application Flow Chart Page 4

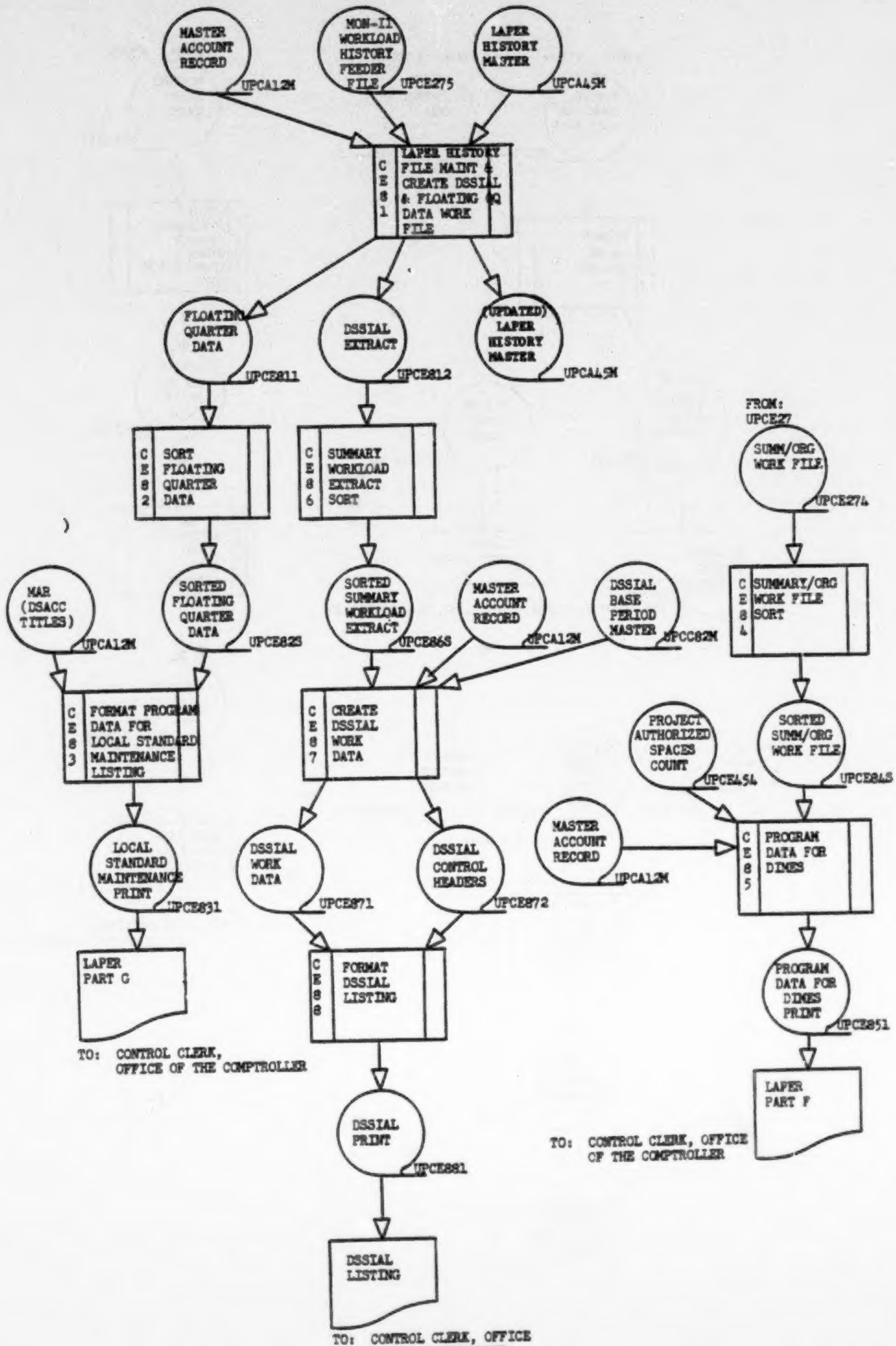

SF113G HISTORY
UPCC33M
SORTED MANPOWER EXTRACT
UPCE40S
CONTROL DATA
UPCC042
CE55
FORMAT SF113G REPORTS
UPDATED SF113G HISTORY
UPCC33M
SF113G REPORT 1
UPCE551
SF113G REPORT 1
SF113G REPORT 2 PART 1
UPCE552
SF113G REPORT 2 PART 1
SF113G REPORT 2 PART 2
UPCE553
SF113G REPORT 2 PART 2
SF113G REPORT 2 PART 3
UPCE554
SF113G REPORT 2 PART 3
SF113G REPORT 3
UPCE555
SF113G REPORT 3 CARDS
FROM: UPCE25
WORKLOAD FEEDER WORK FILE
UPCE252
CE60
WORK COUNT IDENTIFIER AND DSA COST CODE SORT
SORTED WORKLOAD FEEDER WORK FILE
UPCE60S
CE65
FORMAT MONTHLY WORKLOAD FEEDER LISTING
MONTHLY WORKLOAD FEEDER PRINT
UPCE651
MONTHLY WORKLOAD FEEDER LISTING
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

2.1 MONTHLY COST/PERFORMANCE REPORTING - UPCE0000

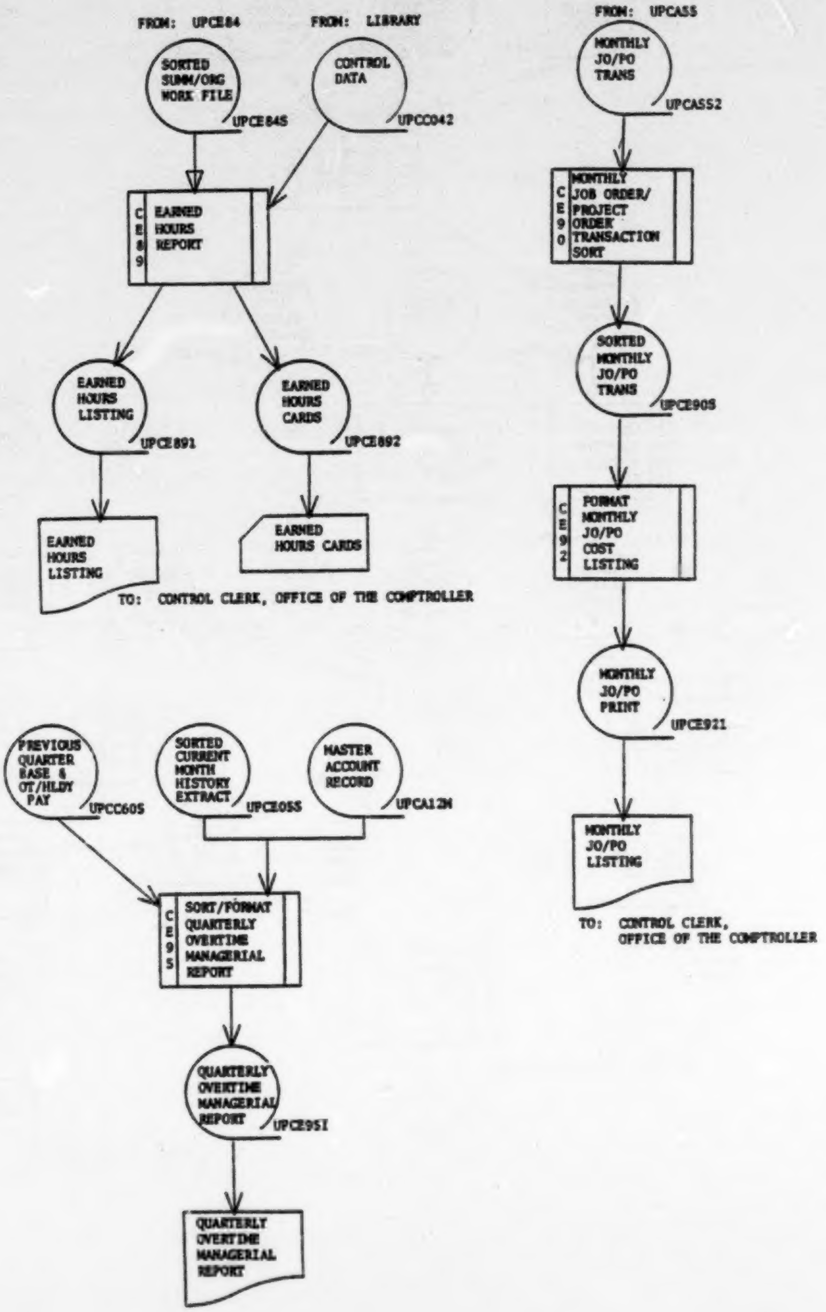
Application Flow Chart Page 5


FROM: LIBRARY
MASTER ACCOUNT RECORD
UPCA12M
FROM: UPCE27
MONTHLY SUMM/ORG WORK FILE
UPCE27AI
CE71
MONTHLY LPE SUMMARY BY ORGANIZATION
MONTHLY LAPER B-1 PRINT
UPCE711
MONTHLY LPE FUNC/ORG WORK FILE
UPCE712
MM LPE DIV FUNC/ORG WORK FILE
UPCE713
MONTHLY LAPER B-2 PRINT
UPCE71A
MONTHLY LAPER (B-1) SUMMARY BY ORGANIZATION
CE72
MONTHLY LPE FUNCTION/ORGANIZATION SORT
MONTHLY LAPER (B-2) SUMMARY BY ORGANIZATION
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
MASTER ACCOUNT RECORD
UPCA12M
SORTED MM LPE FUNC/ORG WORK FILE
UPCE72S
CE75
MONTHLY DIV/FUNC/ORG SORT
CE73
MONTHLY LPE FUNCTION/ORGANIZATION REPORT
SORTED LPE DIV/FUNC/ORG WORK FILE
UPCE75S
MONTHLY LPE FUNC/ORG PRINT
UPCE731
MM LPE DIV/FUNC/ORG WORK FILE
UPCE732
MONTHLY LAPER PART C
CE74
MONTHLY DIV/FUNC SORT
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
SORTED MONTHLY LPE DIV/FUNC WORK FILE
UPCE74S
CE76
MONTHLY DIV/FUNC/ORG REPORT
MONTHLY LAPER PART D
MONTHLY DIV/FUNC/ORG PRINT
UPCE761
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

2.1 MONTHLY COST/PERFORMANCE REPORTING - UPCE0000
Application Flow Chart Page 6


MASTER ACCOUNT RECORD
UPCA12M
MON-II WORKLOAD HISTORY FEEDER FILE
UPCE275
LAPER HISTORY MASTER
UPCA45M
CE81
LAPER HISTORY FILE MAINT & CREATE DSSIAL & FLOATING QQ DATA WORK FILE
FLOATING QUARTER DATA
UPCE811
DSSIAL EXTRACT
UPCE812
(UPDATED) LAPER HISTORY MASTER
UPCA45M
CE82
SORT FLOATING QUARTER DATA
CE86
SUMMARY WORKLOAD EXTRACT SORT
FROM: UPCE27
SUMM/ORG WORK FILE
UPCE274
CE84
SUMMARY/ORG WORK FILE SORT
MAR (DSACC TITLES)
UPCA12M
SORTED FLOATING QUARTER DATA
UPCE82S
SORTED SUMMARY WORKLOAD EXTRACT
UPCE86S
MASTER ACCOUNT RECORD
UPCA12M
DSSIAL BASE PERIOD MASTER
UPCC82M
CE83
FORMAT PROGRAM DATA FOR LOCAL STANDARD MAINTENANCE LISTING
CE87
CREATE DSSIAL WORK DATA
PROJECT AUTHORIZED SPACES COUNT
UPCE454
SORTED SUMM/ORG WORK FILE
UPCE84S
MASTER ACCOUNT RECORD
UPCA12M
CE85
PROGRAM DATA FOR DIMES
LOCAL STANDARD MAINTENANCE PRINT
UPCE831
DSSIAL WORK DATA
UPCE871
DSSIAL CONTROL HEADERS
UPCE872
LAPER PART G
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
CE88
FORMAT DSSIAL LISTING
PROGRAM DATA FOR DIMES PRINT
UPCE851
LAPER PART F
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
DSSIAL PRINT
UPCE881
DSSIAL LISTING
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

2.1 MONTHLY COST/PERFORMANCE REPORTING - UPCE0000
Application Flow Chart Page 7


FROM: UPCE84
FROM: LIBRARY
FROM: UPCA55
SORTED SUMM/ORG WORK FILE
UPCE845
CONTROL DATA
UPCC042
MONTHLY JO/PO TRANS
UPCA552
CE89
EARNED HOURS REPORT
CE90
MONTHLY JOB ORDER/ PROJECT ORDER TRANSACTION SORT
EARNED HOURS LISTING
UPCE891
EARNED HOURS CARDS
UPCE892
SORTED MONTHLY JO/PO TRANS
UPCE905
EARNED HOURS LISTING
EARNED HOURS CARDS
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
CE92
FORMAT MONTHLY JO/PO COST LISTING
MONTHLY JO/PO PRINT
UPCE921
PREVIOUS QUARTER BASE & OT/HLDY PAY
UPCC605
SORTED CURRENT MONTH HISTORY EXTRACT
UPCE055
MASTER ACCOUNT RECORD
UPCA12M
MONTHLY JO/PO LISTING
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER
CE95
SORT/FORMAT QUARTERLY OVERTIME MANAGERIAL REPORT
QUARTERLY OVERTIME MANAGERIAL REPORT
UPCE951
QUARTERLY OVERTIME MANAGERIAL REPORT

2.1 MONTHLY COST/PERFORMANCE REPORTING - UPCE0000
Application Narrative

APPLICATION TITLE: Monthly Cost/Performance Reporting

APPLICATION ID NUMBER: UPCE0000

PURPOSE:

To produce various Monthly Cost and Performance Reports which provides functional personnel with managerial data necessary to evaluate performance, control production, analyze cost and distribute manpower resources.

FUNCTIONS:

a. Format the Detail Manhour/Labor Cost Listing.

b. Format the Monthly Payroll Cost Certification.

c. Create Labor Production Effectiveness Reports (parts A through G).

d. Format the Feeder Report to the Expense/Cost Report, RCS DLA(M)48(C)MIN, and the Personnel Strength and Manhour Data Reports RCS DLA(M)1174(C)MIN. Transceiver cards in addition to listing are prepared.

e. Update the DLA Cost Code Master File.

f. Format the monthly Workload Feeder Listing.

g. Update the LAPER History File.

h. Format the Detail Summary Standards Interface Analysis Listing (DSSIAL).

i. Format the Monthly Job Order/Project Order Report.

j. Format the SF 113G Reports.

k. Format the Quarterly Overtime Managerial Report.

COMPONENT PROGRAMS:

a. UPCE05: Current Month History Extract Sort.

b. UPCE10: Format the Detail Manhour/Labor Cost Listing.

c. UPCE15: Format the Monthly Payroll Cost Certification.

d. UPCE25: Create Monthly Labor Production Effectiveness Data.

e. UPCE26: Monthly Supervisory Standard Hours and Work Center Percentages Calculations.

f. UPCE27: Format Monthly LAPER Listings and Create the Monthly Summary/ Organization Work File.

g. UPCE30: Format the RCS DLA(M)48(C)MIN Report.

h. UPCE40: Manpower Extract Sort.

i. UPCE45: Format RCS DLA(M)1174(C)MIN (Personnel Authorized and On Board).

j. UPCE50: Format RCS DLA(M)1174(C)MIN (Civilian and Military Manhours).

k. UPCE55: Format SF 113G Reports.

l. UPCE60: Work Count Identifier and DLA Cost Code Sort.

m. UPCE65: Format Monthly Workload Feeder Listing.

n. UPCE71: Monthly LPE Summary by Organization.

o. UPCE72: Monthly LPE Function/Organization Sort.

p. UPCE73: Monthly LPE Function/Organization Report.

q. UPCE74: Monthly Division/Functional Sort.

r. UPCE75: Monthly Division/Functional/Organization Sort.

s. UPCE76: Monthly Division/Functional/Organization Report.

t. UPCE81: LAPER History File Maintenance and Create DSSIAL and Floating Quarter Data Work File.

u. UPCE82: Sort Floating Quarter Data.

v. UPCE83: Format Program Data for Local Standard Maintenance Listing.

w. UPCE84: Summary/Organization Work File Sort.

x. UPCE85: Program Data for DIMES.

y. UPCE86: Summary Workload Extract Sort.

z. UPCE87: Create DSSIAL Work Data.

aa. UPCE88: Format DSSIAL Listing.

ab. UPCE89: Earned Hours Report.

ac. UPCE90: Monthly Job Order/Project Order Report Transaction Sort.

ad. UPCE92: Format Job Order/Project Order Cost Listing.

ae. UPCE95: Quarterly Overtime Managerial Report.

INPUT-OUTPUT SOURCE AND DISPOSITION:

a. UPCC601: Current Month History Extract, from the Summary History Reconciliation Application.

b. UPCA12M: Master Account Record, from the Cost Master Processing Application.

c. UPCC042: Control Data, from the Summary History Reconciliation Application.

d. UPCE30M: DLA Cost Code Master, from within this application.

e. UPCC20S: Sorted Adjusted Biweekly Data, from the Summary History Reconciliation Application.

f. UPCA31S: Sorted Manpower Extract, from the Cost Masters Processing Application.

g. UPCA45M: LAPER History, from the Cost Masters Processing Application.

h. UPCA552: Job Order/Project Order Monthly Report Transaction, from the Cost Masters Processing Application.

i. UPCC52M: Non-Labor Cost History Master, from the Summary History Reconciliation Application.

j. UPCC33M: SF 113-G History, from the Summary History Reconciliation Application.

k. UPCC605: Previous Quarter FYTD Base and Overtime/Holiday Pay, from the Summary History Reconciliation Application.

l. Output of Listings to the Control Clerk, Office of the Comptroller.

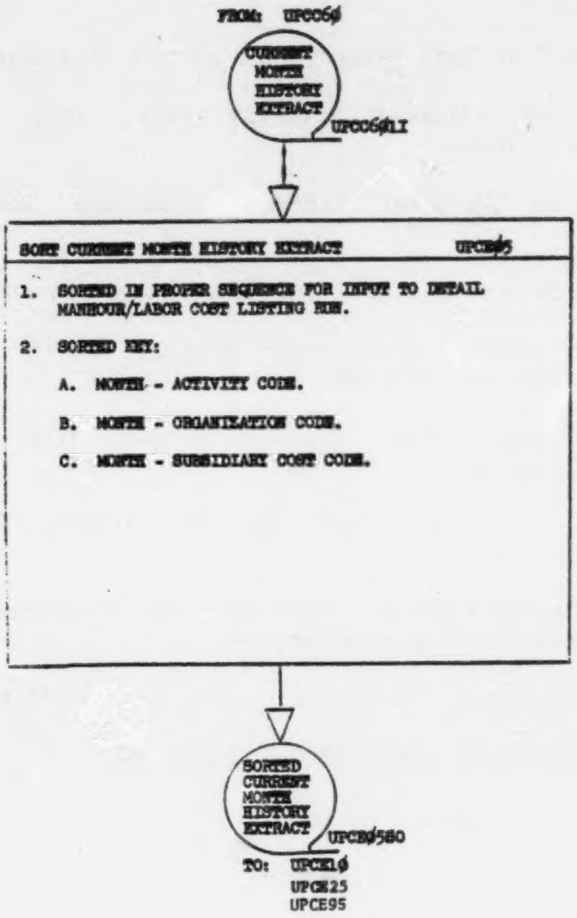
FREQUENCY, TIME LIMITATIONS AND SCHEDULING FACTORS:

This application is processed monthly.

SECTION 3 MONTHLY COST/PERFORMANCE REPORTING PROGRAMS

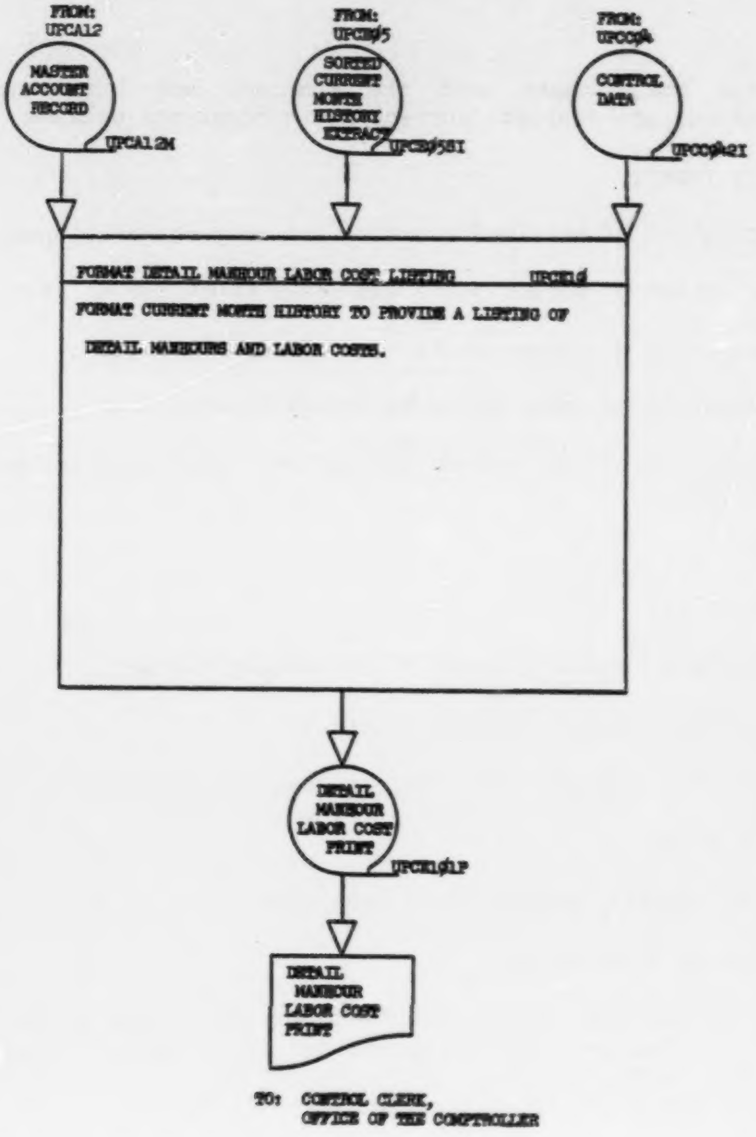
3.1 SORT CURRENT MONTH HISTORY EXTRACT - UPCE05

Program I/O Chart


FROM: UPCC60
CURRENT MONTH HISTORY EXTRACT
UPCC60LI
SORT CURRENT MONTH HISTORY EXTRACT
UPCE05
1. SORTED IN PROPER SEQUENCE FOR INPUT TO DETAIL MANHOUR/LABOR COST LISTING RUN.
2. SORTED KEY:
A. MONTH - ACTIVITY CODE.
B. MONTH - ORGANIZATION CODE.
C. MONTH - SUBSIDIARY COST CODE.
SORTED CURRENT MONTH HISTORY EXTRACT
UPCE0580
TO: UPCE10
UPCE25
UPCE95

3.2 FORMAT DETAIL MANHOUR LABOR COST LISTING - UPCE10

Program I/O Chart


FROM:
UPCA12
MASTER ACCOUNT RECORD
UPCA12M
FROM:
UPCB05
SORTED CURRENT MONTH HISTORY EXTRACT
UPCB05SI
FROM:
UPCC04
CONTROL DATA
UPCC042I
FORMAT DETAIL MANHOUR LABOR COST LISTING
UPCE10
FORMAT CURRENT MONTH HISTORY TO PROVIDE A LISTING OF DETAIL MANHOURS AND LABOR COSTS.
DETAIL MANHOUR LABOR COST PRINT
UPCE101P
DETAIL MANHOUR LABOR COST PRINT
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.2 FORMAT DETAIL MANHOUR LABOR COST LISTING - UPCE10 Program Narrative

PROGRAM: Format Detail Manhour Labor Cost Listing

PROGRAM ID NUMBER: UPCE10

PURPOSE:

To provide the manager with the manhours and labor costs necessary to analyze, control and evaluate current month hours and dollars.

FUNCTIONS/FEATURES:

a. Accumulation of regular, overtime and nonproductive hours for civilian.

b. Accumulation of worked hours and leave hours for military.

c. Accumulation of compensatory hours worked (non-add).

d. Accumulation of labor costs by object classes.

e. Accumulation of all object classes and labor cost for military giving the total labor cost.

DESCRIPTION:

a. Input Files:

(1) UPCE05SI: Sorted Current Month History Extract.

(2) UPCA12MI: Master Account Record.

(3) UPCC042I: Control Data (Report Frequency Selector).

b. Output Files:

UPCE101P: Detail Manhour Labor Cost Print.

c. Processing Description:

(1) Sorted Current Month History transactions are formatted to provide a listing of civilian and military hours and labor cost. Totals are accumulated by Subsidiary Cost Code and grand totals are accumulated by organization providing current month and fiscal year-to-date totals.

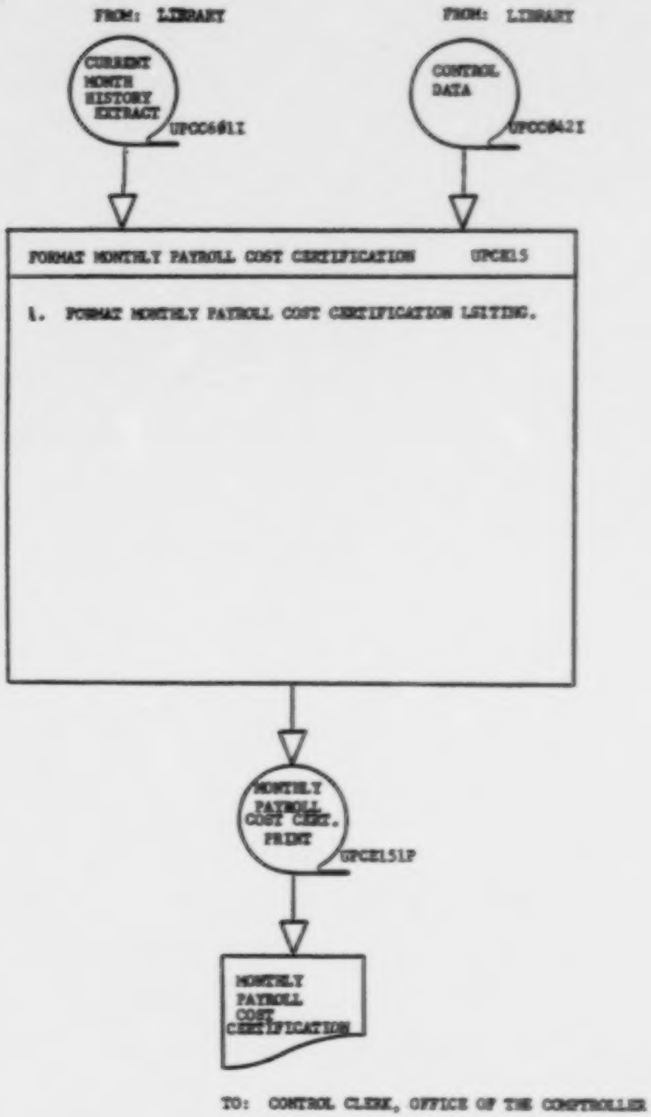
(2) Read control data to determine pertinent monthly date.

(3) Read Master Account Record to determine if a work center desires the report and if so, secure titles from the Master Account Record to format the report.

SPECIAL CONDITIONS: None.

3.3 FORMAT MONTHLY PAYROLL COST CERTIFICATION - UPCE15

Program I/O Chart


FROM: LIBRARY
CURRENT MONTH HISTORY EXTRACT
UPCC601I
FROM: LIBRARY
CONTROL DATA
UPCC042I
FORMAT MONTHLY PAYROLL COST CERTIFICATION
UPCE15
1. FORMAT MONTHLY PAYROLL COST CERTIFICATION LSITING.
MONTHLY PAYROLL COST CERT. PRINT
UPCE151P
MONTHLY PAYROLL COST CERTIFICATION
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.3 FORMAT MONTHLY PAYROLL COST CERTIFICATION - UPCE15
Program Narrative

PROGRAM NAME: Format Monthly Payroll Cost Certification

PROGRAM ID NUMBER: UPCE15

PURPOSE:

To create the monthly Payroll Cost Certification Listing.

FUNCTION:

Format Report

DESCRIPTION:

a. Input Files:

(1) UPCC601I: Current Month History Extract.

(2) UPCC042I: Control Data (Request Card and Report Frequency Selector).

b. Output Files:

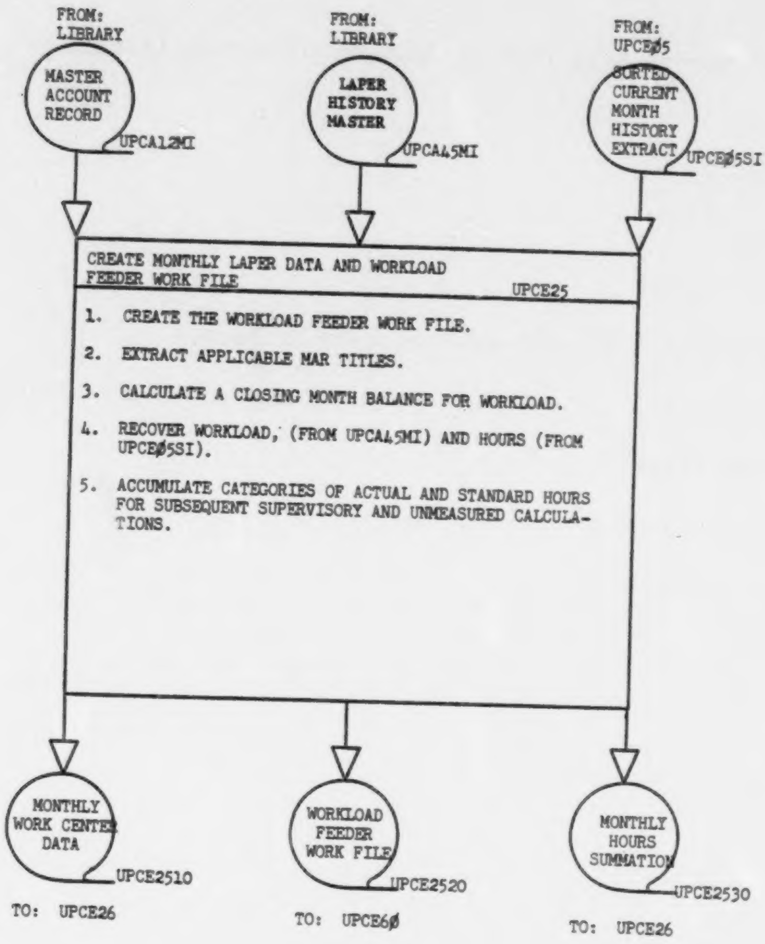
UPCE151P: Monthly Payroll Cost Certification Print.

c. Processing Description - The Monthly Cost Certification Report will be produced for each activity when interrogation of the Report Frequency Selectors (on the Control Data File) results in a positive response. The report date, activity abbreviations, and serial numbers are obtained from the Control Data File. The report sequence is at the DLA Cost Code level within activity/serial number.

SPECIAL CONDITIONS: None.

3.4 CREATE MONTHLY LAPER DATA AND WORKLOAD FEEDER WORK FILE - UPCE25

Program I/O Chart


FROM: LIBRARY
MASTER ACCOUNT RECORD
UPCA12MI
FROM: LIBRARY
LAPER HISTORY MASTER
UPCA45MI
FROM: UPCE05
SORTED CURRENT MONTH HISTORY EXTRACT
UPCE05SI
CREATE MONTHLY LAPER DATA AND WORKLOAD FEEDER WORK FILE
UPCE25
MONTHLY WORK CENTER DATA
UPCE2510
TO: UPCE26
WORKLOAD FEEDER WORK FILE
UPCE2520
TO: UPCE60
MONTHLY HOURS SUMMATION
UPCE2530
TO: UPCE26

1. CREATE THE WORKLOAD FEEDER WORK FILE.
2. EXTRACT APPLICABLE MAR TITLES.
3. CALCULATE A CLOSING MONTH BALANCE FOR WORKLOAD.
4. RECOVER WORKLOAD, (FROM UPCA45MI) AND HOURS (FROM UPCE05SI).
5. ACCUMULATE CATEGORIES OF ACTUAL AND STANDARD HOURS FOR SUBSEQUENT SUPERVISORY AND UNMEASURED CALCULATIONS.

3.4 CREATE MONTHLY LAPER DATA AND WORKLOAD FEEDER WORK FILE - UPCE25 Program Narrative

PROGRAM NAME: Create Monthly LAPER Data and Workload Feeder Work File

PROGRAM ID NUMBER: UPCE25

PURPOSE:

Extract applicable data to produce the Monthly LAPER Listings (part A and part E), and to create the Workload Feeder Work File.

FUNCTION/FEATURES:

a. Create the Workload Feeder Work File.

b. Extract MAR Titles and accumulate applicable workload and hours necessary to produce the Monthly LAPER Listing.

DESCRIPTION:

a. Input Files:

(1) UPCA12MI: Master Account Record.

(2) UPCA45MI: LAPER History Master.

(3) UPCE05SI: Sorted Current Month History Extract.

b. Output Files:

(1) UPCE2510: Monthly Work Center Data.

(2) UPCE2520: Workload Feeder Work File.

(3) UPCE2530: Monthly Hours Summation.

c. Processing Description:

(1) All LAPER History (workload records), which have a work count ID established, will be written to UPCE2520.

(2) Calculate the closing month "Balance-On-Hand" for workload.

(3) Extract applicable Organization, Subsidiary Cost Code and Performance Standard Number Titles from the MAR.

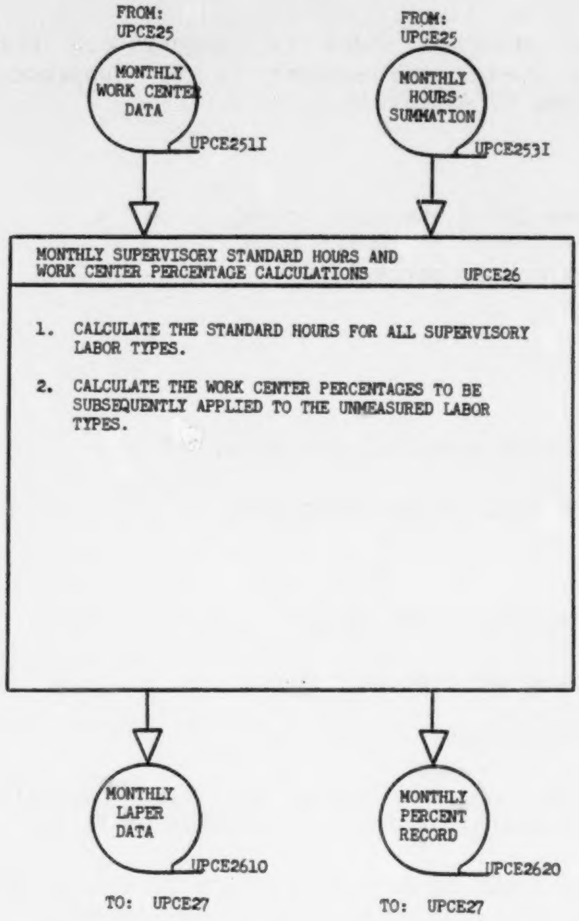
(4) Accumulate workload (from UPCA45MI) to construct the Monthly LAPER Data Records.

(5) Accumulate the various categories of Actual and Calculated Standard Hours for subsequent supervisory and unmeasured calculations.

SPECIAL CONDITIONS: None.

3.5 MONTHLY SUPERVISORY STANDARD HOURS AND WORK CENTER PERCENTAGES CALCULATIONS - UPCE26

Program I/O Chart


FROM: UPCE25
MONTHLY WORK CENTER DATA
UPCE251I
FROM: UPCE25
MONTHLY HOURS SUMMATION
UPCE253I
MONTHLY SUPERVISORY STANDARD HOURS AND WORK CENTER PERCENTAGE CALCULATIONS
UPCE26
1. CALCULATE THE STANDARD HOURS FOR ALL SUPERVISORY LABOR TYPES.
2. CALCULATE THE WORK CENTER PERCENTAGES TO BE SUBSEQUENTLY APPLIED TO THE UNMEASURED LABOR TYPES.
MONTHLY LAPER DATA
UPCE2610
TO: UPCE27
MONTHLY PERCENT RECORD
UPCE2620
TO: UPCE27

3.5 MONTHLY SUPERVISORY STANDARD HOURS AND WORK CENTER PERCENTAGES CALCULATIONS - UPCE26

Program Narrative

PROGRAM NAME: Monthly Supervisory Standard Hours and Work Center Percentages Calculations

PROGRAM ID NUMBER: UPCE26

PURPOSE:

To calculate the standard hours for supervisors (Labor Type 5) and to calculate the work center percentages to be subsequently applied to the unmeasured (Labor Type 4) employees.

FUNCTION/FEATURES:

a. Calculate supervisory standard hours.

b. Calculate work center percentages.

DESCRIPTION:

a. Input Files:

(1) UPCE251I: Monthly Work Center Data.

(2) UPCE253I: Monthly Hours Summation.

b. Output Files:

(1) UPCE2610: Monthly LAPER Data.

(2) UPCE2620: Monthly Percent Record.

c. Processing Description:

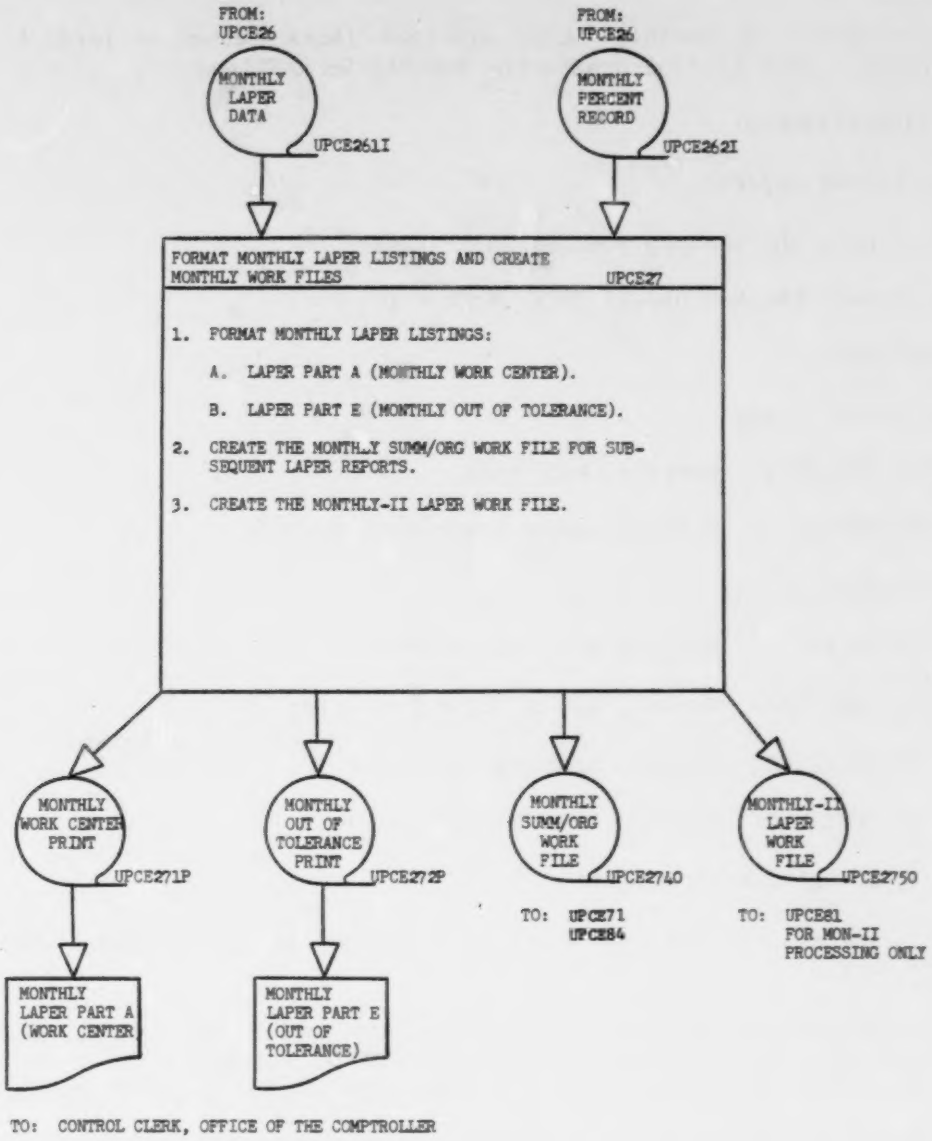
(1) Calculate the standard hours for each supervisor and post to the applicable fields of Monthly LAPER Data (UPCE2610) File.

(2) Calculate a month-to-date percentage of effectiveness (for each unique work center), to be subsequently applied to the unmeasured labor types.

SPECIAL CONDITIONS: None.

3.6 FORMAT MONTHLY LAPER LISTINGS AND CREATE MONTHLY SUMMARY/ORGANIZATION WORK FILE - UPCE27

Program I/O Chart


FROM: UPCE26
MONTHLY LAPER DATA
UPCE261I
FROM: UPCE26
MONTHLY PERCENT RECORD
UPCE262I
FORMAT MONTHLY LAPER LISTINGS AND CREATE MONTHLY WORK FILES
UPCE27
1. FORMAT MONTHLY LAPER LISTINGS:
A. LAPER PART A (MONTHLY WORK CENTER).
B. LAPER PART E (MONTHLY OUT OF TOLERANCE).
2. CREATE THE MONTHLY SUMM/ORG WORK FILE FOR SUBSEQUENT LAPER REPORTS.
3. CREATE THE MONTHLY-II LAPER WORK FILE.
MONTHLY WORK CENTER PRINT
UPCE271P
MONTHLY OUT OF TOLERANCE PRINT
UPCE272P
MONTHLY SUMM/ORG WORK FILE
UPCE2740
TO: UPCE71 UPCE84
MONTHLY-II LAPER WORK FILE
UPCE2750
TO: UPCE81 FOR MON-II PROCESSING ONLY
MONTHLY LAPER PART A (WORK CENTER
MONTHLY LAPER PART E (OUT OF TOLERANCE)
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.6 FORMAT MONTHLY LAPER LISTINGS AND CREATE MONTHLY SUMMARY/ORGANIZATION WORK FILE - UPCE27

PROGRAM NAME: Format Monthly LAPER Listings and Create Monthly Summary/Organization Work File

PURPOSE:

To produce the Monthly LAPER Listings (Work Center - part A and Out of Tolerance - part E), and create the Monthly Work Files.

FUNCTION/FEATURES:

a. Format Reports.

b. Create the Monthly Summ/Org Work File.

c. Create the Monthly-II LAPER Work File.

DESCRIPTION:

a. Input Files:

(1) UPCE261I: Monthly LAPER Data.

(2) UPCE262I: Monthly Percent Record.

b. Output Files:

(1) UPCE271P: Monthly Work Center Print.

(2) UPCE272P: Monthly Out of Tolerance Print.

(3) UPCE2740: Monthly Summ/Org Work File.

(4) UPCE2750: Monthly-II LAPER Work File.

c. Processing Description:

(1) Accumulate actual hours by categories of direct, indirect, and supervisory.

(2) Accumulate standard hours (by categories of direct, indirect, and supervisory), for all labor types, utilize percentage (not to exceed 100.0%) from file UPCE262I to calculate the unmeasured (Labor Type 4) standard hours.

(3) Accumulate MIS type workload and indicate MIS workload at the detail level.

(4) Calculate a percentage of effectiveness at both the detail level (using reported actual and calculated standard hours) and summary levels (using accumulative actual and accumulative calculated standard hours.

(5) Calculated balance-on-hand hours, as applicable, at the detail level.

(6) Calculate a Performance Standard at the 9998 or 9999 Performance Standard Number level.

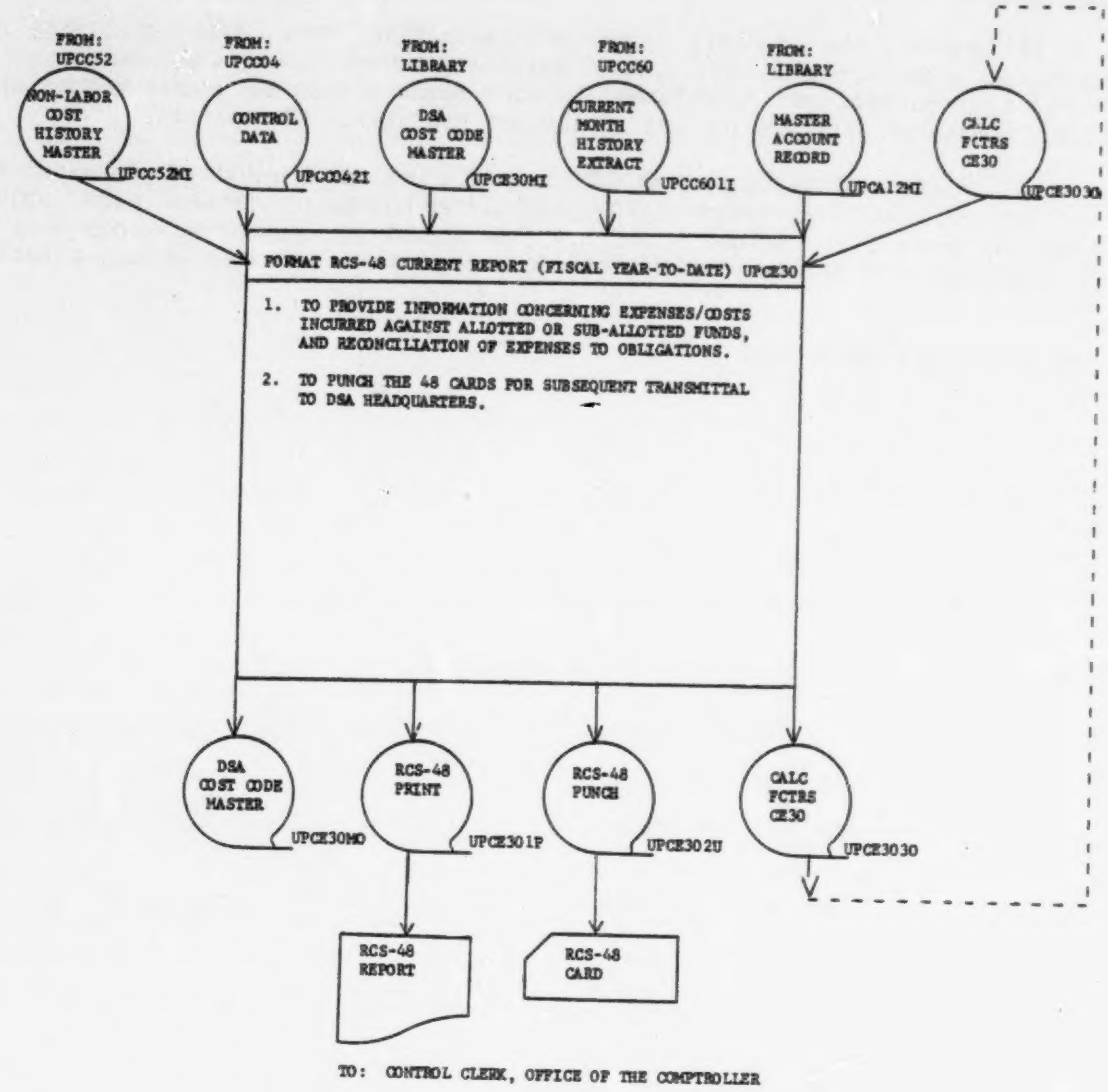
(7) Calculate appropriate equivalent actual, standard, and on-hand personnel.

(8) Create the Monthly Summary/Organization Work File utilizing the reported actual hours, calculated balance on-hand hours, accumulative MIS workload reported, and calculated standard hours within each unique Subsidiary Cost Code to be utilized for all subsequent Monthly LAPER Reports.

(9) Create the Monthly-II LAPER Work File utilizing workload processed MTD, updated workload processed FYTD, calculated standard hours MTD, updated standard hours FYTD, actual hours MTD, and actual hours FYTD for subsequent use in updating both the Detail Workload History and the Summary Workload History Files.

SPECIAL CONDITIONS: None.

3.7 FORMAT RCS DLA(M)48(C)MIN CURRENT REPORT (FISCAL YEAR-TO-DATE) - UPCE30 Program I/O Chart


FROM: UPCC52
NON-LABOR COST HISTORY MASTER
UPCC52MI
FROM: UPCC04
CONTROL DATA
UPCC042I
FROM: LIBRARY
DSA COST CODE MASTER
UPCE30MI
FROM: UPCC60
CURRENT MONTH HISTORY EXTRACT
UPCC601I
FROM: LIBRARY
MASTER ACCOUNT RECORD
UPCA12MI
CALC FCTRS CE30
UPCE303O
FORMAT RCS-48 CURRENT REPORT (FISCAL YEAR-TO-DATE) UPCE30
1. TO PROVIDE INFORMATION CONCERNING EXPENSES/COSTS INCURRED AGAINST ALLOTTED OR SUB-ALLOTTED FUNDS, AND RECONCILIATION OF EXPENSES TO OBLIGATIONS.
2. TO PUNCH THE 48 CARDS FOR SUBSEQUENT TRANSMITTAL TO DSA HEADQUARTERS.
DSA COST CODE MASTER
UPCE30MO
RCS-48 PRINT
UPCE301P
RCS-48 PUNCH
UPCE302U
CALC FCTRS CE30
UPCE3030
RCS-48 REPORT
RCS-48 CARD
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.7 FORMAT RCS DLA(M)48(C)MIN CURRENT REPORT (FISCAL YEAR-TO-DATE) - UPCE30 Program Narrative

PROGRAM NAME: Format RCS DLA(M)48(C)MIN Current Report (Fiscal Year-To-Date)

PROGRAM ID NUMBER: UPCE30

PURPOSE:

RCS DLA(M)48(C)MIN provides information relative to expense/costs incurred against allotted or suballotted funds, reconciliation of expenses to obligations and evaluation of progress against financial plans.

FUNCTIONS/FEATURES:

RCS DLA(M)48(C)MIN lists DLA Cost Code, associated DLA Cost Code Title, Projected Military Expense, Total Personnel Costs, Overtime and Holiday Premium Pay, Non-Labor and Military Labor Costs.

DESCRIPTION:

a. Input Files:

(1) UPCA12MI: Master Account Record.

(2) UPCC042I: Control Data.

(3) UPCC52MI: Non-Labor History Master.

(4) UPCC601I: Current Month History Extract.

(5) UPCE30MI: DLA Cost Code Master.

(6) UPCE3030: Calculate Factors - CE30.

b. Output Files:

(1) UPCE30MO: DLA Cost Code Master.

(2) UPCE301P: RCS DLA(M)48(C)MIN Print.

(3) UPCE302U: RCS DLA(M)48(C)MIN Punch.

(4) UPCE3030: Calculate Factors - CE30.

c. Processing Description:

(1) Control Data File is read and request and report frequency records are checked to verify that the RCS DLA(M)48(C)MIN is requested during the proper phase of the monthly cycle and that, if requested, punch cards will/will not be produced.

(2) Summary History is read and acceleration factors to be applied to productive monies are calculated at program level with exception of the 600-Account which is calculated at the project level.

(3) Summary History and Non-Labor History is then read and detail fiscal year-to-date monies are accumulated by DLA Cost Code and summarized by manhour (last two positions of DLA Cost Code) subproject, project, program and activity with exception of Accounts 385, 995 and 996 which are accumulated at the fifth level of the DLA Cost Code, i.e., 38511, summarized to the fourth (38510), etc.

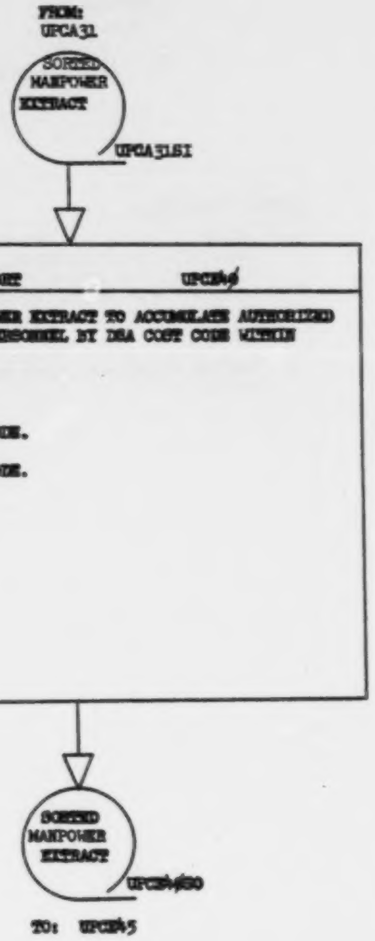
(4) Leave monies are reflected in the X90 series of accounts at the program level with exception of the 600 Account which is reflected at the project level, i.e., 692.X1, etc.

(5) Accounts 659, 968 and 969 are manually computed and input with exception of the summary levels, i.e., 65900, 96800 and 96900.

SPECIAL CONDITIONS: None.

3.8 MANPOWER EXTRACT SORT - UPCE40

Program I/O Chart

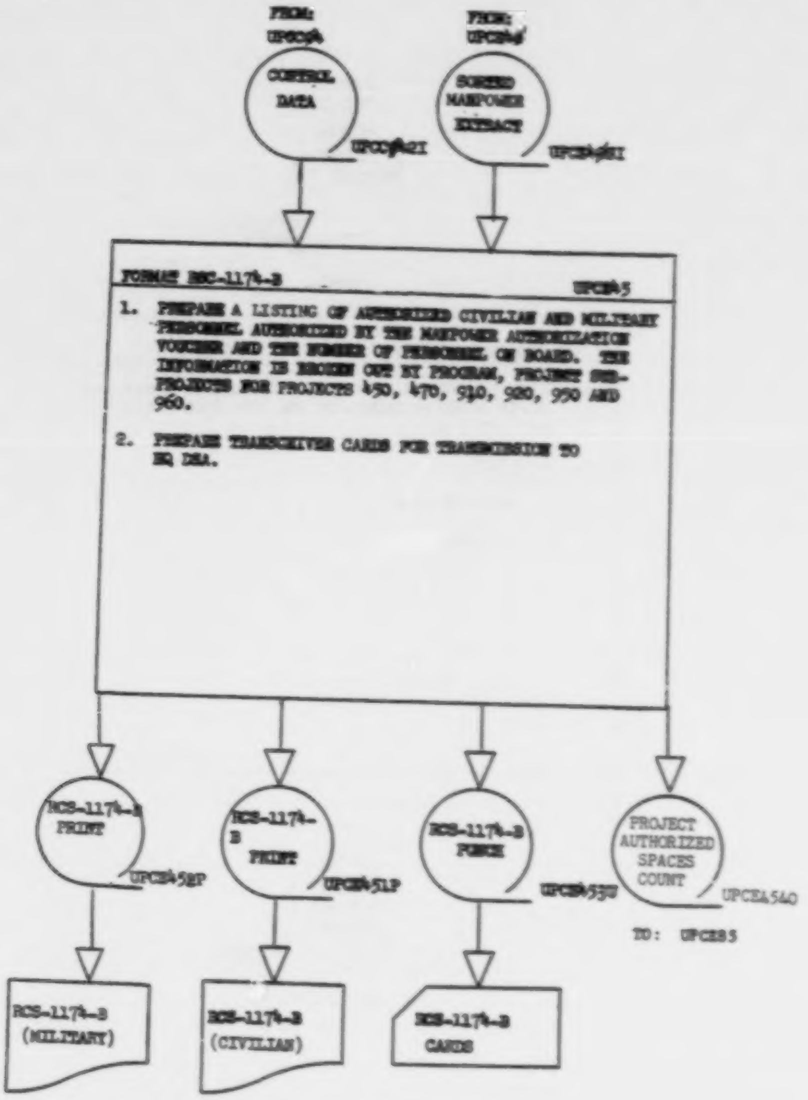

FROM:
UPCA31
SORTED MANPOWER EXTRACT
UPCA31SI
SORTED MANPOWER EXTRACT
UPCE40SO
TO: UPCE45

MANPOWER EXTRACT SORT UPCE40

1. SEQUENCE MANPOWER EXTRACT TO ACCUMULATE AUTHORIZED AND ON BOARD PERSONNEL BY DSA COST CODE WITHIN ACTIVITY CODE.
2. SORT KEY:
   - A. ACTIVITY CODE.
   - B. DSA COST CODE.

3.9 FORMAT RCS DLA(M)1174(C)MIN PART B PERSONNEL AUTHORIZED AND ACTUAL REPORT - UPCE45

Program I/O Chart


FROM: UPCC0A
CONTROL DATA
UPCC0A21
FROM: UPCE40
SORTED MANPOWER EXTRACT
UPCE40B1
FORMAT RCS-1174-B
UPCE45
RCS-1174-B PRINT
UPCE452P
RCS-1174-B PRINT
UPCE451P
RCS-1174-B PUNCH
UPCE453U
PROJECT AUTHORIZED SPACES COUNT
UPCE4540
TO: UPCE85
RCS-1174-B (MILITARY)
RCS-1174-B (CIVILIAN)
RCS-1174-B CARDS
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

1. PREPARE A LISTING OF AUTHORIZED CIVILIAN AND MILITARY PERSONNEL AUTHORIZED BY THE MANPOWER AUTHORIZATION VOUCHER AND THE NUMBER OF PERSONNEL ON BOARD. THE INFORMATION IS BROKEN OUT BY PROGRAM, PROJECT SUB-PROJECTS FOR PROJECTS 450, 470, 910, 920, 950 AND 960.
2. PREPARE TRANSCEIVER CARDS FOR TRANSMISSION TO HQ DSA.

3.9 FORMAT RCS DLA(M)1174(C)MIN PART B PERSONNEL AUTHORIZED AND ACTUAL REPORT - UPCE45

Program Narrative

PROGRAM NAME: Format RCS DLA(M)1174(C)MIN Part B Personnel Authorized and Actual Report

PROGRAM ID NUMBER: UPCE45

PURPOSE:

Prepare a listing of Civilian and Military personnel authorized and on board as well as cards for transmission of some information to HQ DLA.

FUNCTIONS/FEATURES:

Counts positions, Civilian and Military personnel authorized by Manpower Voucher, and the personnel on board.

DESCRIPTION:

a. Input Files:

(1) UPCC042I: Control Data.

(2) UPCE40SI: Sorted Manpower Extract.

b. Output Files:

(1) UPCE451P: RCS DLA(M)1174(C)MIN Part B Print (Civilian).

(2) UPCE452P: RCS DLA(M)1174(C)MIN Part B Print (Military).

(3) UPCE453U: RCS DLA(M)1174(C)MIN Punch.

(4) UPCE4540: Project Authorized Spaces Count.

c. Processing Description - Input documents are processed as follows:

(1) Control Data is read until the request date and Report/Frequency Selector are encountered. The Manpower Extract is then read outlining number of civilian positions as authorized by MAV as well as number of positions filled relative various categories.

(a) Military Personnel authorized on MAV:

Officers
Enlisted
Total Military

(b) On Board:

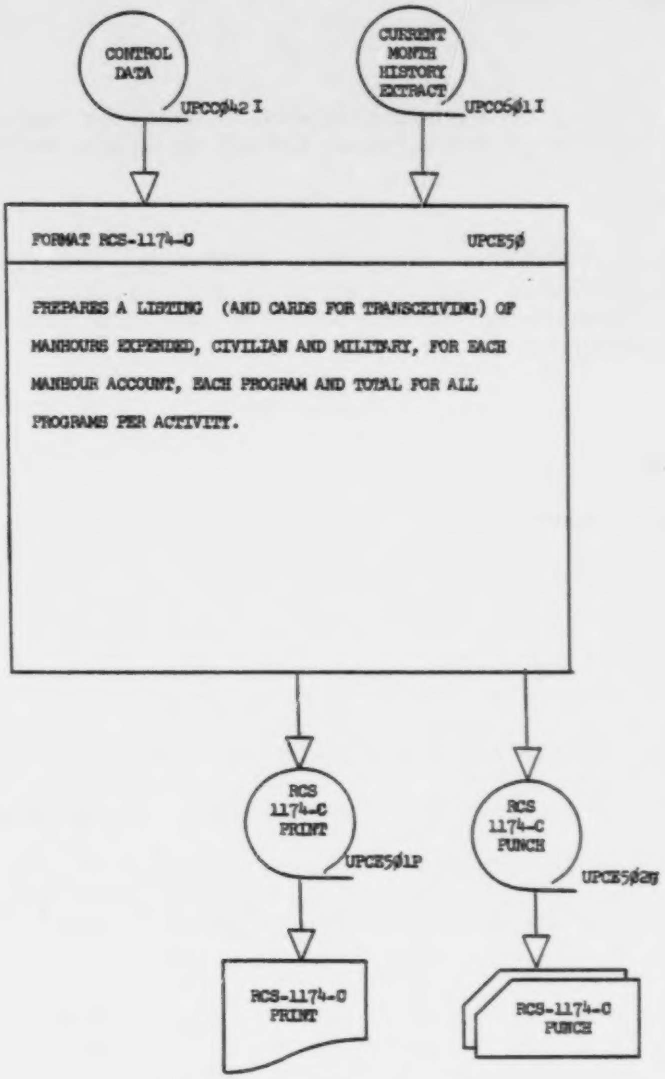
Officers
Enlisted
Total Military On Board

These accumulations are further broken down by program, project and subproject for projects 450, 470, 910, 920, 950 and 960. Cards containing the same information are punched for transmission to HQ DLA.

(2) On a quarterly basis, UPCE454 is written reflecting number of authorized positions per project for each DLA Cost Code within an activity.

SPECIAL CONDITIONS: None.

3.10 FORMAT RCS DLA(M)1174(C)MIN PART C MANHOURS REPORT - UPCE50
Program I/O Chart


CONTROL DATA
UPCC042 I
CURRENT MONTH HISTORY EXTRACT
UPCC601 I
FORMAT RCS-1174-C
UPCE50
RCS 1174-C PRINT
UPCE501P
RCS 1174-C PUNCH
UPCE502U
RCS-1174-C PRINT
RCS-1174-C PUNCH

PREPARES A LISTING (AND CARDS FOR TRANSCEIVING) OF MANHOURS EXPENDED, CIVILIAN AND MILITARY, FOR EACH MANHOUR ACCOUNT, EACH PROGRAM AND TOTAL FOR ALL PROGRAMS PER ACTIVITY.

TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.10 FORMAT RCS DLA(M)1174(C)MIN PART C MANHOURS REPORT - UPCE50 Program Narrative

PROGRAM NAME: Format RCS DLA(M)1174(C)MIN Part C Manhours Report

PROGRAM ID NUMBER: UPCE50

PURPOSE:

To prepare a listing of manhours expended, civilian and military, for each manhour account, each program and total for all programs per activity.

FUNCTIONS/FEATURES:

Lists civilian productive manhours, excluding overtime, paid overtime manhours, holiday premium pay manhours, total civilian manhours including overtime, military manhours, other productive manhours including nonexpense and grand total all manhours.

DESCRIPTION:

a. Input Files:

(1) UPCC042I: Control Data.

(2) UPCC601I: Current Month History Extract.

b. Output Files:

(1) UPCE501P: RCS DLA(M)1174(C)MIN Part C Print.

(2) UPCE502U: RCS DLA(M)1174(C)MIN Part C Punch.

c. Processing Description - The input documents are processed as follows:

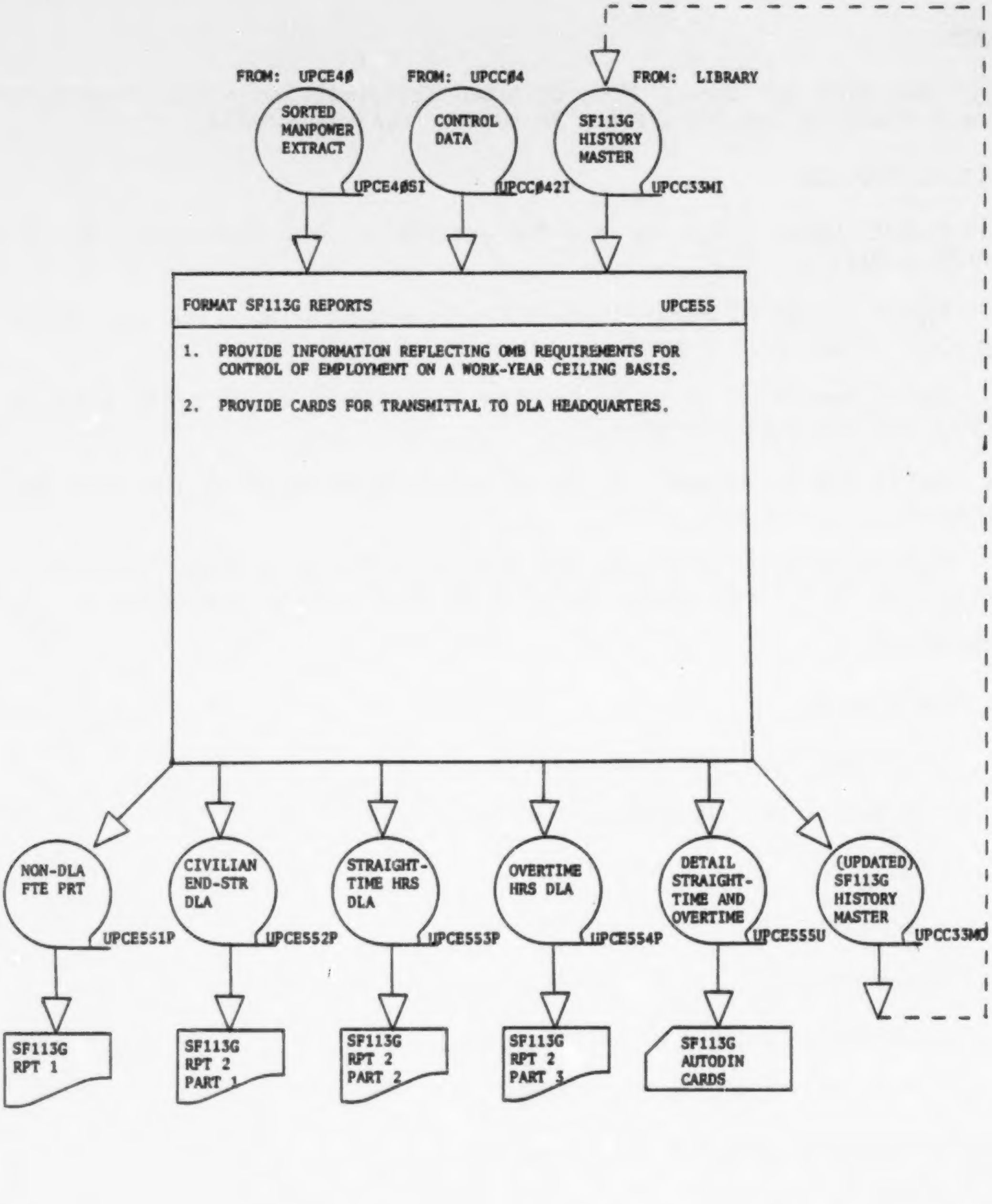
(1) Request Card and Report Frequency Selector records are checked to verify that the report is requested during the proper phase of the monthly cycle and that, if requested, the Report Frequency Selector allows the activity to receive them.

(2) Summary History is read and data is accumulated at the manhour level, rolled to program level and to activity level.

SPECIAL CONDITIONS: None.

3.11 FORMAT SF 113G REPORTS - UPCE55

Program I/O Chart


FROM: UPCE40
SORTED MANPOWER EXTRACT
UPCE40SI
FROM: UPCC04
CONTROL DATA
UPCC042I
FROM: LIBRARY
SF113G HISTORY MASTER
UPCC33MI
FORMAT SF113G REPORTS
UPCE55
1. PROVIDE INFORMATION REFLECTING OMB REQUIREMENTS FOR CONTROL OF EMPLOYMENT ON A WORK-YEAR CEILING BASIS.
2. PROVIDE CARDS FOR TRANSMITTAL TO DLA HEADQUARTERS.
NON-DLA FTE PRT
UPCE551P
CIVILIAN END-STR DLA
UPCE552P
STRAIGHT-TIME HRS DLA
UPCE553P
OVERTIME HRS DLA
UPCE554P
DETAIL STRAIGHT-TIME AND OVERTIME
UPCE555U
(UPDATED) SF113G HISTORY MASTER
UPCC33MO
SF113G RPT 1
SF113G RPT 2 PART 1
SF113G RPT 2 PART 2
SF113G RPT 2 PART 3
SF113G AUTODIN CARDS

3.11 FORMAT SF 113G REPORTS - UPCE55
Program Narrative

PROGRAM NAME: Format SF 113G Reports

PROGRAM NUMBER: UPCE55

PURPOSE:

Provides Data for Direct Hire Civilian Employment on a Full-Time Equivalent Basis for Ceiling and Non-Ceiling Personnel, DLA and Non-DLA.

FUNCTIONS/FEATURES:

a. Report number 1 is for Non-DLA activities and calculates the FTE on an activity basis.

b. Report number 2, part 1, for DLA activities reflects the employment count by project within each program.

c. Report number 2, part 2, for DLA activities reflects the straight time hours by project within program.

d. Report number 2, part 3, for DLA activities reflects the overtime hours by project with program.

e. Report number 3, outlines information contained in report number 2, parts 1, 2 and 3 in punch card format for transmission to DLA Headquarters.

DESCRIPTION:

a. Input Files:

(1) UPCC33MI: SF 113G History Master.

(2) UPCE40SI: Sorted Manpower Extract.

(3) UPCC042I: Control Data.

(4) UPCC33MO: SF 113G History Master.

b. Output Files:

(1) UPCE551P: Non-DLA FTE Print.

(2) UPCE552P: Civilian End Strength DLA.

(3) UPCE553P: Straight Time Hours DLA.

(4) UPCE554P: Overtime Hours DLA.

(5) UPCE555U: Detail Straight Time and Overtime.

(6) UPCC33MO: SF 113G History Master.

c. Processing Description:

(1) Control Data File is read and total hours for month are retrieved and reflected in the header of Report 2 for information purposes.

(2) Manpower Extract, UPCE40SI, is read and the SF 113G History Master is updated with Head Count at the program/project level. SF 113G History is then closed and reopened for further processing.

(3) Control Data File is read to determine if an Activity wishes to receive report. If so, DoD Code is accessed and either Report 1 (DoD Code other than S or U) or Report 2 (DoD Code equal to S or U) is generated.

(4) Report 1 is at the activity level and reflects data only at the ceiling level. Employment, Paid Hours, Full-Time Equivalent, at both current and month-to-date work-year is shown. No punch cards are produced for this report.

(5) Report 2 consists of three parts, all showing detail at the project level and includes both ceiling and nonceiling employment.

(a) Part 1, Civilian End Strength is summarized and recapped by the month.

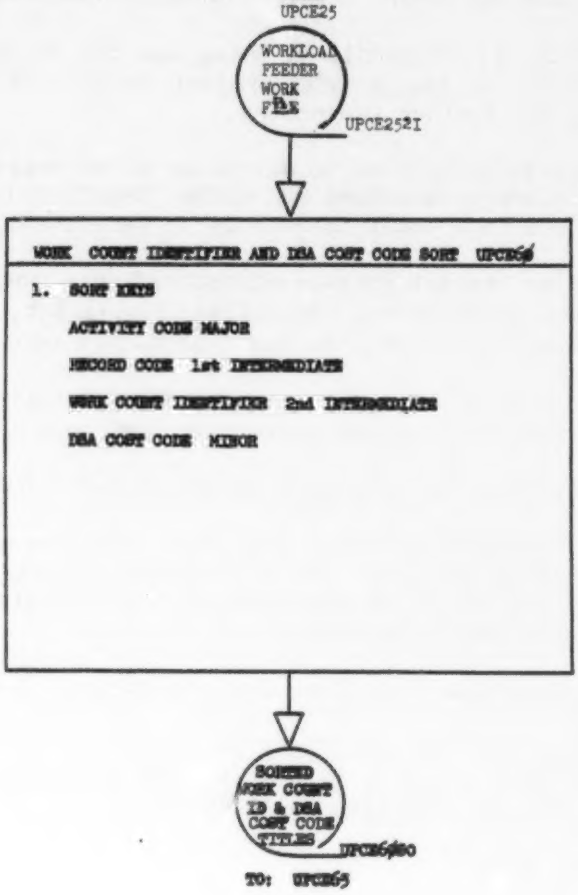
(b) Part 2, Straight Time Full-Time Equivalent/Work Years, is summarized at program and activity levels. It is recapped by the month, quarterly and year-to-date totals. A Full-time equivalency is calculated on the year-to-date total by dividing that amount by 2080.

(c) Part 3, Overtime Full Time Equivalent/Work Years is structured the same as Part 2.

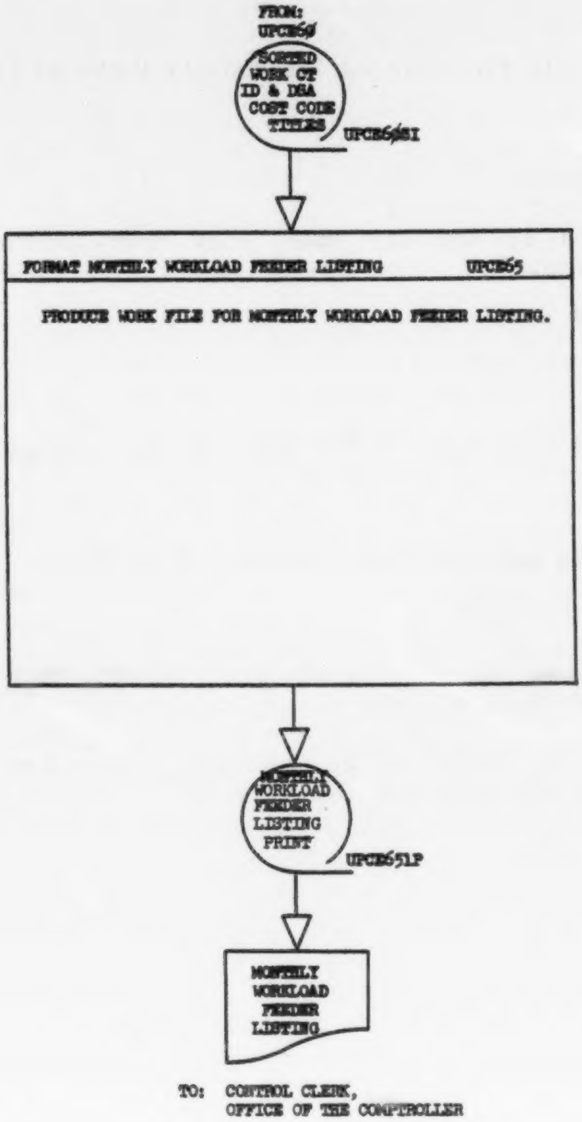
(d) Punch cards are produced for the three parts of Report 2 at the project level only for transmission to headquarters.

SPECIAL CONDITIONS: None.

3.12 WORK COUNT IDENTIFIER AND DLA COST CODE SORT - UPCE60
Program I/O Chart


FROM:
UPCE25
WORKLOAD
FEEDER
WORK
FILE
UPCE252I
WORK COUNT IDENTIFIER AND DSA COST CODE SORT UPCE60
1. SORT KEYS
ACTIVITY CODE MAJOR
RECORD CODE 1st INTERMEDIATE
WORK COUNT IDENTIFIER 2nd INTERMEDIATE
DSA COST CODE MINOR
SORTED
WORK COUNT
ID & DSA
COST CODE
TITLES
UPCE6000
TO: UPCE65

3.13 FORMAT MONTHLY WORKLOAD FEEDER LISTING - UPCE65
Program I/O Chart


FROM:
UPCE60
SORTED
WORK CT
ID & DBA
COST CODE
TITLES
UPCE600SI
FORMAT MONTHLY WORKLOAD FEEDER LISTING
UPCE65
PRODUCE WORK FILE FOR MONTHLY WORKLOAD FEEDER LISTING.
MONTHLY
WORKLOAD
FEEDER
LISTING
PRINT
UPCE651P
MONTHLY
WORKLOAD
FEEDER
LISTING
TO: CONTROL CLERK,
OFFICE OF THE COMPTROLLER

3.13 FORMAT MONTHLY WORKLOAD FEEDER LISTING - UPCE65
Program Narrative

PROGRAM NAME: Format Monthly Workload Feeder Listing

PROGRAM ID NUMBER: UPCE65

PURPOSE:

To produce a work file for printing the Monthly Workload Feeder Listing.

FUNCTIONS/FEATURES:

a. Accumulate workload.

b. Report workload by Activity Code, Work Count Identifier, Organization Code, and DLA Cost Code.

DESCRIPTION:

a. Input File:

UPCE60SI: Sorted Work Count ID and DLA Cost Code Titles.

b. Output File:

UPCE651P: Monthly Workload Feeder Listing Print File.

c. Processing Description:

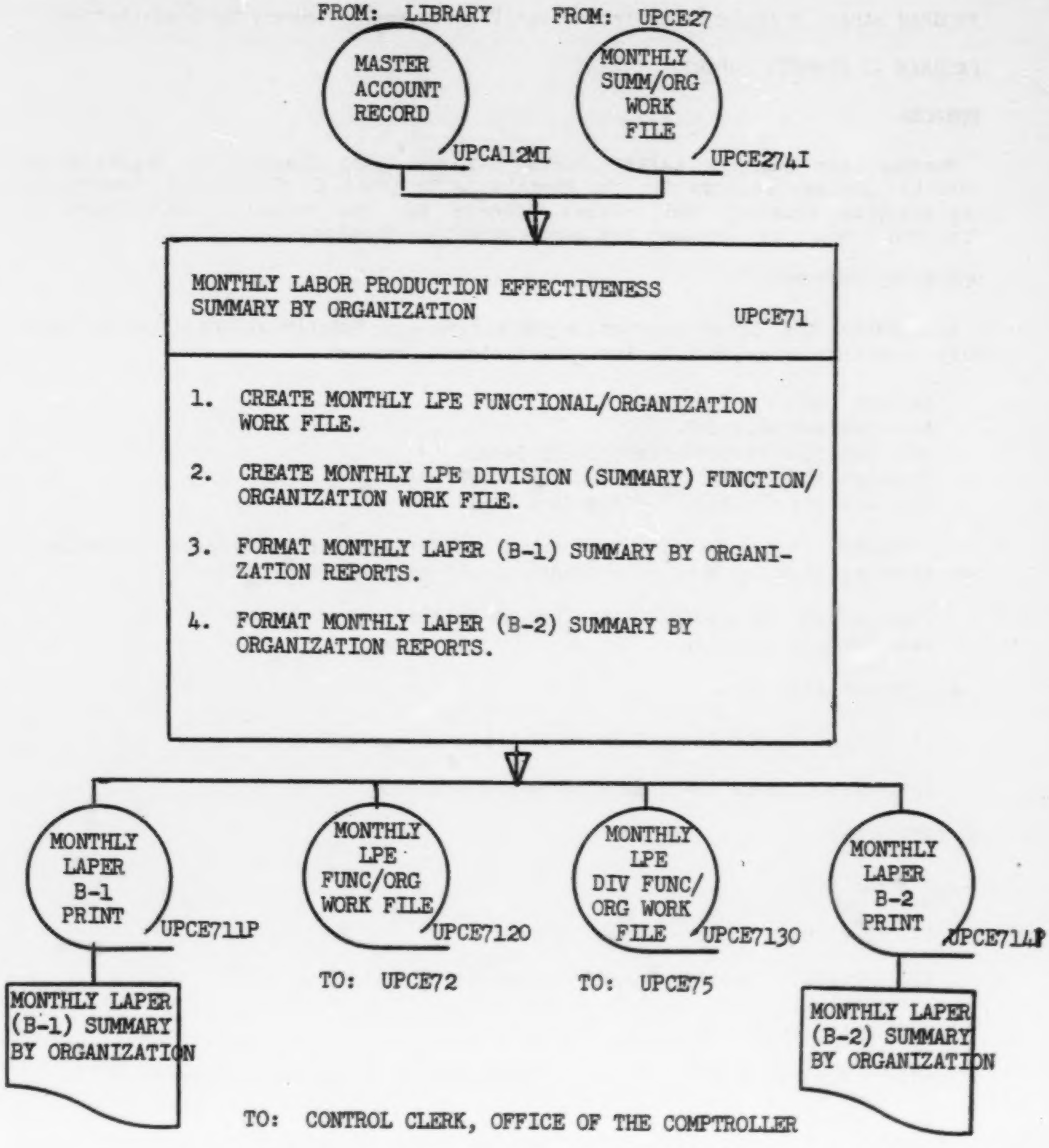
(1) Workload is accumulated by Activity Code, Work Count Identifier, Organization Code and DLA Cost Code.

(2) Print file is formatted by Activity Code, Work Count Identifier, Organization Code and DLA Cost Code.

SPECIAL CONDITIONS: None.

3.14 MONTHLY LABOR PRODUCTION EFFECTIVENESS SUMMARY BY ORGANIZATION - UPCE71

Program I/O Chart


FROM: LIBRARY
MASTER ACCOUNT RECORD
UPCA12MI
FROM: UPCE27
MONTHLY SUMM/ORG WORK FILE
UPCE274I
MONTHLY LABOR PRODUCTION EFFECTIVENESS SUMMARY BY ORGANIZATION
UPCE71
1. CREATE MONTHLY LPE FUNCTIONAL/ORGANIZATION WORK FILE.
2. CREATE MONTHLY LPE DIVISION (SUMMARY) FUNCTION/ORGANIZATION WORK FILE.
3. FORMAT MONTHLY LAPER (B-1) SUMMARY BY ORGANIZATION REPORTS.
4. FORMAT MONTHLY LAPER (B-2) SUMMARY BY ORGANIZATION REPORTS.
MONTHLY LAPER B-1 PRINT
UPCE711P
MONTHLY LAPER (B-1) SUMMARY BY ORGANIZATION
MONTHLY LPE FUNC/ORG WORK FILE
UPCE7120
TO: UPCE72
MONTHLY LPE DIV FUNC/ORG WORK FILE
UPCE7130
TO: UPCE75
MONTHLY LAPER B-2 PRINT
UPCE714P
MONTHLY LAPER (B-2) SUMMARY BY ORGANIZATION
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.14 MONTHLY LABOR PRODUCTION EFFECTIVENESS SUMMARY BY ORGANIZATION - UPCE71 Program Narrative

PROGRAM NAME: Monthly Labor Production Effectiveness Summary by Organization

PROGRAM ID NUMBER: UPCE71

PURPOSE:

Produce the Monthly LAPER (Parts B-1 and B-2) Summary by Organization Reports; prepare records for the Monthly LAPER (Part C) Functional Summary by Organization Program; and prepare records for the Monthly LAPER (Part D) Division Summary by Function and Suborganization Program.

FUNCTIONS/FEATURES:

a. Create the Labor Production Effectiveness Functional/Organization Work File (monthly) which will include the following records:

Request (Dates & Factors)
Activity Abbreviation
DLA Cost Code (613 Standard only) Shells
Organization Titles (Directorate through Unit)
Data Summary (Totals, 613 Standard only)

b. Create the Labor Production Effectiveness Division (Summary) Function/Organization Work File (Monthly) which includes records:

Organization Titles (Division Through Unit)
Data Summary (Totals)

c. Format Reports:

(1) Monthly LAPER (B-1) Summary by Organization, UPCE710A.

(2) Monthly LAPER (B-2) Summary by Organization, UPCE710B.

DESCRIPTION:

a. Input Files:

(1) UPCA12MI: Master Account Record.

(2) UPCE274I: Monthly Summary/Organization Work File.

b. Output Files:

(1) UPCE711P: Monthly LAPER (B-1) Summary by Organization Report.

(2) UPCE7120: Monthly LPE Function/Organization Work File.

(3) UPCE7130: Monthly LPE Division Function/Organization Work File.

(4) UPCE714P: Monthly LAPER (B-2) Summary by Organization Report.

c. Processing Description:

(1) All totals reflected are on a month-to-date basis.

(2) Roll-up totals shown at each level (Section through Directorate) reflect the actual data, which may or may not equal the sum of the "PRINTED" detail on the output. This condition may occur due to the option of each individual organizations ability (by use of Reports Frequency Selector) to have its totals displayed or not.

(3) Categories of data are segregated by the sixth (6th) position of the Subsidiary Cost Code as follows:

1, 3 or 5 = Direct
2 = Indirect
4 = Unmeasured

(4) All data, except "Percent Effectiveness Month-To-Date" is accumulated from the Monthly Summary/Organization Work File (UPCE274I) which is input to this program.

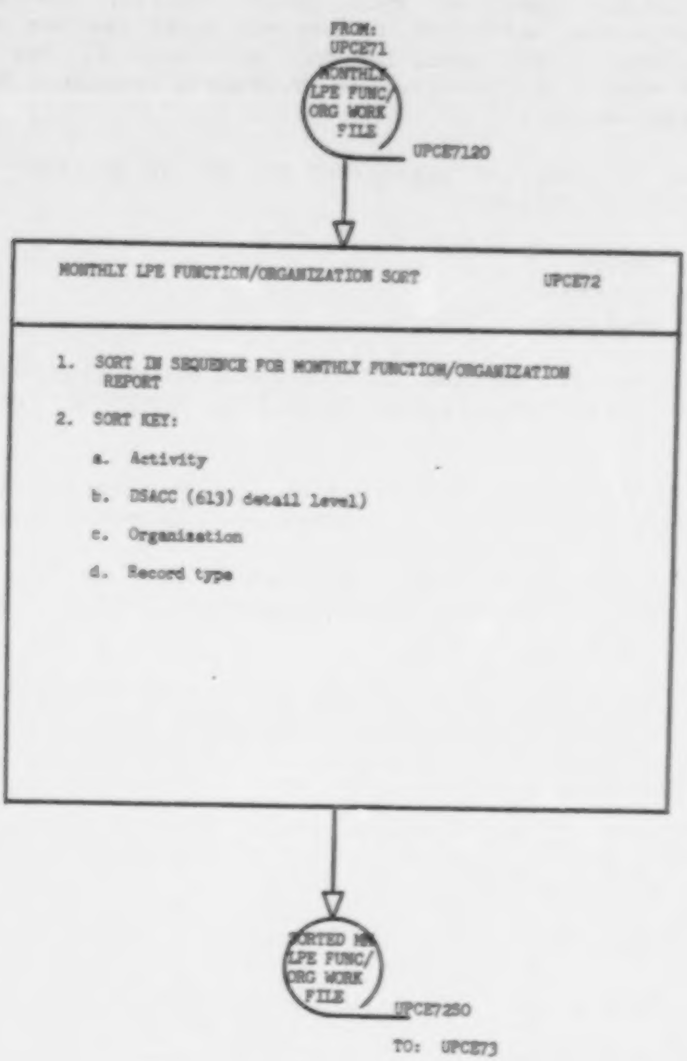
(5) Percent Effectiveness is calculated by dividing the Actual Hours into the Total (Engineered, Statistical and Unmeasured) Standard Hours.

(6) Personnel Equivalents are calculated by dividing the "Monthly" Productive Hours Factor into the Appropriate Hours (Actual, Standard (Total), Leave).

(7) The B-1 report will only reflect through the division level. The B-2 report will only reflect division and directorate level.

SPECIAL CONDITIONS: None.

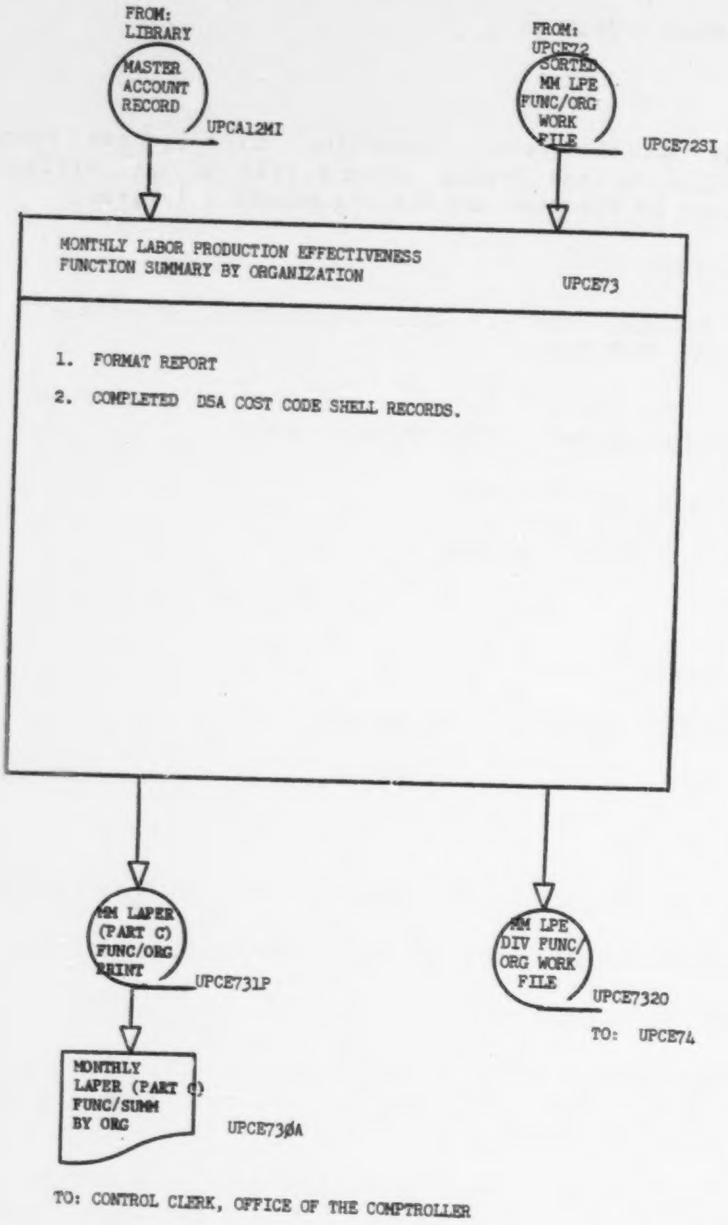
3.15 MONTHLY LABOR PRODUCTION EFFECTIVENESS FUNCTION/ORGANIZATION SORT - UPCE72 Program I/O Chart


FROM:
UPCE71
MONTHLY LPE FUNC/ ORG WORK FILE
UPCE7120
MONTHLY LPE FUNCTION/ORGANIZATION SORT
UPCE72
SORTED MN LPE FUNC/ ORG WORK FILE
UPCE7250
TO: UPCE73

1. SORT IN SEQUENCE FOR MONTHLY FUNCTION/ORGANIZATION REPORT
2. SORT KEY:
   a. Activity
   b. DSACC (613) detail level)
   c. Organization
   d. Record type

3.16 MONTHLY LABOR PRODUCTION EFFECTIVENESS FUNCTION SUMMARY BY ORGANIZATION - UPCE73

Program I/O Chart


FROM: LIBRARY
MASTER ACCOUNT RECORD
UPCA12MI
FROM: UPCE72
SORTED MM LPE FUNC/ORG WORK FILE
UPCE72SI
MONTHLY LABOR PRODUCTION EFFECTIVENESS FUNCTION SUMMARY BY ORGANIZATION
UPCE73
1. FORMAT REPORT
2. COMPLETED DSA COST CODE SHELL RECORDS.
MM LAPER (PART C) FUNC/ORG PRINT
UPCE731P
MM LPE DIV FUNC/ORG WORK FILE
UPCE7320
TO: UPCE74
MONTHLY LAPER (PART C) FUNC/SUMM BY ORG
UPCE730A
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.16 MONTHLY LABOR PRODUCTION EFFECTIVENESS FUNCTION SUMMARY BY ORGANIZATION - UPCE73

Program Narrative

PROGRAM NAME: Monthly Labor Production Effectiveness Function Summary by Organization

PROGRAM ID NUMBER: UPCE73

PURPOSE:

Produce the Monthly Labor Production Effectiveness Function Summary by Organization Listing and create a work file to be utilized in the Monthly Division Summary by Function and Sub-Organization Program.

FUNCTIONS/FEATURES:

a. Format Report; Monthly Labor Production Effectiveness Function Summary by Organization, UPCE730A.

b. Create the Monthly Labor Production Effectiveness Division Summary Function/Organization Work File, which includes;

Request (Dates and Factors)
Activity Abbreviation
DLA Cost Code Shell, Records

DESCRIPTION:

a. Input Files:

(1) UPCA12MI: Master Account Record.

(2) UPCE72SI: Sorted Monthly LPE Function/Organization Work File.

b. Output Files:

(1) UPCE731P: Monthly LAPER (PART C) Function/Organization Print.

(2) UPCE7320: Monthly LPE Division Function/Organization Work File.

c. Processing Description:

(1) Roll-up totals shown at each level (section through directorate) will reflect the actual data, which may or may not equal the sum of the printed detail on the output report.

(2) Each individual organization has the ability (by use of the Master Account Record) to select the option of having its totals printed or not.

(3) Only data associated with a valid 613 Standard (DLA Cost Code with a Summary Standard) will be shown.

(4) Workload, Actual Hours, Personnel Equivalents and Standard Hours are accumulated from the work center level report output.

(5) Percent Engineered is computed by dividing the Total Standard Hours into the Engineered Standard Hours.

(6) Structured Local Standard is calculated by dividing the Workload Processed into the Total Standard Hours.

(7) Percent Effectiveness for Structured Standard is calculated by dividing the Actual Hours into the Total Standard Hours.

(8) Percent Effectiveness for 613 Standard is calculated by dividing the Structured Local Standard into the 613 Standard.

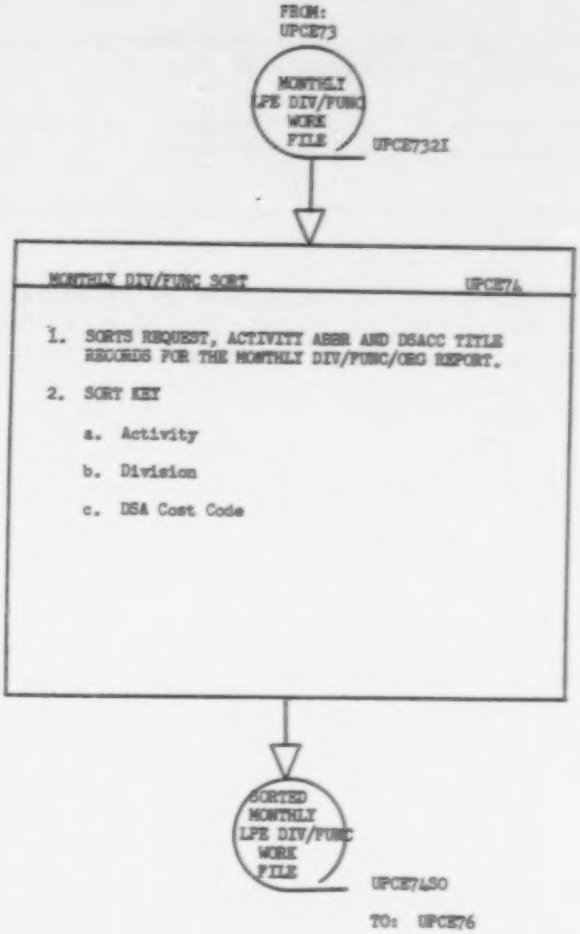
(9) Total Standard Hours is the sum of the Engineered, Statistical, and Unmeasured Hours.

(10) Daily Average Workload is calculated by dividing the number of Workdays (Monday through Friday, less holidays) for the period into the Workload Processed for the period. Periods involved are Monthly and Fiscal-Year-To-Date.

SPECIAL CONDITIONS: None.

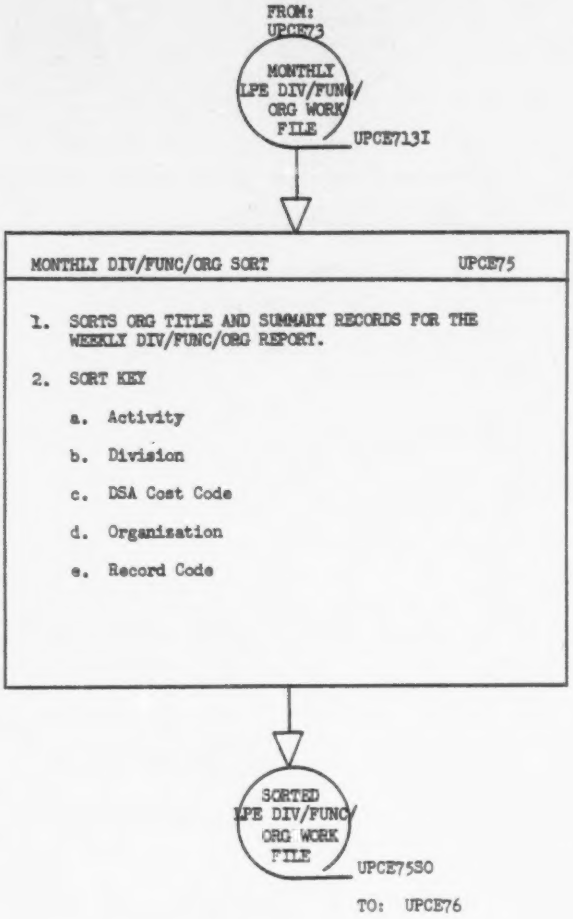
3.17 MONTHLY DIVISION/FUNCTIONAL SORT - UPCE74

Program I/O Chart


FROM:
UPCE73
MONTHLY
LPE DIV/FUNC
WORK
FILE
UPCE732I
MONTHLY DIV/FUNC SORT
UPCE74
SORTED
MONTHLY
LPE DIV/FUNC
WORK
FILE
UPCE74SO
TO: UPCE76

1. SORTS REQUEST, ACTIVITY ABBR AND DSACC TITLE RECORDS FOR THE MONTHLY DIV/FUNC/ORG REPORT.
2. SORT KEY
    a. Activity
    b. Division
    c. DSA Cost Code

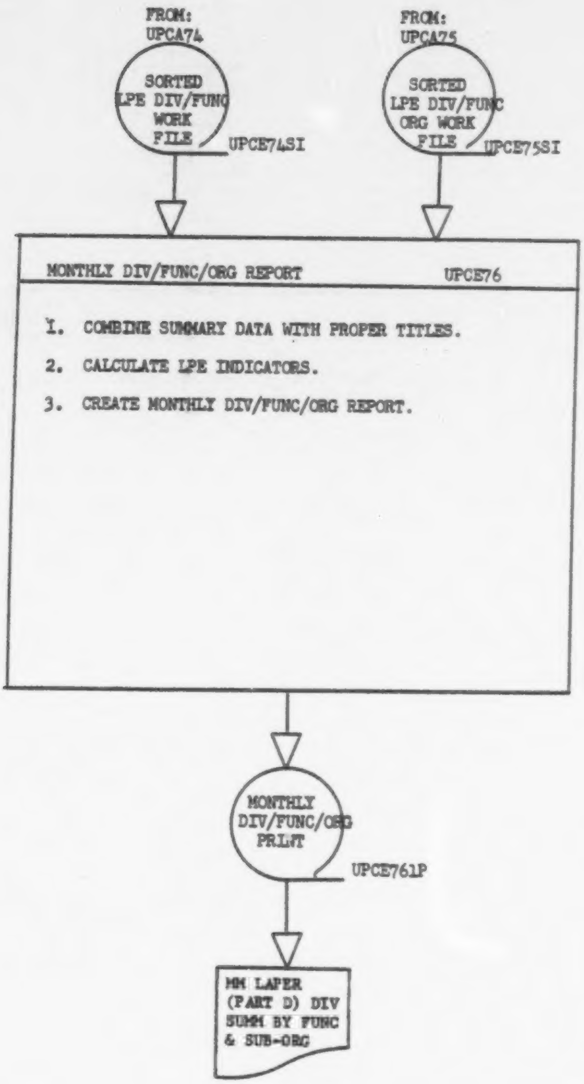
3.18 MONTHLY DIVISION/FUNCTION/ORGANIZATION SORT - UPCE75
Program I/O Chart


FROM:
UPCE73
MONTHLY
LPE DIV/FUNC/
ORG WORK
FILE
UPCE713I
MONTHLY DIV/FUNC/ORG SORT
UPCE75
SORTED
LPE DIV/FUNC/
ORG WORK
FILE
UPCE75SO
TO: UPCE76

1. SORTS ORG TITLE AND SUMMARY RECORDS FOR THE WEEKLY DIV/FUNC/ORG REPORT.
2. SORT KEY
    a. Activity
    b. Division
    c. DSA Cost Code
    d. Organization
    e. Record Code

3.19 FORMAT MONTHLY DIVISION/FUNCTIONAL ORGANIZATION REPORT - UPCE76

Program I/O Chart


FROM:
UPCA74
SORTED
LPE DIV/FUNC
WORK
FILE
UPCE74SI
FROM:
UPCA75
SORTED
LPE DIV/FUNC
ORG WORK
FILE
UPCE75SI
MONTHLY DIV/FUNC/ORG REPORT
UPCE76
MONTHLY
DIV/FUNC/ORG
PRINT
UPCE761P
MM LAPER
(PART D) DIV
SUMM BY FUNC
& SUB-ORG

1. COMBINE SUMMARY DATA WITH PROPER TITLES.
2. CALCULATE LPE INDICATORS.
3. CREATE MONTHLY DIV/FUNC/ORG REPORT.

TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.19 FORMAT MONTHLY DIVISION/FUNCTIONAL ORGANIZATION REPORT - UPCE76

Program Narrative

PROGRAM NAME: Format Monthly Division/Functional Organization Report

PROGRAM ID NUMBER: UPCE76

PURPOSE:

To produce the Monthly Labor Production Effectiveness Division Summary by Function and Suborganization Listing.

FUNCTIONS/FEATURES:

Format Report.

DESCRIPTION:

a. Input Files:

(1) UPCE74SI: Sorted Monthly LPE Division/Function Work File.

(2) UPCE75SI: Sorted Monthly LPE Division/Function/Organization Work File.

b. Output File:

UPCE761P: Monthly LAPER (PART D) Division/Function/Organization Print.

c. Processing Description:

(1) Accumulate MIS Work Processed MTD and FYTD, Actual Hours MTD and Standard Hours Total and Balance-on-Hand.

(2) Calculate Structured Local Standard using Total Standard Hours and MIS Work Processed.

(3) Calculate percent Effectiveness to date using Total Standard Hours and Actual Hours MTD, result not to be zero or less (substitute 100.0%) or exceed 999.9% (substitute 999.9%).

(4) Calculate Total Personnel Equivalent Actual, Standard, and Work-on-Hand Man-Days using Actual Hours MTD and Production Hours Factor MTD, Total Standard Hours and Production Hours Factor MTD, and Standard Hours Balance-on-Hand with a Factor of 8.

(5) Calculate Daily Average Workload MTD and FYTD using MIS Work Processed MTD and Production Hours Factor MTD (Divided by 8), and MIS Work Processed FYTD and Production Hours Factor FYTD (Divided by 8).

(6) Figures are printed only for organizations desiring them.

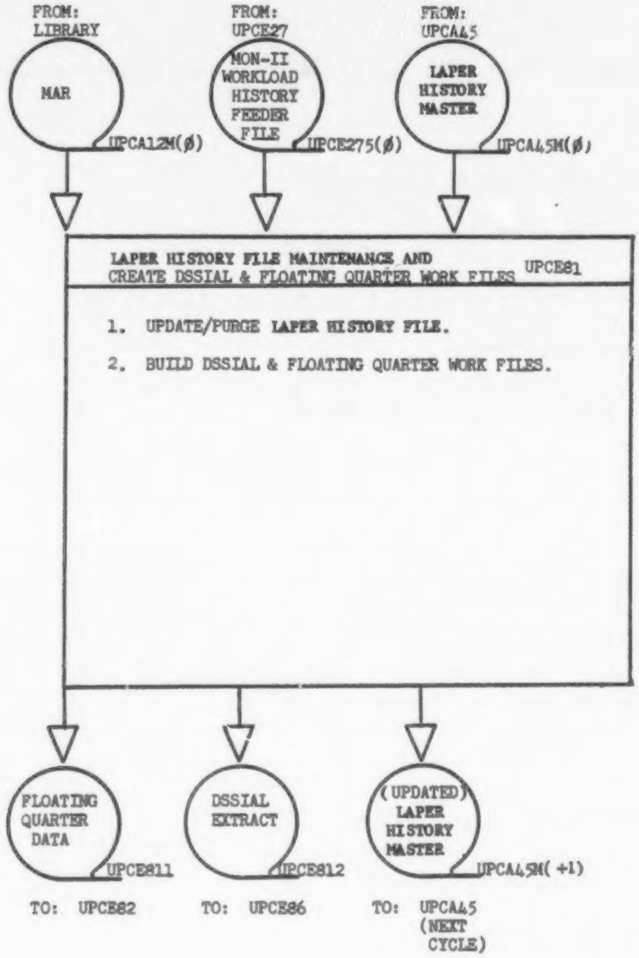
(7) Figures are printed as detail in descending hierarchial sequence and summary in ascending sequence to the branch level.

(8) Figures are summarized as a "Total for Function" within a particular division.

SPECIAL CONDITIONS: None.

3.20 WORKLOAD HISTORY FILE MAINTENANCE AND CREATE DSSIAL AND FLOATING QUARTER WORK FILES - UPCE81

Program I/O Chart


FROM: LIBRARY
MAR
UPCA12M(0)
FROM: UPCE27
MON-II WORKLOAD HISTORY FEEDER FILE
UPCE275(0)
FROM: UPCA45
LAPER HISTORY MASTER
UPCA45M(0)
LAPER HISTORY FILE MAINTENANCE AND CREATE DSSIAL & FLOATING QUARTER WORK FILES
UPCE81
1. UPDATE/PURGE LAPER HISTORY FILE.
2. BUILD DSSIAL & FLOATING QUARTER WORK FILES.
FLOATING QUARTER DATA
UPCE811
DSSIAL EXTRACT
UPCE812
(UPDATED) LAPER HISTORY MASTER
UPCA45M(+1)
TO: UPCE82
TO: UPCE86
TO: UPCA45 (NEXT CYCLE)

3.20 WORKLOAD HISTORY FILE MAINTENANCE AND CREATE DSSIAL/FLOATING QUARTER WORK FILES - UPCE81

Program Narrative

PROGRAM NAME: Workload History File Maintenance and Create DSSIAL/Floating Quarter Work Files

PROGRAM ID NUMBER: UPCE81

PURPOSE:

To update LAPER History File and build DSSIAL and Floating Quarter Work Files.

FUNCTIONS/FEATURES:

a. Update workload and standard hours.

b. Update 15-months workload and standard hours.

c. Zero workload and standard hours at end of fiscal year.

d. Create work file for DSSIAL.

e. Build Floating Quarter Data Work File.

DESCRIPTION:

a. Input Files:

(1) UPCA45MI: LAPER History Master.

(2) UPCA12MI: Master Account Record.

(3) UPCE275I: LAPER History Feeder File.

b. Output Files:

(1) UPCA45MO: LAPER History Master.

(2) UPCE8110: Floating Quarter Data.

(3) UPCE8120: DSSIAL Extract.

c. Processing Description:

(1) Zero previous month workload processed/received.

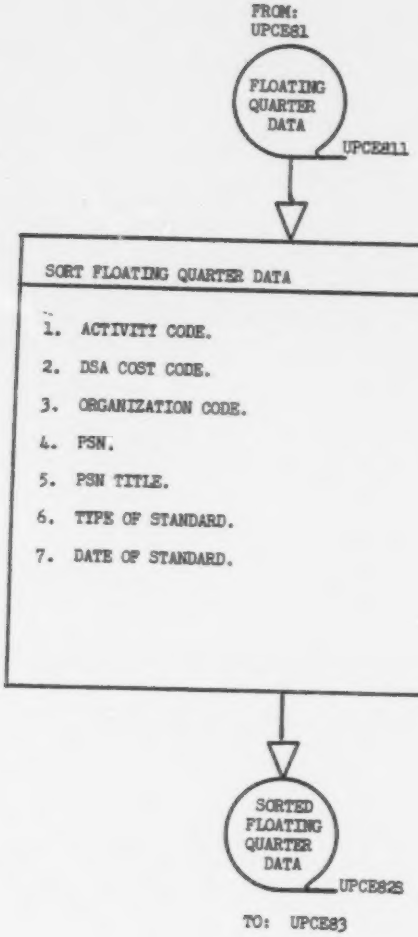
(2) Create DSSIAL work file with current month and previous two months workload processed and standard hours and current month actual hours.

(3) Build work file for floating quarter data of organization title, DLA Cost Code, Organization Code, PSN, Standard Type, Date of Standard, three months hours factor and three months standard hours.

(4) Update LAPER History by purging workload processed and standard hours of oldest (15) month and posting current month.

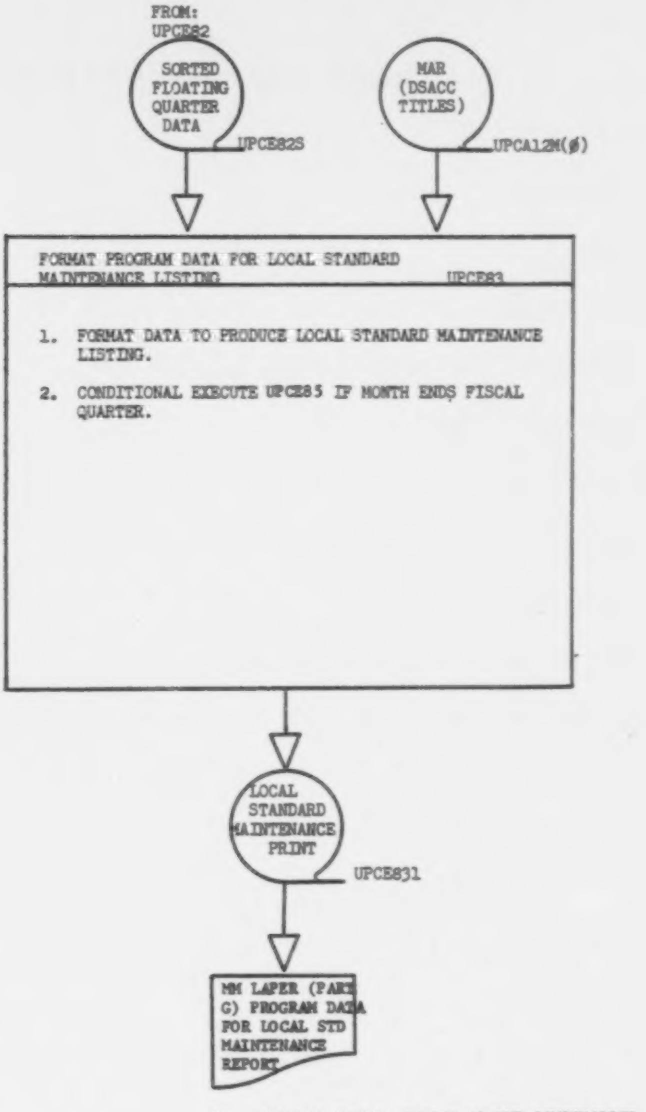
SPECIAL CONDITIONS: None.

3.21 SORT FLOATING QUARTER DATA - UPCE82
Program I/O Chart


FROM:
UPCE81
FLOATING QUARTER DATA
UPCE811
SORT FLOATING QUARTER DATA
UPCE82
1. ACTIVITY CODE.
2. DSA COST CODE.
3. ORGANIZATION CODE.
4. PSN.
5. PSN TITLE.
6. TYPE OF STANDARD.
7. DATE OF STANDARD.
SORTED FLOATING QUARTER DATA
UPCE82S
TO: UPCE83

3.22 FORMAT PROGRAM DATA FOR LOCAL STANDARD MAINTENANCE LISTING - UPCE83

Program I/O Chart


FROM:
UPCE82
SORTED FLOATING QUARTER DATA
UPCE82S
MAR (DSACC TITLES)
UPCA12M(0)
FORMAT PROGRAM DATA FOR LOCAL STANDARD MAINTENANCE LISTING
UPCE83
LOCAL STANDARD MAINTENANCE PRINT
UPCE831
MM LAPER (PART G) PROGRAM DATA FOR LOCAL STD MAINTENANCE REPORT

1. FORMAT DATA TO PRODUCE LOCAL STANDARD MAINTENANCE LISTING.
2. CONDITIONAL EXECUTE UPCE85 IF MONTH ENDS FISCAL QUARTER.

TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.22 FORMAT PROGRAM DATA FOR LOCAL STANDARD MAINTENANCE LISTING - UPCE83 Program Narrative

PROGRAM NAME: Format Program Data for Local Standard Maintenance Listing

PROGRAM ID NUMBER: UPCE83

PURPOSE:

To produce the Local Standard Maintenance Listing.

FUNCTIONS/FEATURES:

Format Report.

DESCRIPTION:

a. Input Files:

(1) UPCE82SI: Sorted Floating Quarter Data.

(2) UPCA12MI: MAR.

b. Output File:

UPCE831P: Local Standard Maintenance Print.

c. Processing Description:

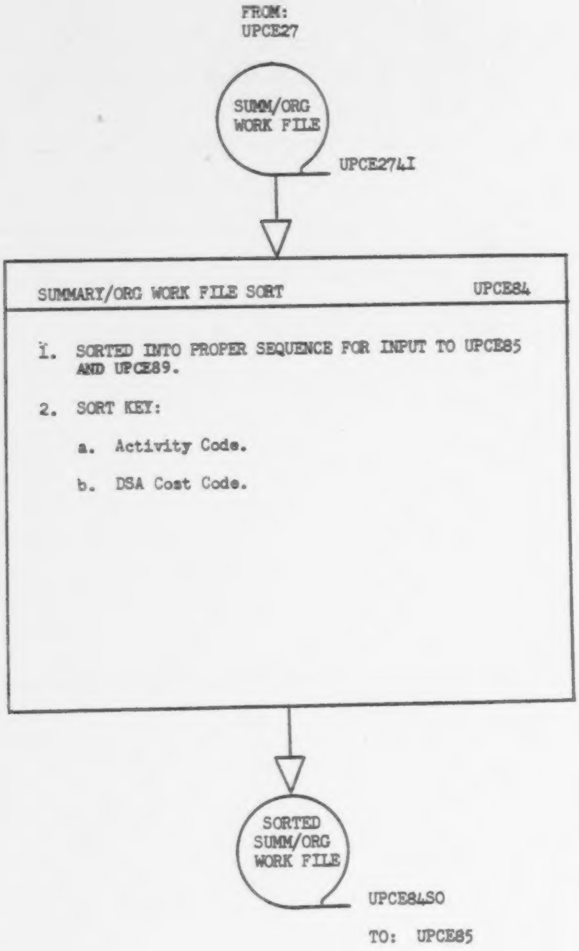
(1) PSN titles are extracted from the MAR.

(2) Accumulate personnel equivalents by DLA Cost Code.

SPECIAL CONDITIONS: None.

3.23 SUMMARY/ORGANIZATION WORK FILE SORT - UPCE84

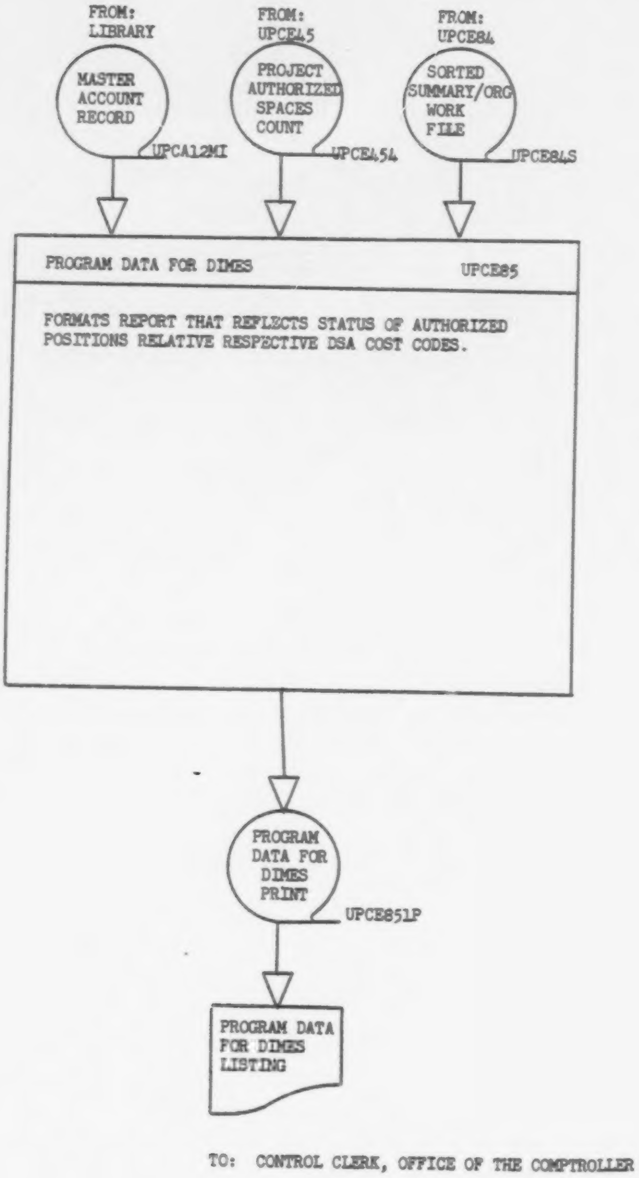
Program I/O Chart


FROM:
UPCE27
SUMM/ORG WORK FILE
UPCE274I
SUMMARY/ORG WORK FILE SORT
UPCE84
SORTED SUMM/ORG WORK FILE
UPCE84SO
TO: UPCE85

1. SORTED INTO PROPER SEQUENCE FOR INPUT TO UPCE85 AND UPCE89.

2. SORT KEY:
   - a. Activity Code.
   - b. DSA Cost Code.

3.24 PROGRAM DATA FOR DIMES - UPCE85
Program I/O Chart


FROM:
LIBRARY
MASTER ACCOUNT RECORD
UPCA12MI
FROM:
UPCE45
PROJECT AUTHORIZED SPACES COUNT
UPCE454
FROM:
UPCE84
SORTED SUMMARY/ORG WORK FILE
UPCE84S
PROGRAM DATA FOR DIMES
UPCE85
FORMATS REPORT THAT REFLECTS STATUS OF AUTHORIZED POSITIONS RELATIVE RESPECTIVE DSA COST CODES.
PROGRAM DATA FOR DIMES PRINT
UPCE851P
PROGRAM DATA FOR DIMES LISTING
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.24 PROGRAM DATA FOR DIMES - UPCE85
Program Narrative

PROGRAM NAME: Program Data for DIMES

PROGRAM ID NUMBER: UPCE85

PURPOSE:

Format report reflecting status of authorized positions relative DLA Cost Codes.

FUNCTIONS/FEATURES:

Positions are summarized by total spaces authorized, total spaces covered, spaces covered by engineered standards, spaces covered by statistical standards and spaces unmeasured. Detail figures are accumulated at the project level, rolled to program, thence activity levels.

DESCRIPTION:

a. Input Files:

(1) UPCE84SI: Sorted Summary/Organization Work File.

(2) UPCA12MI: Master Account Record.

(3) UPCE454I: Project Authorized Spaces Count.

b. Output Files:

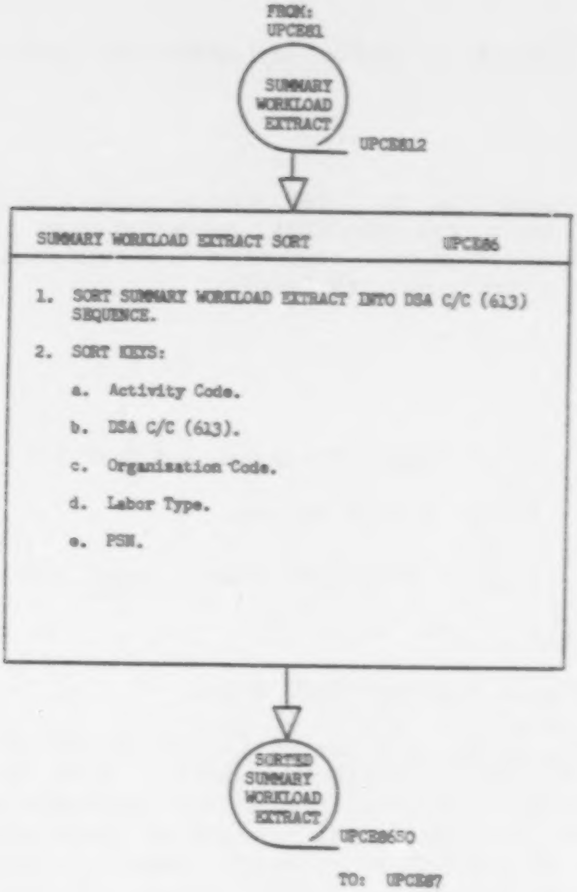
UPCE851P: Program Data for DIMES Print.

c. Processing Description - Master Account Record is read and determination is made that an activity desires report. Work file is read and hours accumulated relative engineered, statistical and unmeasured categories. Total hours per project is divided into engineered hours and/or statistical hours. Resulting factor is applied to relevant spaces obtained from the authorized spaces count file, giving equivalent spaces by statistical, engineered or unmeasured standards.

SPECIAL CONDITIONS:

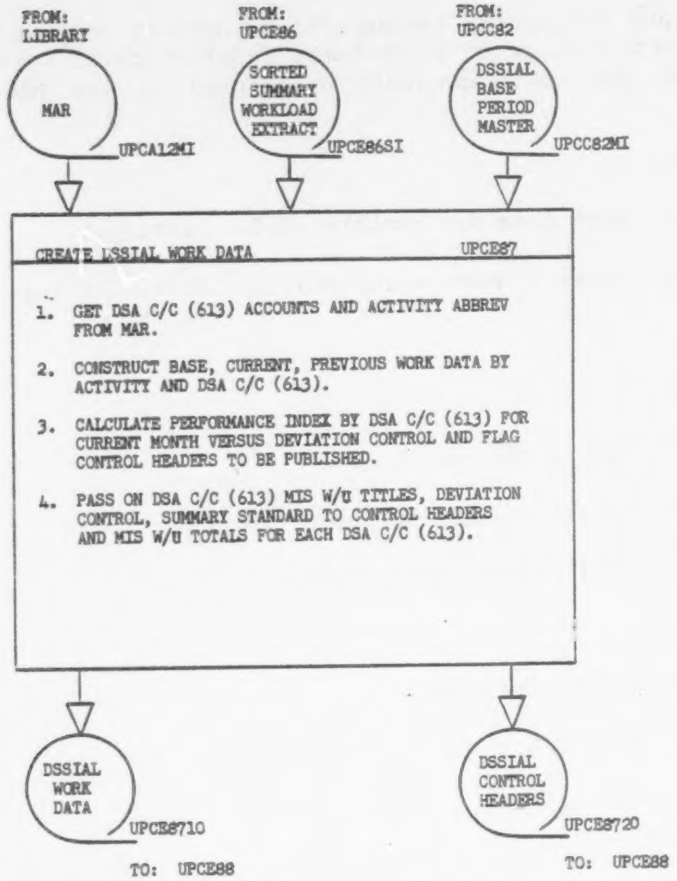
Program is executed on a quarterly basis only.

3.25 SUMMARY WORKLOAD EXTRACT SORT - UPCE86
Program I/O Chart


FROM:
UPCE81
SUMMARY
WORKLOAD
EXTRACT
UPCE812
SUMMARY WORKLOAD EXTRACT SORT
UPCE86
1. SORT SUMMARY WORKLOAD EXTRACT INTO DSA C/C (613) SEQUENCE.
2. SORT KEYS:
a. Activity Code.
b. DSA C/C (613).
c. Organization Code.
d. Labor Type.
e. PSN.
SORTED
SUMMARY
WORKLOAD
EXTRACT
UPCE8650
TO: UPCE87

3.26 CREATE DSSIAL WORK DATA - UPCE87

Program I/O Chart


FROM:
LIBRARY
MAR
UPCA12MI
FROM:
UPCE86
SORTED
SUMMARY
WORKLOAD
EXTRACT
UPCE86SI
FROM:
UPCC82
DSSIAL
BASE
PERIOD
MASTER
UPCC82MI
CREATE DSSIAL WORK DATA
UPCE87
DSSIAL
WORK
DATA
UPCE8710
TO: UPCE88
DSSIAL
CONTROL
HEADERS
UPCE8720
TO: UPCE88

1. GET DSA C/C (613) ACCOUNTS AND ACTIVITY ABBREV FROM MAR.
2. CONSTRUCT BASE, CURRENT, PREVIOUS WORK DATA BY ACTIVITY AND DSA C/C (613).
3. CALCULATE PERFORMANCE INDEX BY DSA C/C (613) FOR CURRENT MONTH VERSUS DEVIATION CONTROL AND FLAG CONTROL HEADERS TO BE PUBLISHED.
4. PASS ON DSA C/C (613) MIS W/U TITLES, DEVIATION CONTROL, SUMMARY STANDARD TO CONTROL HEADERS AND MIS W/U TOTALS FOR EACH DSA C/C (613).

3.26 CREATE DSSIAL WORK DATA - UPCE87
Program Narrative

PROGRAM NAME: Create DSSIAL Work Data

PROGRAM ID NUMBER: UPCE87

PURPOSE:

Create work data and control headers to be used in Program UPCE88 for Summary (613) Accounts with a computed performance index which is over/under 100% by an amount exceeding the deviation control carried on the MAR for each Summary Account.

FUNCTIONS/FEATURES:

a. Write DSSIAL Work Data for Monthly DSSIAL Listing.

b. Write DSSIAL Control Headers for Monthly DSSIAL Listing.

DESCRIPTION:

a. Input Files:

(1) UPCA12MI: Master Account Record.

(2) UPCE86SI: Sorted Summary Workload Extract.

(3) UPCC82MI: DSSIAL Base Period Master.

b. Output Files:

(1) UPCE8710: DSSIAL Work Data.

(2) UPCE8720: DSSIAL Control Headers.

c. Processing Description:

(1) Summary Workload Extract and DSSIAL Base Period Master are matched creating a work record for subsequent processing in UPCE88.

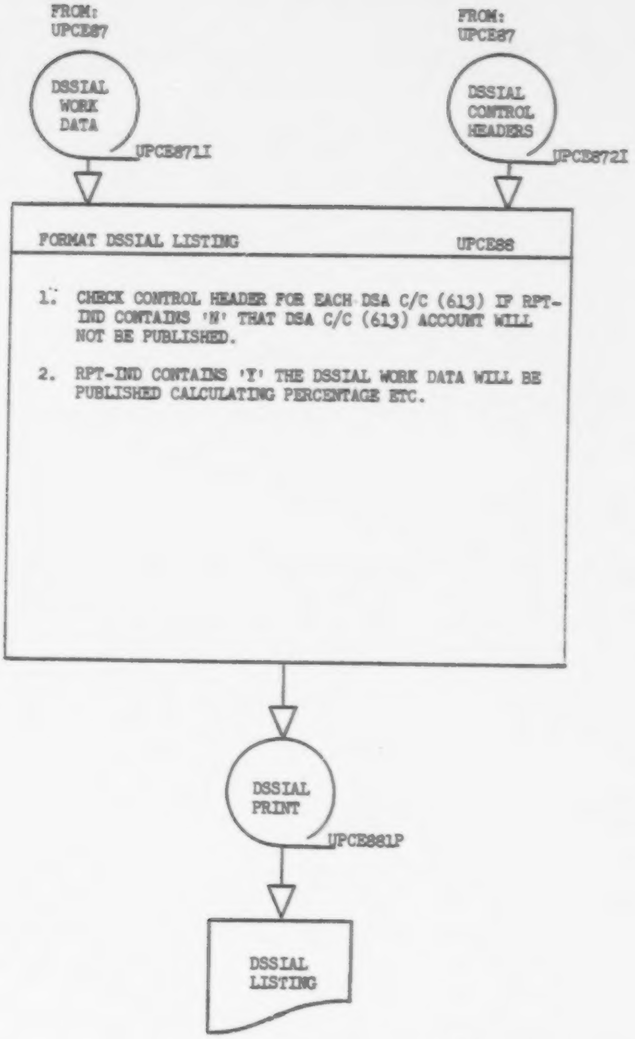
(2) Create DSSIAL Control Headers for each Summary Account for use in UPCE88.

SPECIAL CONDITIONS:

If in the DSSIAL Control Header File any DLA C/C (613) has an N in the RPT-IND that DLA C/C (613) will not be published.

3.27 FORMAT DSSIAL LISTING - UPCE88

Program I/O Chart


FROM:
UPCE87
DSSIAL
WORK
DATA
UPCE871I
FROM:
UPCE87
DSSIAL
CONTROL
HEADERS
UPCE872I
FORMAT DSSIAL LISTING
UPCE88
DSSIAL
PRINT
UPCE881P
DSSIAL
LISTING

1. CHECK CONTROL HEADER FOR EACH DSA C/C (613) IF RPT-IND CONTAINS 'N' THAT DSA C/C (613) ACCOUNT WILL NOT BE PUBLISHED.
2. RPT-IND CONTAINS 'Y' THE DSSIAL WORK DATA WILL BE PUBLISHED CALCULATING PERCENTAGE ETC.

TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.27 FORMAT DSSIAL LISTING - UPCE88
Program Narrative

PROGRAM NAME: Format DSSIAL Listing

PROGRAM ID NUMBER: UPCE88

PURPOSE:

To generate DSSIAL Listing.

FUNCTIONS/FEATURES:

Format report.

DESCRIPTION:

a. Input Files:

(1) UPCE871I: DSSIAL Work Data.

(2) UPCE872I: DSSIAL Control Headers.

b. Output File:

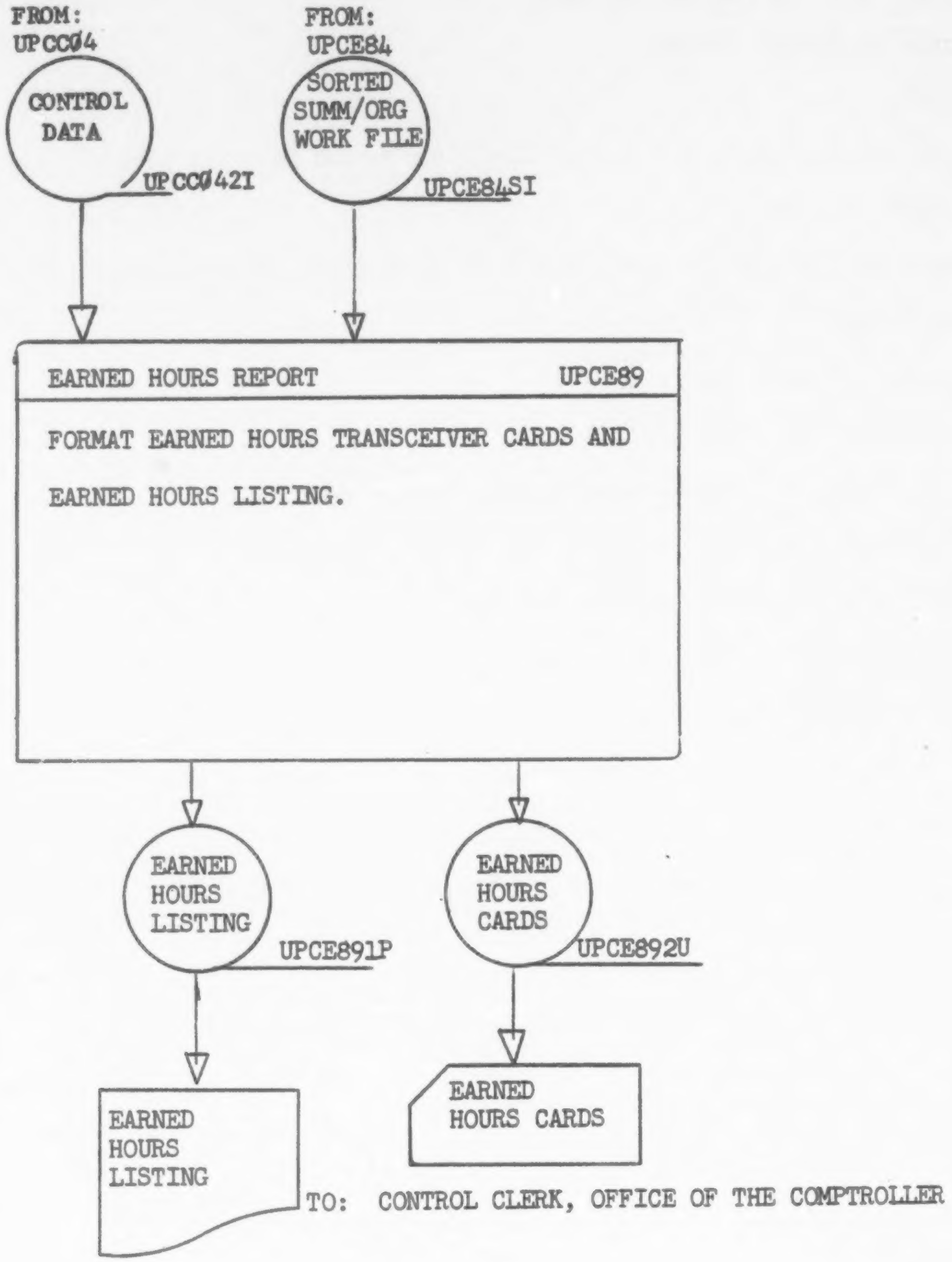
UPCE881P: DSSIAL Listing.

c. Processing Description - Transactions are accumulated and formatted in report format.

SPECIAL CONDITIONS:

Monthly cycle only.

3.28 EARNED HOURS REPORT - UPCE89
Program I/O Chart


FROM:
UPCC04
CONTROL DATA
UPCC042I
FROM:
UPCE84
SORTED SUMM/ORG WORK FILE
UPCE84SI
EARNED HOURS REPORT
UPCE89
FORMAT EARNED HOURS TRANSCEIVER CARDS AND EARNED HOURS LISTING.
EARNED HOURS LISTING
UPCE891P
EARNED HOURS CARDS
UPCE892U
EARNED HOURS LISTING
EARNED HOURS CARDS
TO: CONTROL CLERK, OFFICE OF THE COMPTROLLER

3.28 EARNED HOURS REPORT - UPCE89
Program Narrative

PROGRAM NAME: Earned Hours Report

PROGRAM ID NUMBER: UPCE89

PURPOSE:

Format Earned Hours Transceiver Cards and Earned Hours Listing.

FUNCTIONS/FEATURES:

Summarizes Earned (Standard) Hours to the 5-Digit Manhour Account Level.

DESCRIPTION:

a. Input Files:

(1) UPCC042I: Control Data.

(2) UPCE84SI: Sorted Summary/Organization Work File.

b. Output Files:

(1) UPCE891P: Earned Hours Listing.

(2) UPCE892U: Earned Hours Cards.

c. Processing Description:

(1) Request Record read and checked for Month Code of 2.

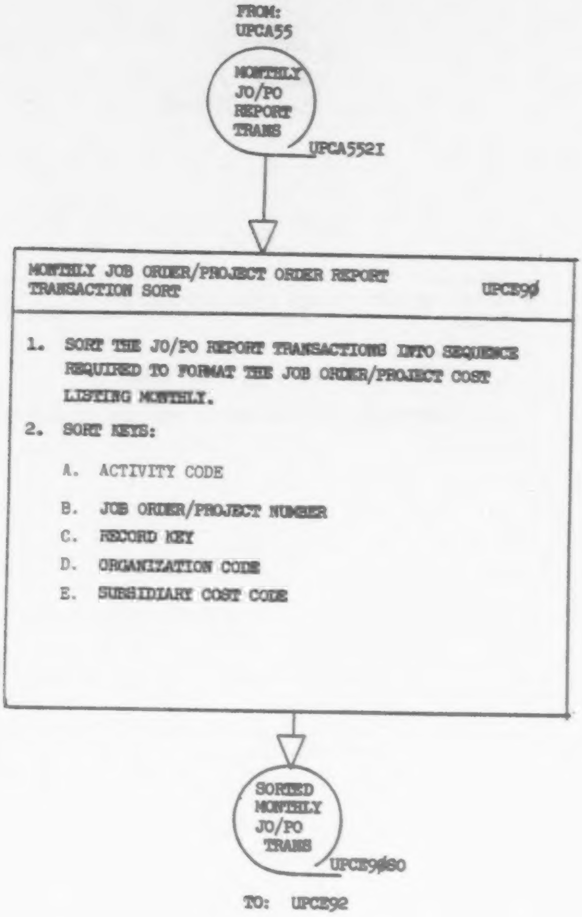
(2) DLA Cost Codes with numerics of 10 or greater in the two low-order positions for 385.10, 811.10, 819.10, 93X.10 and 7XX.10 series of accounts will be summarized and printed as .01 for the applicable three digit Cost Code. All other DLA Cost Codes with numerics of 11 or greater in the two low-order positions will drop the fourth position of the DLA Cost Code and will roll to the applicable basic manhour account XXX.01 through XXX.09.

(3) The punched cards will be produced under the same method.

(4) The DIMES-DATA-RFS on the UPCC042 file is checked for each activity and if equal to N, the activity is not reported.

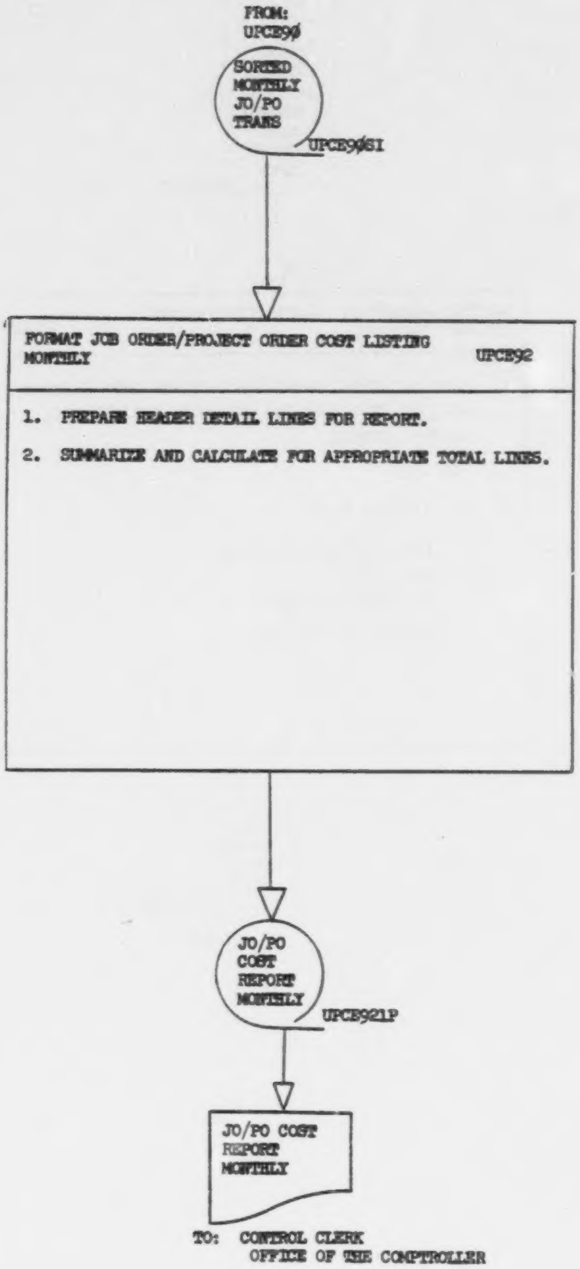
SPECIAL CONDITIONS: None.

3.29 MONTHLY JOB ORDER/PROJECT ORDER REPORT TRANSACTION SORT - UPCE90
Program I/O Chart


FROM:
UPCA55
MONTHLY
JO/PO
REPORT
TRANS
UPCA552I
MONTHLY JOB ORDER/PROJECT ORDER REPORT TRANSACTION SORT
UPCE90
SORTED
MONTHLY
JO/PO
TRANS
UPCE9080
TO: UPCE92

1. SORT THE JO/PO REPORT TRANSACTIONS INTO SEQUENCE REQUIRED TO FORMAT THE JOB ORDER/PROJECT COST LISTING MONTHLY.
2. SORT KEYS:
   - A. ACTIVITY CODE
   - B. JOB ORDER/PROJECT NUMBER
   - C. RECORD KEY
   - D. ORGANIZATION CODE
   - E. SUBSIDIARY COST CODE

3.30 FORMAT JOB ORDER/PROJECT ORDER COST LISTING MONTHLY - UPCE92
Program I/O Chart


FROM:
UPCE90
SORTED MONTHLY JO/PO TRANS
UPCE90SI
FORMAT JOB ORDER/PROJECT ORDER COST LISTING MONTHLY
UPCE92
1. PREPARE HEADER DETAIL LINES FOR REPORT.
2. SUMMARIZE AND CALCULATE FOR APPROPRIATE TOTAL LINES.
JO/PO COST REPORT MONTHLY
UPCE921P
JO/PO COST REPORT MONTHLY
TO: CONTROL CLERK
OFFICE OF THE COMPTROLLER

3.30 FORMAT JOB ORDER/PROJECT ORDER COST LISTING MONTHLY - UPCE92
Program Narrative

PROGRAM NAME: Format Job Order/Project Order Cost Listing Monthly

PROGRAM ID NUMBER: UPCE92

PURPOSE:

To generate Job Order/Project Order Report Monthly.

FUNCTIONS/FEATURES:

Create Job Order/Project Order Report Monthly.

DESCRIPTION:

a. Input File:

UPCE90SI: Sorted Monthly Job Order/Project Order Transactions.

b. Output File:

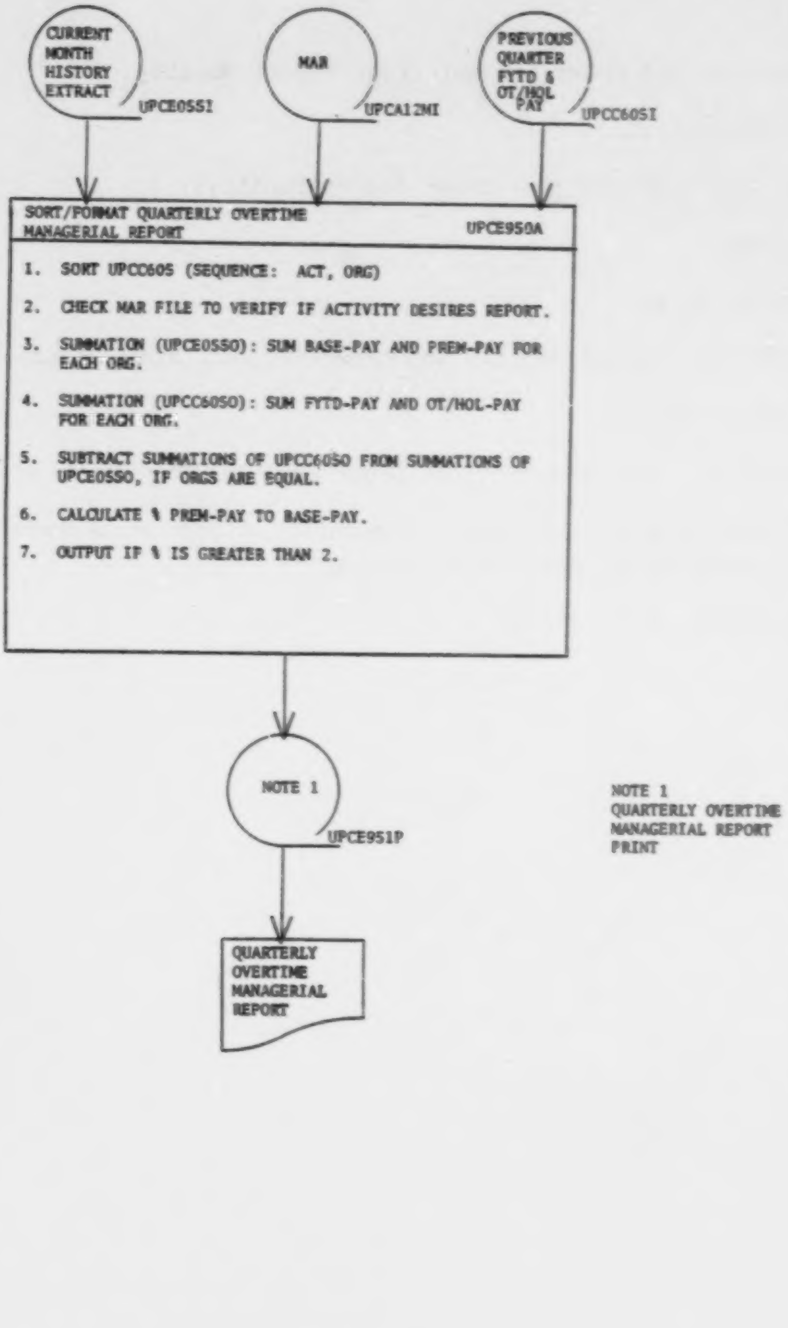
UPCE921P: Job Order/Project Order Cost Listing Monthly.

c. Processing Description - Transactions are accumulated and formatted in report format along with header lines.

SPECIAL CONDITIONS: None.

READEX FICHE

3.31 SORT/FORMAT QUARTERLY OVERTIME MANAGERIAL REPORT - UPCE95
Program I/O Chart


CURRENT MONTH HISTORY EXTRACT
UPCE055I
MAR
UPCA12MI
PREVIOUS QUARTER FYTD & OT/HOL PAY
UPCC605I
SORT/FORMAT QUARTERLY OVERTIME MANAGERIAL REPORT
UPCE950A
NOTE 1
UPCE951P
QUARTERLY OVERTIME MANAGERIAL REPORT

1. SORT UPCC605 (SEQUENCE: ACT, ORG)
2. CHECK MAR FILE TO VERIFY IF ACTIVITY DESIRES REPORT.
3. SUMMATION (UPCE055O): SUM BASE-PAY AND PREM-PAY FOR EACH ORG.
4. SUMMATION (UPCC605O): SUM FYTD-PAY AND OT/HOL-PAY FOR EACH ORG.
5. SUBTRACT SUMMATIONS OF UPCC605O FROM SUMMATIONS OF UPCE055O, IF ORGS ARE EQUAL.
6. CALCULATE % PREM-PAY TO BASE-PAY.
7. OUTPUT IF % IS GREATER THAN 2.

NOTE 1
QUARTERLY OVERTIME MANAGERIAL REPORT PRINT

3.31 SORT/FORMAT QUARTERLY OVERTIME MANAGERIAL REPORT - UPCE95
Program Narrative

PROGRAM NAME: Sort/Format Quarterly Overtime Managerial Report

PROGRAM ID NUMBER: UPCE95

PURPOSE:

To calculate and print Percent of Overtime Pay to Base Pay.

FUNCTIONS/FEATURES:

a. Data for each activity will be reviewed only if MAR File Report frequency selector indicates "Y".

b. Activity Report will be produced only if at least one ORG's percentage of Premium Pay to Base Pay exceeds 2.

DESCRIPTION:

a. Input Files:

UPCE05SI: Sorted Current Month History Extract.

UPCA12MI: MAR File.

UPCC605I: Previous Quarter FYTD and Overtime/Holiday Pay.

b. Output Files:

UPCE951P: Quarterly Overtime Managerial Report.

SPECIAL CONDITIONS:

Percentage equals 999 if Base Pay equals 0.

VOLUME I APCAPS ADP SPECIFICATIONS

PART 6 PERSONNEL MANAGEMENT SUBSYSTEM

CHAPTER 1 PERSONNEL MANAGEMENT SUBSYSTEM SUMMARY

CHAPTER TABLE OF CONTENTS

SECT	DESCRIPTION	PAGE
1	GENERAL	
1.1	Purpose	I-6-1-1
2	PERSONNEL MANAGEMENT SUBSYSTEM CHART/NARRATIVE	
2.1	Personnel Management - UPE00000	I-6-1-2

VOLUME I APCAPS ADP SPECIFICATIONS

PART 6 PERSONNEL MANAGEMENT SUBSYSTEM

CHAPTER 1 PERSONNEL MANAGEMENT SUBSYSTEM SUMMARY

SECTION 1 GENERAL

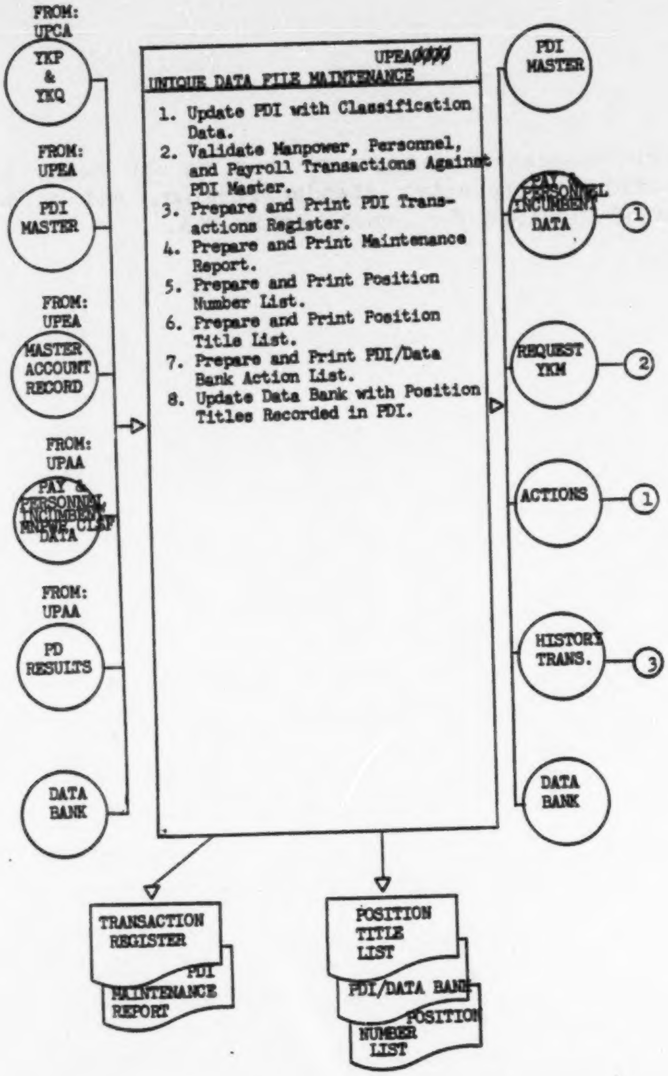
1.1 PURPOSE

The Personnel Management Subsystem consists of seven applications which is intended to achieve uniformity, standardization, and economy in the operation of the Offices of Civilian Personnel within DLA.

SECTION 2 PERSONNEL MANAGEMENT SUBSYSTEM CHART/NARRATIVE

2.1 PERSONNEL MANAGEMENT - UPE00000

Subsystem Chart Page 1

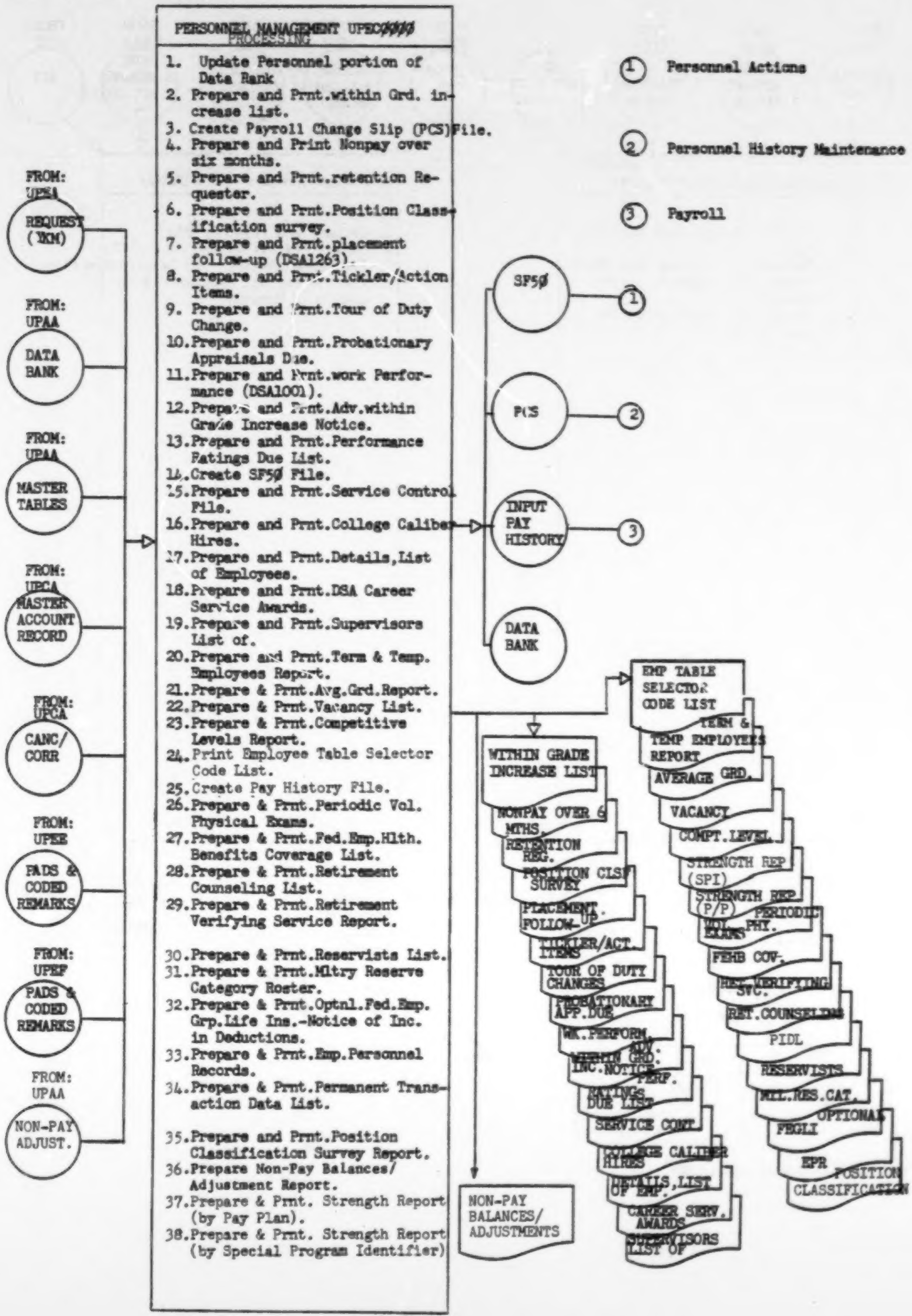

FROM: UPCA
YKP & YKQ
FROM: UPEA
PDI MASTER
FROM: UPEA
MASTER ACCOUNT RECORD
FROM: UPAA
PAY & PERSONNEL INCUMBENT DATA
FROM: UPAA
PD RESULTS
DATA BANK
UPEA0000
UNIQUE DATA FILE MAINTENANCE
1. Update PDI with Classification Data.
2. Validate Manpower, Personnel, and Payroll Transactions Against PDI Master.
3. Prepare and Print PDI Transactions Register.
4. Prepare and Print Maintenance Report.
5. Prepare and Print Position Number List.
6. Prepare and Print Position Title List.
7. Prepare and Print PDI/Data Bank Action List.
8. Update Data Bank with Position Titles Recorded in PDI.
PDI MASTER
PAY & PERSONNEL INCUMBENT DATA
①
REQUEST YKM
②
ACTIONS
①
HISTORY TRANS.
③
DATA BANK
TRANSACTION REGISTER
PDI MAINTENANCE REPORT
POSITION TITLE LIST
PDI/DATA BANK
POSITION NUMBER LIST

① Payroll File Maintenance

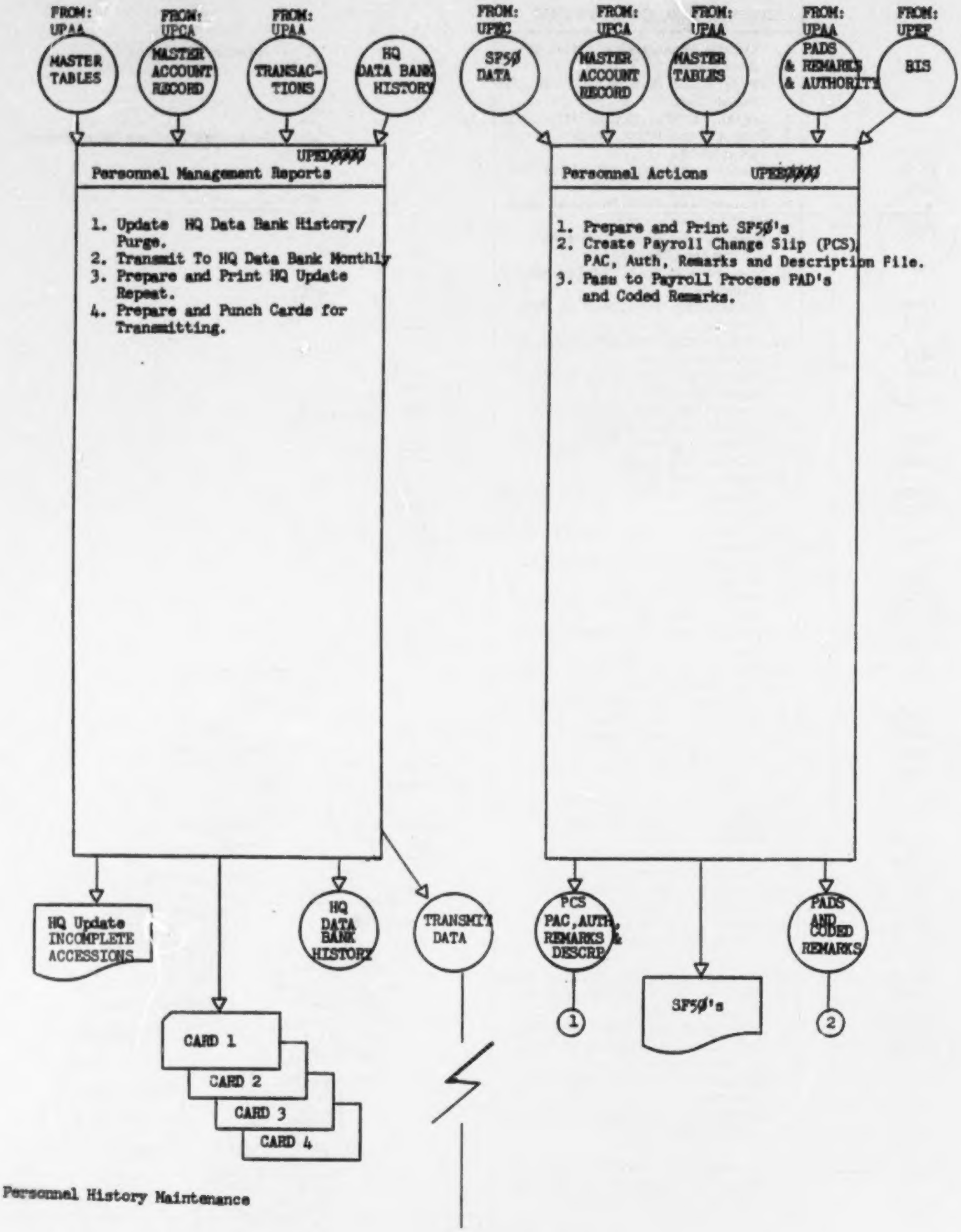
② Personnel Management Processing

③ Personnel History Maintenance

2.1 PERSONNEL MANAGEMENT - UPE00000
Subsystem Chart Page 2


PERSONNEL MANAGEMENT UPEC0000
PROCESSING
1. Update Personnel portion of Data Bank
2. Prepare and Prnt.within Grd. increase list.
3. Create Payroll Change Slip (PCS) File.
4. Prepare and Print Nonpay over six months.
5. Prepare and Prnt.retention Requester.
6. Prepare and Prnt.Position Classification survey.
7. Prepare and Prnt.placement follow-up (DSA1263).
8. Prepare and Prnt.Tickler/Action Items.
9. Prepare and Prnt.Tour of Duty Change.
10. Prepare and Prnt.Probationary Appraisals Due.
11. Prepare and Prnt.work Performance (DSA1001).
12. Prepare and Prnt.Adv.within Grade Increase Notice.
13. Prepare and Prnt.Performance Ratings Due List.
14. Create SF50 File.
15. Prepare and Prnt.Service Control File.
16. Prepare and Prnt.College Caliber Hires.
17. Prepare and Prnt.Details,List of Employees.
18. Prepare and Prnt.DSA Career Service Awards.
19. Prepare and Prnt.Supervisors List of.
20. Prepare and Prnt.Term & Temp. Employees Report.
21. Prepare & Prnt.Avg.Grd.Report.
22. Prepare & Prnt.Vacancy List.
23. Prepare & Prnt.Competitive Levels Report.
24. Print Employee Table Selector Code List.
25. Create Pay History File.
26. Prepare & Prnt.Periodic Vol. Physical Exams.
27. Prepare & Prnt.Fed.Emp.Hlth. Benefits Coverage List.
28. Prepare & Prnt.Retirement Counseling List.
29. Prepare & Prnt.Retirement Verifying Service Report.
30. Prepare & Prnt.Reservists List.
31. Prepare & Prnt.Mltry Reserve Category Roster.
32. Prepare & Prnt.Optnl.Fed.Emp. Grp.Life Ins.-Notice of Inc. in Deductions.
33. Prepare & Prnt.Emp.Personnel Records.
34. Prepare & Prnt.Permanent Transaction Data List.
35. Prepare and Prnt.Position Classification Survey Report.
36. Prepare Non-Pay Balances/ Adjustment Report.
37. Prepare & Prnt. Strength Report (by Pay Plan).
38. Prepare & Prnt. Strength Report (by Special Program Identifier)
FROM: UPEA
REQUEST (XXM)
FROM: UPAA
DATA BANK
FROM: UPAA
MASTER TABLES
FROM: UPCA
MASTER ACCOUNT RECORD
FROM: UPCA
CANC/ CORR
FROM: UPEE
PADS & CODED REMARKS
FROM: UPEF
PADS & CODED REMARKS
FROM: UPAA
NON-PAY ADJUST.
SF50
①
PCS
②
INPUT PAY HISTORY
③
DATA BANK
① Personnel Actions
② Personnel History Maintenance
③ Payroll
EMP TABLE SELECTOR CODE LIST
TERM & TEMP EMPLOYEES REPORT
AVERAGE GRD.
VACANCY
COMPT.LEVEL
STRENGTH REP (SPI)
STRENGTH REP. (P/P)
PERIODIC VOL. PHY. EXAMS
FEHB COV.
RET.VERIFYING SVC.
RET.COUNSELING
PIDL
RESERVISTS
MIL.RES.CAT.
OPTIONAL FEGLI
EPR
POSITION CLASSIFICATION
WITHIN GRADE INCREASE LIST
NONPAY OVER 6 MTHS.
RETENTION REG.
POSITION CLSF SURVEY
PLACEMENT. FOLLOW-UP
TICKLER/ACT. ITEMS
TOUR OF DUTY CHANGES
PROBATIONARY APP.DUE
WK.PERFORM.
ADV. WITHIN GRD. INC.NOTICE
PERF. RATINGS DUE LIST
SERVICE CONT.
COLLEGE CALIBER HIRES
DETAILS,LIST OF EMP.
CAREER SERV. AWARDS
SUPERVISORS LIST OF
NON-PAY BALANCES/ ADJUSTMENTS

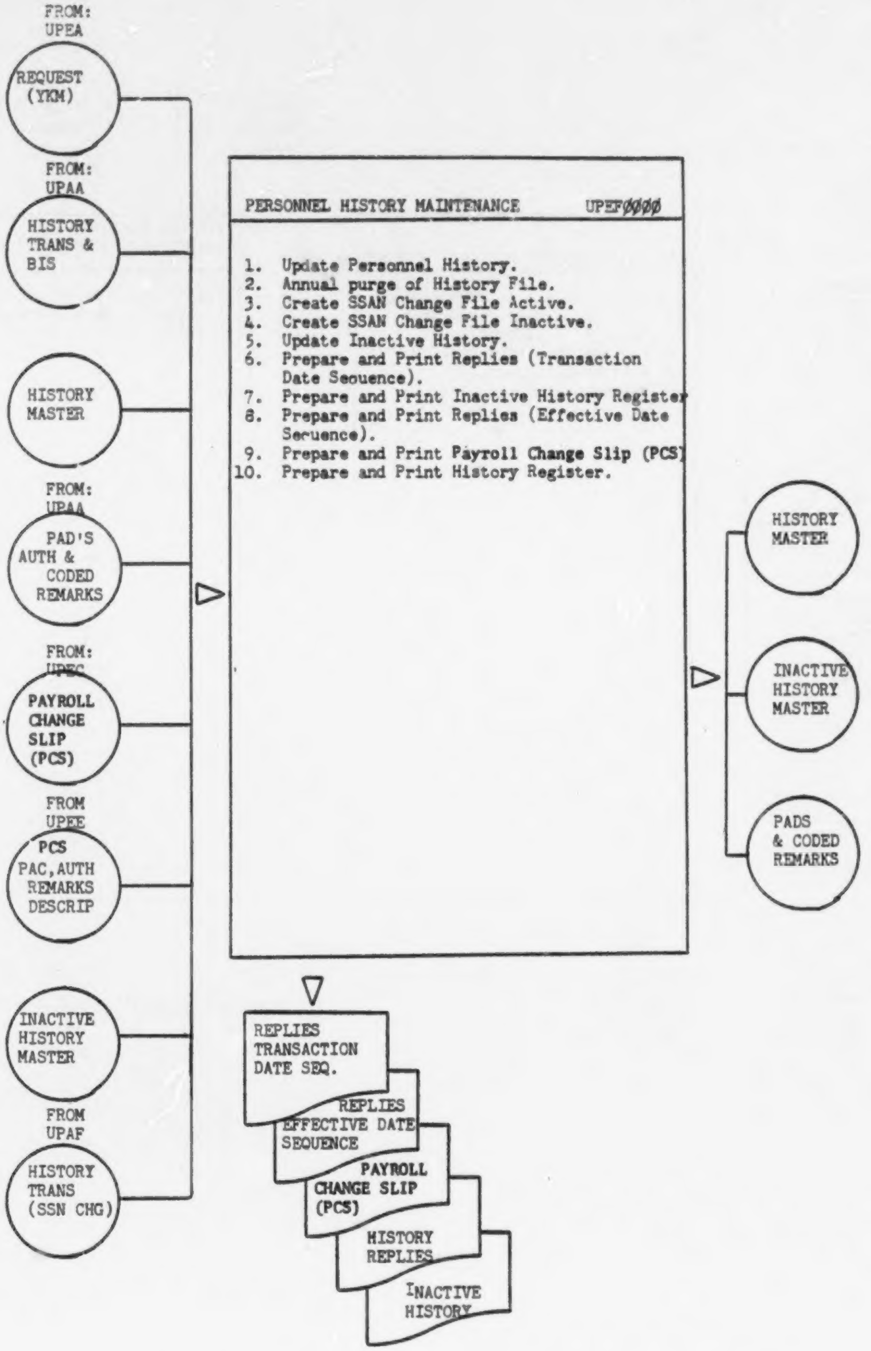
2.1 PERSONNEL MANAGEMENT - UPE00000
Subsystem Chart Page 3


FROM: UPAA
MASTER TABLES
FROM: UPCA
MASTER ACCOUNT RECORD
FROM: UPAA
TRANSACTIONS
HQ DATA BANK HISTORY
FROM: UPEC
SF50 DATA
FROM: UPCA
MASTER ACCOUNT RECORD
FROM: UPAA
MASTER TABLES
FROM: UPAA
PADS & REMARKS & AUTHORITY
FROM: UPEF
BIS
UPED0000
Personnel Management Reports
1. Update HQ Data Bank History/ Purge.
2. Transmit To HQ Data Bank Monthly
3. Prepare and Print HQ Update Repeat.
4. Prepare and Punch Cards for Transmitting.
Personnel Actions UPEB0000
1. Prepare and Print SF50's
2. Create Payroll Change Slip (PCS), PAC, Auth, Remarks and Description File.
3. Pass to Payroll Process PAD's and Coded Remarks.
HQ Update INCOMPLETE ACCESSIONS
CARD 1
CARD 2
CARD 3
CARD 4
HQ DATA BANK HISTORY
TRANSMIT DATA
PCS PAC, AUTH, REMARKS & DESCRP
①
SF50's
PADS AND CODED REMARKS
②

① Personnel History Maintenance

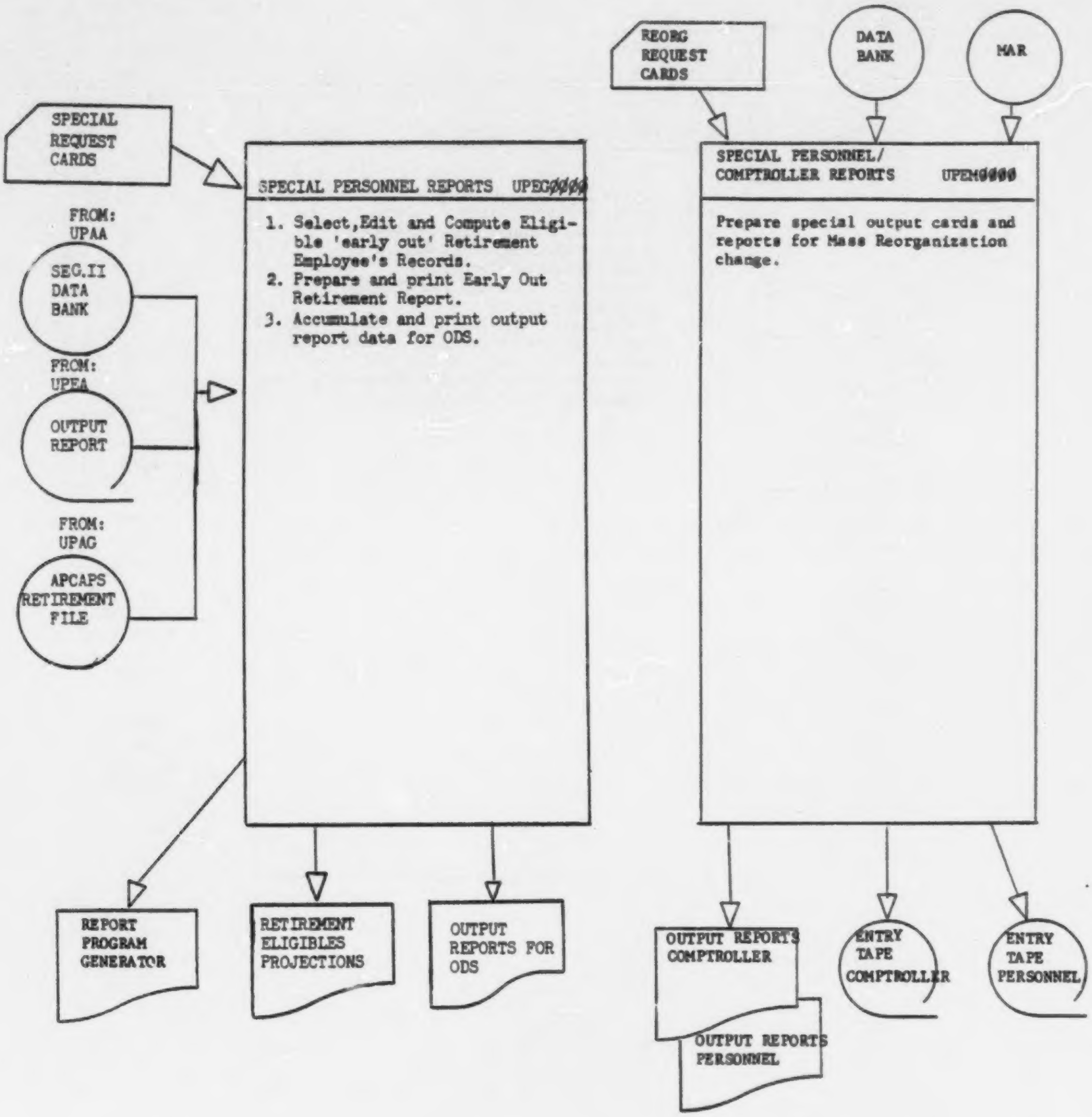
② Payroll

2.1 PERSONNEL MANAGEMENT - UPE00000
Subsystem Chart Page 4


FROM:
UPEA
REQUEST
(YKM)
FROM:
UPAA
HISTORY
TRANS &
BIS
HISTORY
MASTER
FROM:
UPAA
PAD'S
AUTH &
CODED
REMARKS
FROM:
UPEC
PAYROLL
CHANGE
SLIP
(PCS)
FROM
UPEE
PCS
PAC, AUTH
REMARKS
DESCRIP
INACTIVE
HISTORY
MASTER
FROM
UPAF
HISTORY
TRANS
(SSN CHG)
PERSONNEL HISTORY MAINTENANCE UPEF0000
HISTORY
MASTER
INACTIVE
HISTORY
MASTER
PADS
& CODED
REMARKS
REPLIES
TRANSACTION
DATE SEQ.
REPLIES
EFFECTIVE DATE
SEQUENCE
PAYROLL
CHANGE SLIP
(PCS)
HISTORY
REPLIES
INACTIVE
HISTORY

1. Update Personnel History.
2. Annual purge of History File.
3. Create SSAN Change File Active.
4. Create SSAN Change File Inactive.
5. Update Inactive History.
6. Prepare and Print Replies (Transaction Date Sequence).
7. Prepare and Print Inactive History Register
8. Prepare and Print Replies (Effective Date Sequence).
9. Prepare and Print Payroll Change Slip (PCS)
10. Prepare and Print History Register.

2.1 PERSONNEL MANAGEMENT - UPE00000
Subsystem Chart Page 5


SPECIAL REQUEST CARDS
FROM: UPAA
SEG.II DATA BANK
FROM: UPEA
OUTPUT REPORT
FROM: UPAG
APCAPS RETIREMENT FILE
SPECIAL PERSONNEL REPORTS UPEG0000
1. Select,Edit and Compute Eligible 'early out' Retirement Employee's Records.
2. Prepare and print Early Out Retirement Report.
3. Accumulate and print output report data for ODS.
REPORT PROGRAM GENERATOR
RETIREMENT ELIGIBLES PROJECTIONS
OUTPUT REPORTS FOR ODS
REORG REQUEST CARDS
DATA BANK
MAR
SPECIAL PERSONNEL/ COMPTROLLER REPORTS UPEM0000
Prepare special output cards and reports for Mass Reorganization change.
OUTPUT REPORTS COMPTROLLER
OUTPUT REPORTS PERSONNEL
ENTRY TAPE COMPTROLLER
ENTRY TAPE PERSONNEL

2.1 PERSONNEL MANAGEMENT - UPE00000
Subsystem Narrative

SUBSYSTEM TITLE: Personnel Management

SUBSYSTEM ID NUMBER: UPE00000

PURPOSE:

Automation of the Civilian Personnel portion (segment II) of the Automated Pay, Cost, and Personnel System (APCAPS) is intended to achieve uniformity, standardization, and economy in the day-to-day operation of the Offices of Civilian Personnel within the DLA. Greater efficiency, accuracy, and timeliness in reporting to the headquarters and local commanders will result. This will free the Civilian Personnel Officer and his technical staff for greater concentration on the advancement of personnel programs and the exercise of the professional aspects of their jobs.

FUNCTIONS:

a. Maintain the Position Description Identification File, Active Employee Personnel History Record, Inactive Employee Personnel History Record, and DLA HQ Data Bank Update Record.

b. Perform reconciliation between the APCAPS Data bank and the Position Description Identification File.

c. Produce more than 50 products and reports including:

DLA Form 1021 - Work Performance Determination
DLA Form 1263 - Placement Followup Checklist
SF 50 Notification of Personnel Action
Payroll Change Slip (PCS)
Action Item/Tickler Item List messages
Advance Notice of Within-Grade Increase (WGI) Due Dates
Data Bank Listing
Data Bank/PDI File Compatibility Error Listing
Employee Personnel Record
FEHB Coverage
HQ Civilian Personnel Data Bank Extract Report
Inactive Employee Personnel History
Locator List
Nonpay Balances/Adjustments
Nonpay in Excess of Six Months Report
Nonpay Time-Tour of Duty Change
PDI/Data Bank Action Report
PDI File Maintenance Report
Performance Ratings Due
Permanent Transaction Data List
Personnel History Reply
Personnel Missing Data/Data Compatibility Lists

Probationary Appraisal Due Dates
Service Control File
Strength Reports
Temporary and Term Employees Report
Transaction Register (PDI File Maintenance)
Vacancy Listings
Within-Grade Increase Listing
Output Reports for ODS

d. Respond to Queries for cyclic and/or as required reports as follows:

QUERY	REPORT	FREQUENCY
YKM-A	Average Grade Report	Monthly
YKM-A	College Caliber Hires	Monthly & Quarterly
YKM-A	Competitive Levels	As Required
YKM-A	Details, List of Employees	As Required
YKM-A	HQ Data Bank Input (Recurring)	Monthly
YKM-A	Military Reserve Category Roster	As Required
YKM-A	Optional Federal Employees Group Life Insurance Notice of Increase in Deductions	Annually
YKM-A	Position Title Listing	As Required
YKM-A	Ready Reservists	Annually
YKM-A	Retention Register	As Required
YKM-A	Retirement Counseling List	Annually
YKM-A	Supervisors, Listing of	As Required
YKM-B	Position Classification Survey Report	As Required
YKM-C	Periodic Voluntary Physical Examinations	As Required
YKM-D	Employee Personnel Record (EPR)	As Required
YKM-E	Employee Personnel History Record (EPHR)	As Required
YKM-F	Nonstandard Table Selector Code Listing	As Required
YKM-G	Automated Computation of Estimated Retirement Benefits	As Required

QUERY	REPORT	FREQUENCY
YKM-H	Individual Minority Group Designation	As Required
YKM-J	Report of Individual Nonpay Data	As Required

These reports are part of the APCAPS Data Bank Update - Schedule A.

e. A response to queries is also provided on a "stand alone" basis limited only by those actions which update the Data Bank, EPHR or HQ Data Bank History. Schedules 2, 3, 4 and 5 apply.

QUERY	REPORT	SCHEDULE
YKM-A	Average Grade Report	2
YKM-A	Details, List of Employees	2
YKM-A	DLA Career Service Awards	2
YKM-A	Military Reserve Category Roster	2
YKM-A	Optional Federal Employee Group Life Insurance Notice of Increase in Deductions	2
YKM-A	Ready Reservists	2
YKM-A	Retirement Counseling List	2
YKM-A	Supervisors, List of	2
YKM-C	Periodic Voluntary Physical Examinations	2
YKM-B	Position Classification Survey Report	3
YKM-E	Employee Personnel History Records (EPHR)	4
YKM-D	Employee Personnel Record (EPR)	5
YKM-F	Nonstandard Table Selector Code Listing	6
YKM-G	Automated Computation of Estimated Retirement Benefits	7
YKM-H	Individual Minority Group Designation	8
YKM-J	Report of Individual Nonpay Data	9

f. A report is prepared for use in the Office of Data Systems to determine whether or not a specific report was produced during a given cycle and further to indicate those activities for whom reporting was made.

g. Refer to "Special Conditions" in UPEC10 Program Narrative for additional information and input query formats.

COMPONENT APPLICATIONS AND INTERRELATIONSHIPS:

a. Unique Data File Maintenance - UPEA0000.

(1) The primary functions of this application are to:

(a) Assure the integrity of the system and its related Master Files. Positions within an activity with identical data in the first six positions of the position number will all carry the same title, pay plan, series and grade.

(b) Simplify input transactions preparation. Input documents will require only a position number and data relating to the person or an action. The PDI File obviates the repetitive input of the pay plan, occupational series, grade and/or title for each transactions. Positional information will exist and be furnished within the system.

(c) Reduce input errors. Because a smaller amount of input data is required, fewer errors will be generated.

(d) Facilitate mass changes resulting from job surveys or other classification actions. These actions will require a transaction against one position description number rather than one for each additional identical position number in the APCAPS Data Bank.

(e) Permit reconciliation between position data in the APCAPS Data Bank and the PDI File.

(f) Improve accuracy of HQ information. Information contained in the HQ Data Bank will become more uniform because the recurring monthly update is prepared by the computer.

(2) Adjust Data Bank Nonpay Accumulators, reporting all Nonpay Adjustments made, adjustments not made, and balances of Nonpay accumulators after adjustments are made.

(3) The PDI File will be initially built during an activities file conversion period prior to the implementation of the Personnel Management Segment of APCAPS. Only the first six positions of the position number will be carried in the PDI File. These six positions will be referred to as a Position Description Identification (PDI). A Position Description Number together with a supervisory designation and an activity designation make up the PDI as shown below.

POSITION DESCRIPTION IDENTIFICATION

(1) (2) (3) (4) (5) (6)

X N N N N A

Indicates whether position is supervisory as follows:
S - Supervisory
N - Nonsupervisory
NOTE: Only an "N" or an "S" not both, may be assigned to a particular PDI.

The Position Description Number assigned to the official position description. This number may variously also include the first and/or sixth positions of the PDI.

The data element titled "Activity Code" provides a two alpha character code system which will be used to identify DLA and non-DLA activities. Use of activity code in conjunction with the position number should obviate the alpha character in the first position of the position number. If, however, an activity still wishes to use an alpha character in the first position, it may do so.

(4) Erroneous position data entered into the APCAPS Data Bank through the PDI could necessitate multiple corrections of the employees records and attendant manual production of SFs 50. In view of the consequence of error, it is extremely important that only correct position data reaches the APCAPS Data Bank. A procedure is provided, therefore which will assure to the maximum extent possible that position data is accurate before it is transferred to the APCAPS Data Bank. This procedure permits the review of the PDI Records created by initial input and subsequent changes, if necessary, before such data is released from the PDI File for further processing and eventual entry into the APCAPS Data Bank. Basically, the "stand alone" method of file maintenance which has been furnished provides the above advantages.

(5) Manpower, incumbent and request transactions are validated and transactions are generated to update the APCAPS Data Bank for new positions. When it is necessary to obtain information for PDI Reports or PDI File reconciliation with APCAPS Data Bank, appropriate transactions are prepared, sent to the APCAPS Data Bank, and the findings are analyzed and processed as required.

b. Personnel Management Processing - UPEC0000.

(1) The primary function of the Personnel Management application is the updating of the APCAPS Data Bank with nonpay current pay period data, processing of requests for various reports, and file review to determine personnel management actions which should be effected (i.e., retention registers and position classification surveys with multiple options).

(2) Also of prime concern is the compatibility of nonpay accounting between OCP and the Office of the Comptroller. Since valid generation of certain actions (within-grades, probationary period completion, and conversion to career) is contingent upon nonpay accrual and other variables, accurate and timely accounting of these hours and close control of tour of duty changes is a necessity. UPEC0000 will "police" all accruals of nonpay hours, assure that OCP follows with offfical documentation of same, and assure that hours reported and documentation of same, and assure that hours reported and documentation received are in agreement by type (i.e., LWOP, ·AWOL, etc.) In certain instances of extended periods of nonpay, the conversion to career tenure date will be automatically extended.

(3) The Personnel Management application produces other management actions such as (1) Initiation of SF 50 Notification of Personnel Action for accessions to and separations from the rolls, Probationary Period Completion, and Conversion to Career Tenure; (2) Initiation of (PCS) Payroll Change Slip for Within-Grade Increases, Mass Pay Changes, Leave Category Changes, Quality Salary Increases, Expiration of Salary Retention; (3) Initiation of DLA Form 1021 Work Performance Determination 90 days prior to WGI Due Date; (4) Initiation of DLA Form 1263 Placement Followup Check List 45-75 days after assignment to a new postion; (5) Initiation of Probationary Appraisals Due Report upon completion of seven and one half months service by a new employee. Other reports triggered by specific time frames are Detail Expiration List and Performance Ratings Due.

(4) Certain "as required" reports are generated as a direct result of input of Document Identifier Code YKM Report Request. Competitive Level Listings, Detail Listings, Military Reserve Category Roster, increases to Optional FEGLI, Ready Reserve and listings of supervisors fall in this category.

(5) There are two monthly reports which are produced upon input of YKM Report Request: Average Grade Report and DLA Data Bank Update (Rerun).

(6) On a Biweekly basis as part of the Biweekly 4 Pay Cycle, a "MINI" personnel cycle is run. Nonpay Time is applied to nonpay counters, compatibility is performed and determinations made for Within-Grade Increases, completion of probationary periods, and conversions to career. If required, these actions are triggered during the "MINI" cycle. Related reports and Action/Tickler Message List are also generated. Other reports which are not related to nonpay status are produced in the MINI cycle because they are required biweekly: FEHB Coverage, Temporary and Term Employees, and WIGI Listing.

(7) Automatic notification to the Accounting and Finance component of the Office of the Comptroller is made for all additions and changes to specific data elements in the employees record. This produce is entitled "Permanent Transaction Data List" and is provided by payroll block.

c. Personnel Management Reports - UPED0000.

(1) By way of background, the DLA HQ Civilian Personnel Data Bank is an automated personnel management information system consisting of a centralized file of current DLA employee records and a history file of personnel actions on both current and ex-employees. The Data Bank furnishes personnel management information for analyses and studies of the work force, for reporting to OSD, Office of Personnel Management (OPM), and other external activities, and for feedback to field activities of data not otherwise available to them for their personnel management needs.

(a) The Master File is a computer file containing current individual records for all DLA employees. Each record is fairly comprehensive, containing all the data recorded on SF 50, Notification of Personnel Action, plus additional data (i.e., reserve status, education, college degree and academic discipline) furnished by the employees. This file is updated by prepared at submitting offices and transmitted to HQs DLA via AUTODIN. The Master File provides the data for machine runs that reflect the current workforce profile; personnel action data is prepared from both the Master File and the History File.

(b) DLA Form 307, Civilian Personnel Data Bank Input. DLA Form 307 provides space for coding one complete employee record; a single training incident; and a course title or identification number. (Training data is not part of segment II APCAPS but is planned for later inclusion). Data captured during the month includes all types of personnel actions - accessions, separations, transfers, changes in grade, salary, appointment, and organizational or geographic location and cancellations or corrections thereto. The HQ DLA Data Bank will be updated monthly to reflect employee strength through the close of business the last work day of each month. Intermittent employees on the rolls but not paid for work during the month are reflected.

(c) DLA Form 462, Civilian Personnel Data Bank Supplemental Information. This form is prepared by each employee upon entering on duty or when any of the information it provides changes. Information furnished is not uniformly available from personnel files - reserve status, Federal Service Entrance Examination, retired military data, etc.

(d) DLA Form 660 Civilian Personnel Data Bank Control. This form summarizes personnel gains and losses reported to the Data Bank for an activity each month. The data it contains is used to determine whether all activities reported input has been received and the HQ Data Bank may be updated.

(2) DLA Form 307 (cards 1, 2, and 3) and DLA Form 660 will be produced by UPED0000 and transmitted via AUTODIN to DLA. Rerun capability (on a request basis) has been provided.

d. Personnel Actions - UPEE0000.

(1) Standard Forms 50 - Notification of Personnel Action are formatted and produced in this application. SFs 50 are prepared as a result of certain input transactions such as appointments, transfers, reemployment, retirement, resignation, etc. SFs 50 are also internally generated by the system upon completion of probationary period and change in tenure.

(2) Capability is provided to update the APCAPS Data Bank and all histories without actually preparing the SF 50. Since a copy of the SF 50 is no longer provided Accounting and Finance, pertinent information (PAC, effective date, remarks, salary, grade, step, etc.) are fed to the UPEC0000 portion of processing which prepares the Permanent Transaction Data List for the Office of Accounting and Finance.

e. Employee Personnel History Record (EPHR) Maintenance - UPEF0000.

(1) A History File is required to provide data for reports, studies, and analyses. The History File contains records of DLA service performed by current and former employees. Other Federal service will not be included in the basic record. History will be retained for the entire period of continuous DLA employment beginning with the implementation of segment II APCAPS and for five years after an employee goes off the rolls.

(2) UPEF0000 provides the following:

(a) Adds to the APCAPS Data Bank (Accessions, transfers, etc.) as well as drops (separations, transfers, etc.) and changes in grade, salary, appointment and organizational or geographic location, plus cancellations or corrections thereto will be recorded in the EPHR.

(b) Active EPHR will comprise the current four years for an employee.

(c) Inactive EPHR will be generated annually using a purge technique involving the active EPHR. A printout of the purged history is provided the OCP.

(d) Break in service beginning and ending dates together with coding to indicate which actions they pertain to are input and maintained in the Active EPHR. At the time WGI, CTCT and/or Probationary (trial) Period Completion are processed, screening is accomplished to ascertain what break-in-service information will apply. This data is made part of the SF 50 or PCS.

(e) As outlined in UPEE0000 for SFs 50 capability is provided to update the APCAPS Data Bank and all histories without actually preparing the PCS. Since a copy of the PCS is no longer provided Accounting and Finance, pertinent information (PAC, effective date, remarks, salary, grade, step, etc.) are fed to the UPEC0000 portion of processing which prepares the Permanent Transaction Data List for the Office of Accounting and Finance.

(f) Capability is provided to prepare Payroll Change Notice for the following conditions:

1. Special Personnel Reports - UPEG0000. The primary functions of this application are to:

   a. Prepare Projections of Retirement Eligibles, and

   b. Provide an RPG Capability for the Office of Civilian Personnel.

2. Special Personnel/Comptroller Reports - UPEM0000

Prepare special output cards and reports for Mass Reorganization changes.

VOLUME I APCAPS ADP SPECIFICATIONS

PART 6 PERSONNEL MANAGEMENT SUBSYSTEM

CHAPTER 2 UNIQUE DATA FILE MAINTENANCE - UPEA0000

CHAPTER TABLE OF CONTENTS

SECT	DESCRIPTION	PAGE
1	GENERAL	
1.1	Purpose	I-6-2-1
2	UNIQUE DATA FILE MAINTENANCE APPLICATION	
2.1	Unique Data File Maintenance - UPEA0000	I-6-2-2
3	UNIQUE DATA FILE MAINTENANCE PROGRAMS	
3.1	Position Title Sort Code Sort - UPEA01	I-6-2-9
3.2	Position Title Sort Code Validation - UPEA03	I-6-2-10
3.3	PDI File Maintenance Transaction Sort - UPEA05	I-6-2-12
3.4	PDI Master File Maintenance - UPEA10	I-6-2-13
3.5	Manpower Request and Personnel Incumbent Transaction Sort - UPEA15	I-6-2-16
3.6	PDI Master Update/Transaction Positional Data Validation - UPEA20	I-6-2-17
3.7	Manpower/PDI Generated Transaction Sort - UPEA25	I-6-2-20
3.8	Data Bank Extract/Result Sort - UPEA40	I-6-2-21
3.9	PDI Reconciliation and Report Record Generation - UPEA45	I-6-2-22
3.10	PDI Report Record Sort - UPEA50	I-6-2-24
3.11	PDI Reports Generation - UPEA55	I-6-2-25

VOLUME I APCAPS ADP SPECIFICATIONS

PART 6 PERSONNEL MANAGEMENT SUBSYSTEM

CHAPTER 2 UNIQUE DATA FILE MAINTENANCE - UPEA0000

SECTION 1 GENERAL

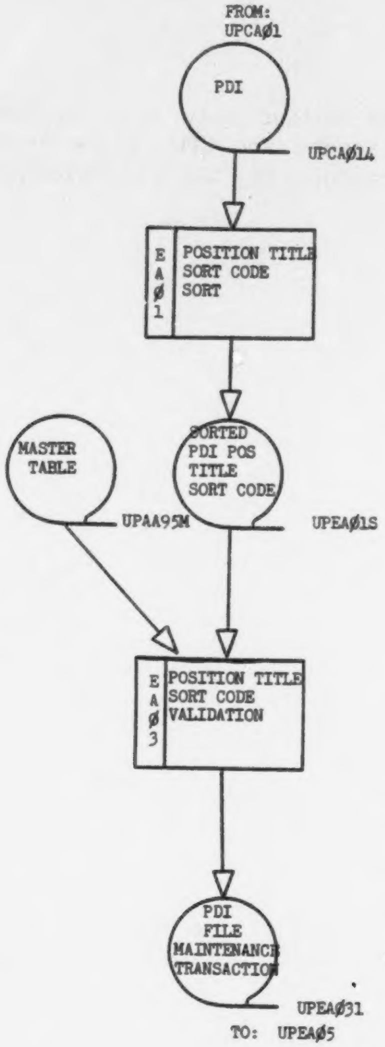
1.1 PURPOSE

This chapter contains the Unique Data File Maintenance programs that update the PDI File and produce reports for CPO review prior to any action to update the Data Bank, as well as reconciling the PDI File with the Data Bank.

SECTION 2 UNIQUE DATA FILE MAINTENANCE APPLICATION

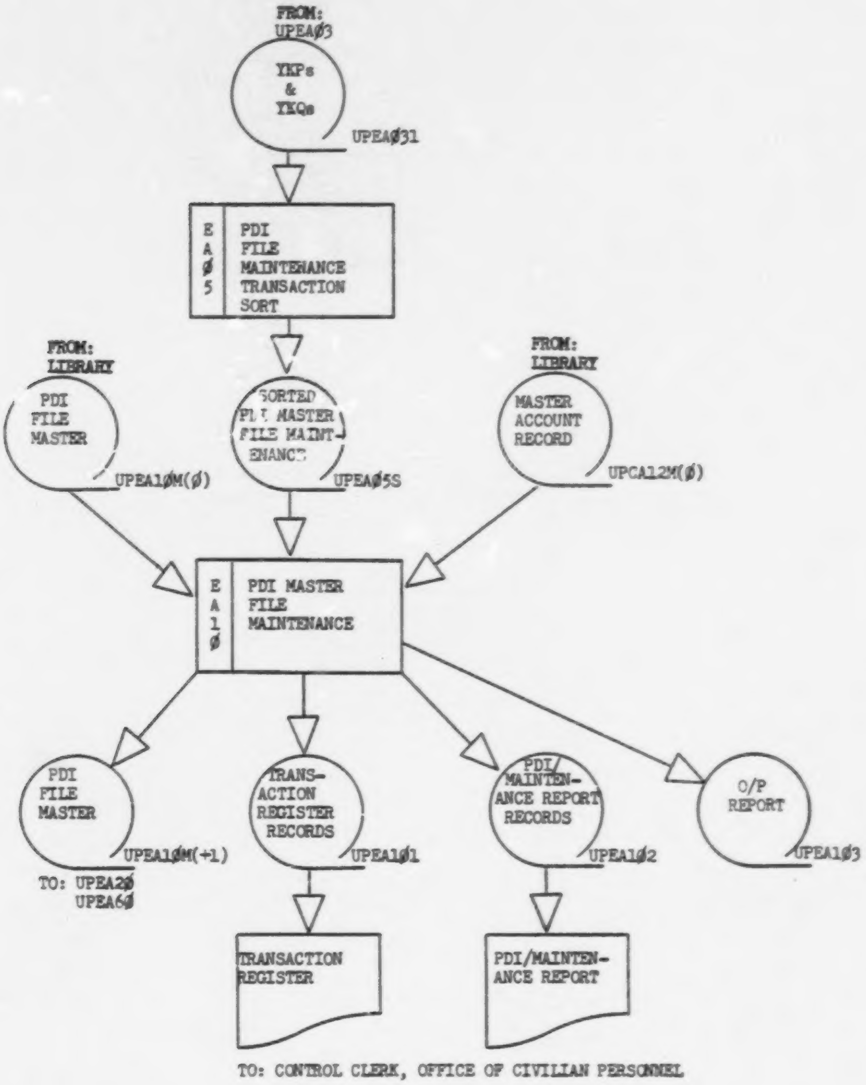
2.1 UNIQUE DATA FILE MAINTENANCE - UPEA0000

Application Flow Chart Page 1


FROM:
UPCA01
PDI
UPCA014
E
A
0
1
POSITION TITLE
SORT CODE
SORT
MASTER
TABLE
UPAA95M
SORTED
PDI POS
TITLE
SORT CODE
UPEA01S
E
A
0
3
POSITION TITLE
SORT CODE
VALIDATION
PDI
FILE
MAINTENANCE
TRANSACTION
UPEA031
TO: UPEA05

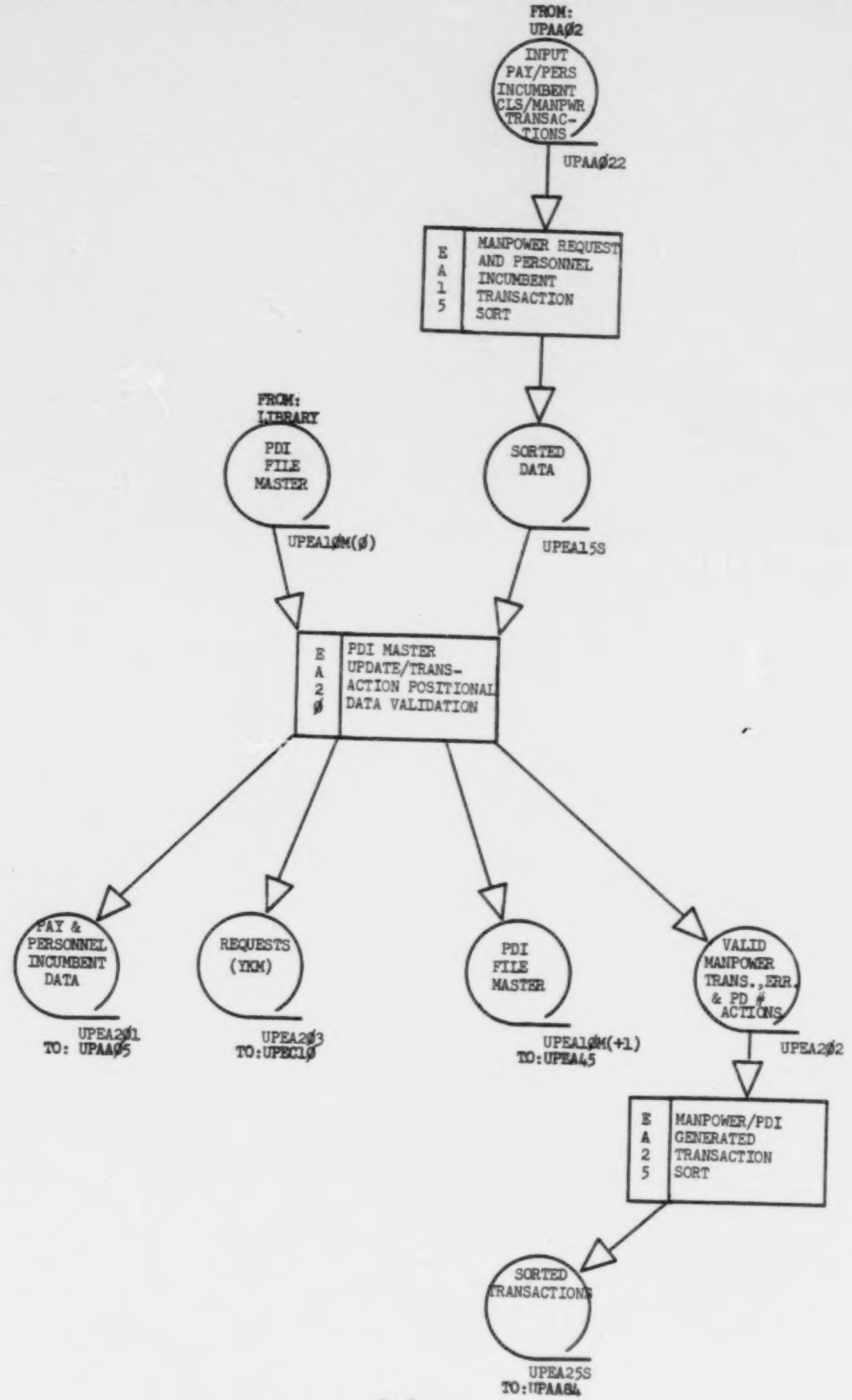
2.1 UNIQUE DATA FILE MAINTENANCE - UPEA0000

Application Flow Chart Page 2


FROM:
UPEA03
YKPs
&
YKQs
UPEA031
E
A
0
5
PDI
FILE
MAINTENANCE
TRANSACTION
SORT
FROM:
LIBRARY
PDI
FILE
MASTER
UPEA10M(0)
SORTED
PDI MASTER
FILE MAINT-
ENANCE
UPEA05S
FROM:
LIBRARY
MASTER
ACCOUNT
RECORD
UPCA12M(0)
E
A
1
0
PDI MASTER
FILE
MAINTENANCE
PDI
FILE
MASTER
UPEA10M(+1)
TO: UPEA20
UPEA60
TRANS-
ACTION
REGISTER
RECORDS
UPEA101
PDI/
MAINTEN-
ANCE REPORT
RECORDS
UPEA102
O/P
REPORT
UPEA103
TRANSACTION
REGISTER
PDI/MAINTEN-
ANCE REPORT
TO: CONTROL CLERK, OFFICE OF CIVILIAN PERSONNEL

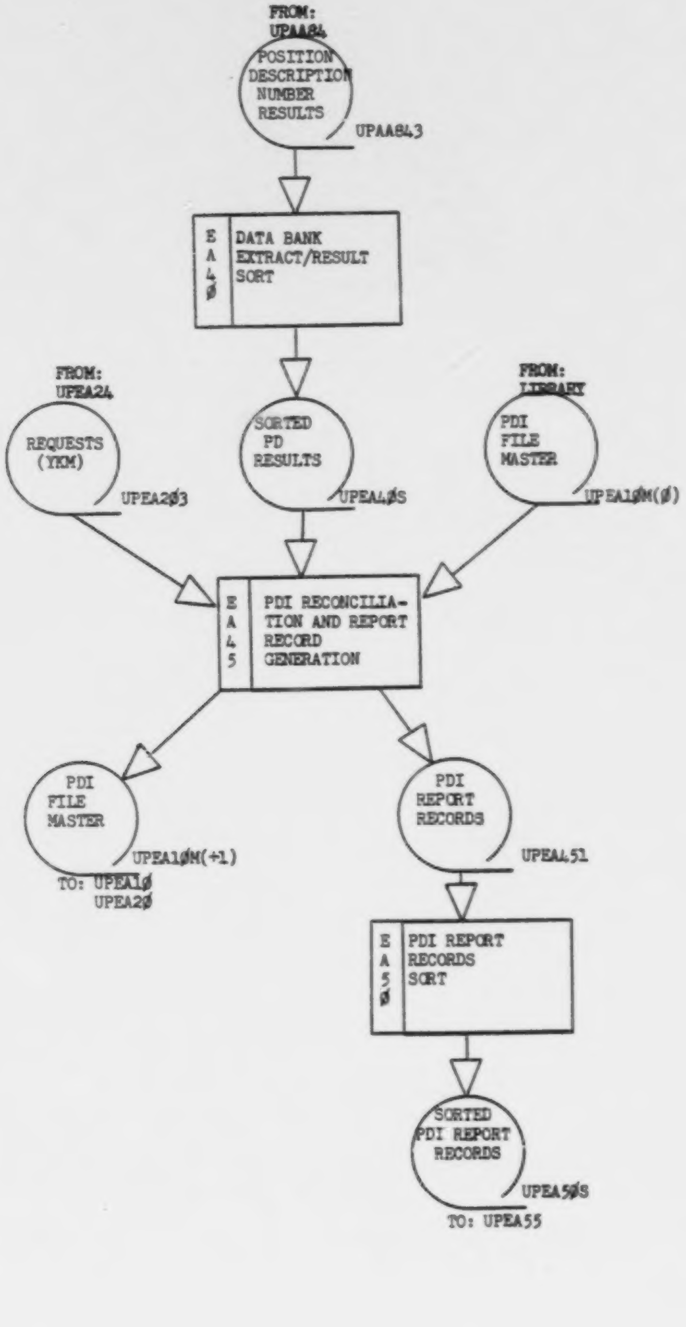
2.1 UNIQUE DATA FILE MAINTENANCE - UPEA0000

Application Flow Chart Page 3

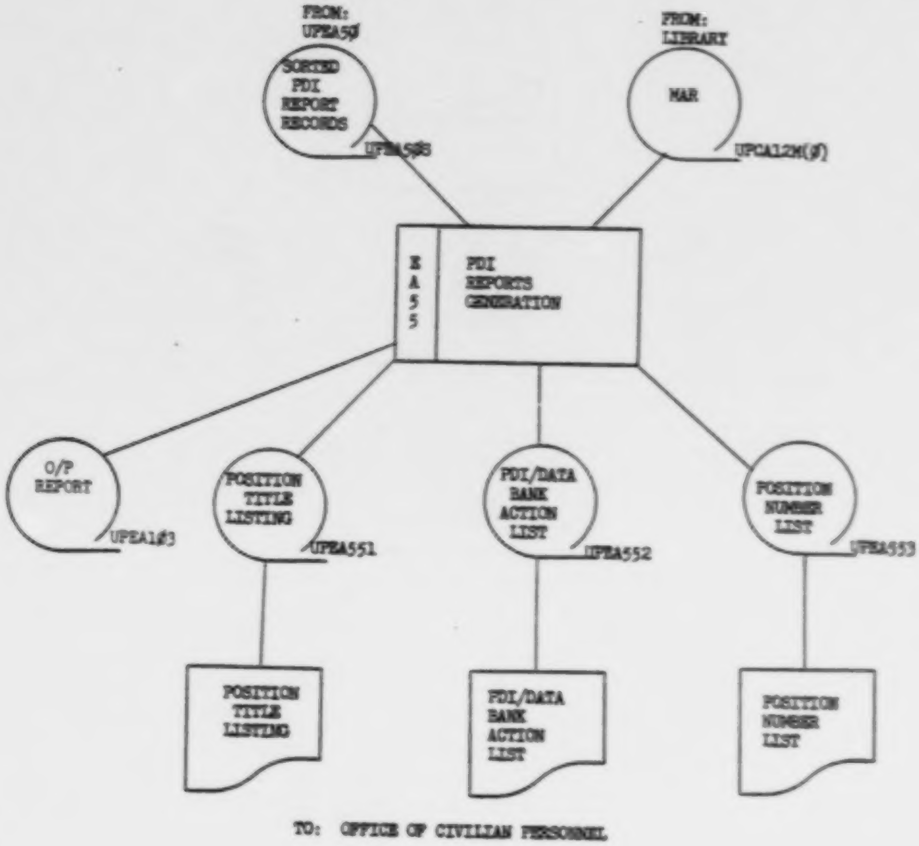

FROM: UPAA02
INPUT PAY/PERS INCUMBENT CLS/MANPWR TRANSACTIONS
UPAA022
E A 1 5
MANPOWER REQUEST AND PERSONNEL INCUMBENT TRANSACTION SORT
FROM: LIBRARY
PDI FILE MASTER
SORTED DATA
UPEA10M(0)
UPEA15S
E A 2 0
PDI MASTER UPDATE/TRANSACTION POSITIONAL DATA VALIDATION
PAY & PERSONNEL INCUMBENT DATA
REQUESTS (YKM)
PDI FILE MASTER
VALID MANPOWER TRANS., ERR. & PD # ACTIONS
UPEA201
TO: UPAA05
UPEA203
TO:UPEC10
UPEA10M(+1)
TO:UPEA45
UPEA202
E A 2 5
MANPOWER/PDI GENERATED TRANSACTION SORT
SORTED TRANSACTIONS
UPEA25S
TO:UPAA84

2.1 UNIQUE DATA FILE MAINTENANCE - UPEA0000

Application Flow Chart Page 4


FROM: UPAA84
POSITION DESCRIPTION NUMBER RESULTS
UPAA843
E A 4 0
DATA BANK EXTRACT/RESULT SORT
FROM: UPEA24
REQUESTS (YKM)
UPEA203
SORTED PD RESULTS
UPEA40S
FROM: LIBRARY
PDI FILE MASTER
UPEA10M(0)
E A 4 5
PDI RECONCILIATION AND REPORT RECORD GENERATION
PDI FILE MASTER
UPEA10M(+1)
TO: UPEA10
UPEA20
PDI REPORT RECORDS
UPEA451
E A 5 0
PDI REPORT RECORDS SORT
SORTED PDI REPORT RECORDS
UPEA50S
TO: UPEA55

2.1 UNIQUE DATA FILE MAINTENANCE - UPEA0000
Application Flow Chart Page 5


FROM:
UPEA50
SORTED
PDI
REPORT
RECORDS
UPEA508
FROM:
LIBRARY
MAR
UPCA12M(0)
EA55
PDI
REPORTS
GENERATION
O/P
REPORT
UPEA103
POSITION
TITLE
LISTING
UPEA551
PDI/DATA
BANK
ACTION
LIST
UPEA552
POSITION
NUMBER
LIST
UPEA553
POSITION
TITLE
LISTING
PDI/DATA
BANK
ACTION
LIST
POSITION
NUMBER
LIST
TO: OFFICE OF CIVILIAN PERSONNEL

2.1 UNIQUE DATA FILE MAINTENANCE - UPEA0000
Application Narrative

APPLICATION TITLE: Unique Data File Maintenance

APPLICATION ID NUMBER: UPEA0000

PURPOSE:

Update the PDI File with classification type data and produce reports for CPO review prior to any action to update the Data Bank. Validate manpower, personnel, and payroll type data against the PDI File. Reconcile the PDI File with the Data Bank.

FUNCTIONS:

a. Update PDI File with classification data in a Stand Alone cycle.

b. Produce reports for CPO review, approval, and entry of input which will send approved transactions to the Data Bank update run.

c. Validate manpower, personnel, and payroll type transactions against the PDI File.

d. Prepare and print PDI Transaction Register.

e. Prepare and print PDI Maintenance Report.

f. Prepare and print Position Number List.

g. Prepare and print Position Title List.

h. Prepare and print PDI/Data Bank Action List.

i. Update active, incumbered civilian Data Bank Records with Position Titles recorded in the PDI File.

COMPONENT PROGRAMS AND OPERATIONS:

a. UPEA01: Position Title Sort Code Sort.

b. UPEA03: Position Title Sort Code Validation.

c. UPEA05: PDI File Maintenance Transaction Sort.

d. UPEA10: PDI Master File Maintenance.

e. UPEA15: Manpower Request and Personnel Incumbent Transaction Sort.

f. UPEA20: PDI Master Update/Transaction Positional Data Validation.

g. UPEA25: Manpower/PDI Generated Transaction Sort.

h. UPEA40: Data Bank Extract/Result Sort.

i. UPEA45: PDI Reconciliation and Report Record Generation.

j. UPEA50: PDI Report Record Sort.

k. UPEA55: PDI Reports Generation.

INPUT-OUTPUT SOURCE AND DISPOSITION:

a. Input is from Program UPCA01.

b. Output products go to Civilian Personnel Office.

FREQUENCY, TIME LIMITATIONS, SCHEDULING FACTORS:

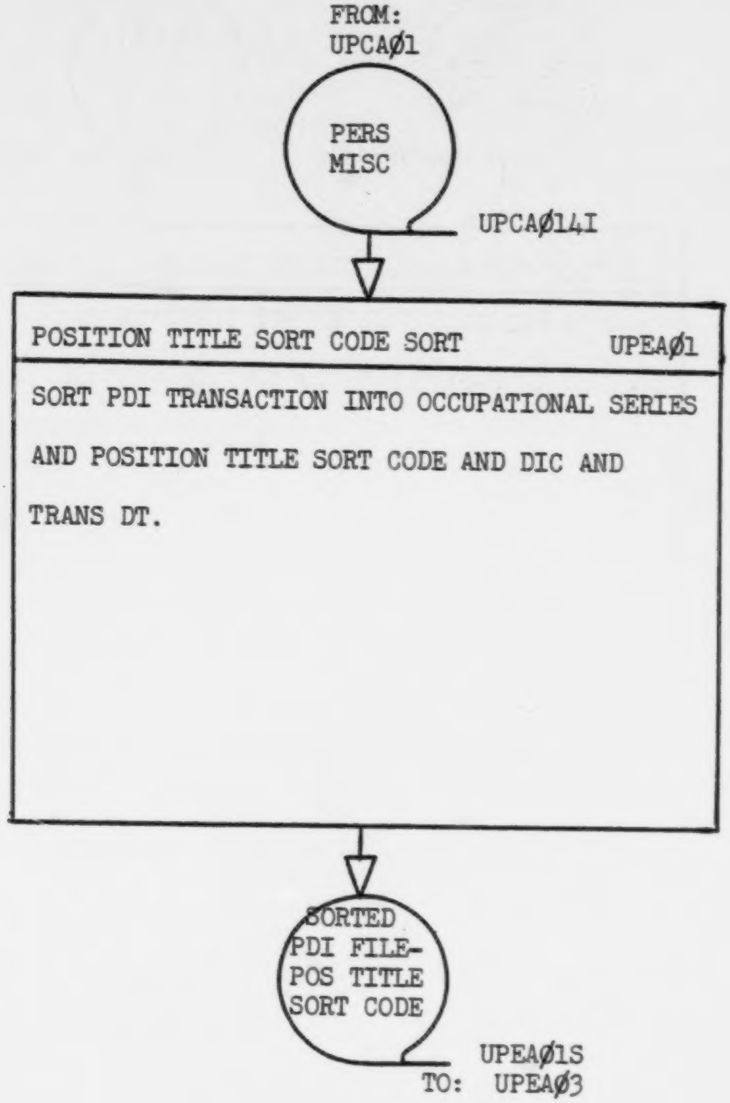
a. Programs UPEA01, UPEA03, UPEA05 and UPEA10 are run in a stand-alone schedule on an "As Required" basis to validate classification type data and post to the PDI File. In view of the consequences of errors, it is extremely important that only correct position data be entered in the APCAPS Data Bank. A procedure is necessary, therefore, which will assure to the maximum extent possible that position data is accurate before it is transmitted to the APCAPS Data Bank. The "stand alone" process permits review of the records created by initial input and subsequent changes, if necessary, before such data is released from PDI for further processing and entry into the APCAPS Data Bank. A minimum of two PDI cycles will be performed during a "stand alone".

b. Programs UPEA15 through 55 are incorporated in the Weekly Data Bank Update cycle.

SECTION 3 UNIQUE DATA FILE MAINTENANCE PROGRAMS

3.1 POSITION TITLE SORT CODE SORT - UPEA01

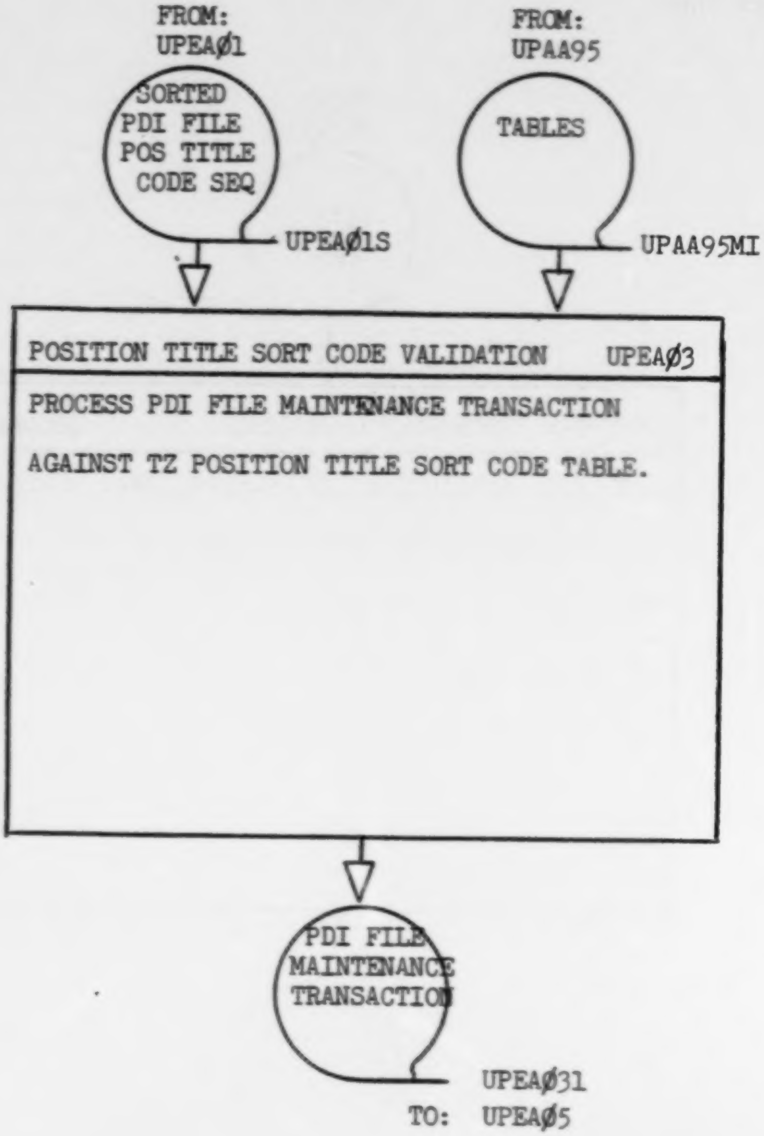
Program I/O Chart


FROM:
UPCA01
PERS
MISC
UPCA014I
POSITION TITLE SORT CODE SORT
UPEA01
SORTED
PDI FILE-
POS TITLE
SORT CODE
UPEA01S
TO: UPEA03

SORT PDI TRANSACTION INTO OCCUPATIONAL SERIES AND POSITION TITLE SORT CODE AND DIC AND TRANS DT.

3.2 POSITION TITLE SORT CODE VALIDATION - UPEA03

Program I/O Chart


FROM:
UPEA01
SORTED
PDI FILE
POS TITLE
CODE SEQ
UPEA01S
FROM:
UPAA95
TABLES
UPAA95MI
POSITION TITLE SORT CODE VALIDATION
UPEA03
PROCESS PDI FILE MAINTENANCE TRANSACTION
AGAINST TZ POSITION TITLE SORT CODE TABLE.
PDI FILE
MAINTENANCE
TRANSACTION
UPEA031
TO: UPEA05

3.2 POSITION TITLE SORT CODE VALIDATION - UPEA03
Program Narrative

PROGRAM NAME: Position Title Sort Code Validation

PROGRAM ID NUMBER: UPEA03

PURPOSE:

To validate PDI File Maintenance Transactions against the TZ Position Title Sort Code Table.

FUNCTIONS/FEATURES:

Validates YKP and YKQ to maintain valid Position Title Sort Codes on PDI Master.

DESCRIPTION:

a. Input Files:

(1) UPEA01SI: Sorted Position Title Sort Codes.

(2) UPAA95MI: Master Tables.

b. Output File:

UPEA310: PDI File Maintenance Transaction.

c. Processing Description:

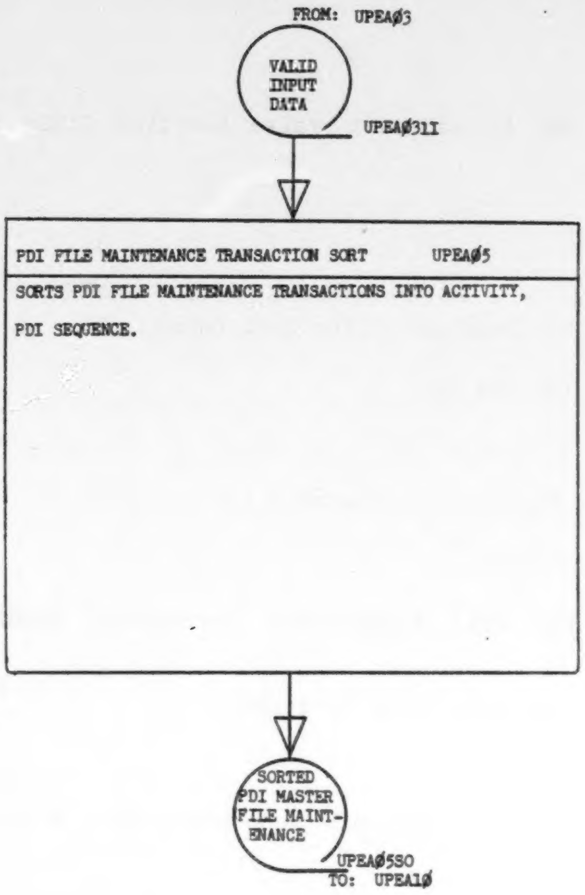
(1) Matches the PDI File Maintenance Transaction against the Master TZ Table.

(2) Validates the Position Title Sort Code.

SPECIAL CONDITIONS:

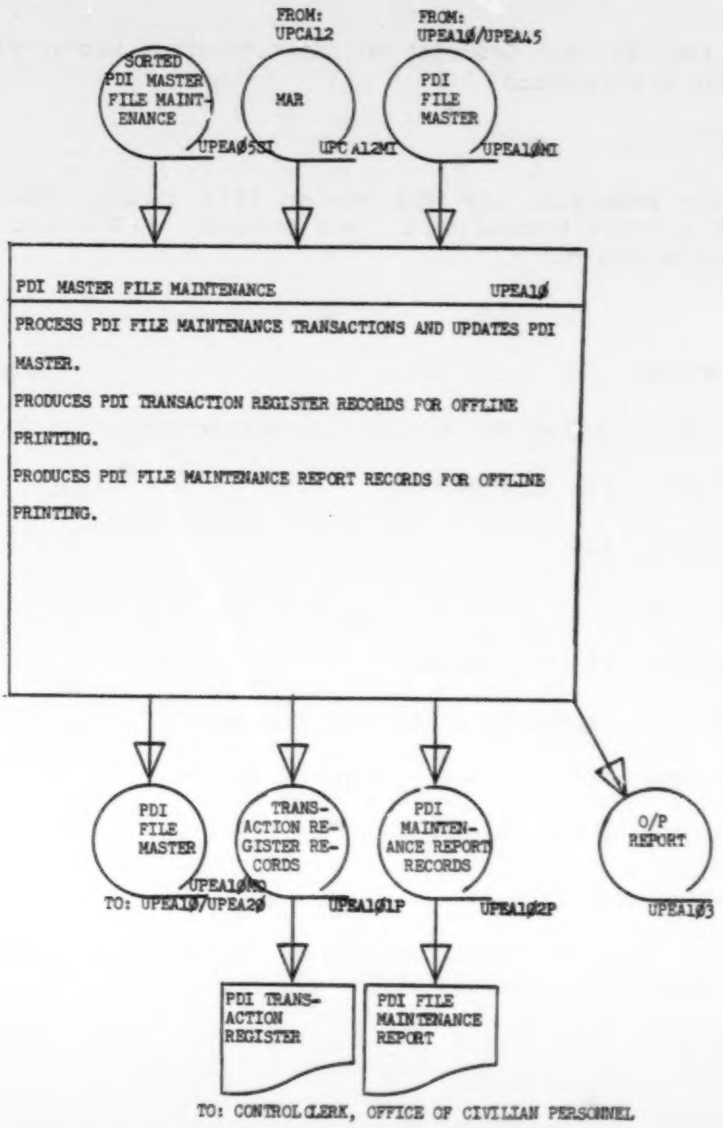
UPEA03 is run on an as required basis in a stand alone environment.

3.3 PDI FILE MAINTENANCE TRANSACTION SORT - UPEA05
Program I/O Chart


FROM: UPEA03
VALID INPUT DATA
UPEA031I
PDI FILE MAINTENANCE TRANSACTION SORT UPEA05
SORTS PDI FILE MAINTENANCE TRANSACTIONS INTO ACTIVITY, PDI SEQUENCE.
SORTED PDI MASTER FILE MAINT-ENANCE
UPEA05SO
TO: UPEA10

3.4 PDI MASTER FILE MAINTENANCE - UPEA10

Program I/O Chart


FROM:
UPCA12
FROM:
UPEA10/UPEA45
SORTED PDI MASTER FILE MAINTENANCE
UPEA053I
MAR
UPCA12MI
PDI FILE MASTER
UPEA10MI
PDI MASTER FILE MAINTENANCE
UPEA10
PDI FILE MASTER
UPEA10MO
TO: UPEA10/UPEA20
TRANSACTION REGISTER RECORDS
UPEA101P
PDI MAINTENANCE REPORT RECORDS
UPEA102P
O/P REPORT
UPEA103
PDI TRANSACTION REGISTER
PDI FILE MAINTENANCE REPORT
TO: CONTROL CLERK, OFFICE OF CIVILIAN PERSONNEL

PROCESS PDI FILE MAINTENANCE TRANSACTIONS AND UPDATES PDI MASTER.

PRODUCES PDI TRANSACTION REGISTER RECORDS FOR OFFLINE PRINTING.

PRODUCES PDI FILE MAINTENANCE REPORT RECORDS FOR OFFLINE PRINTING.

3.4 PDI MASTER FILE MAINTENANCE - UPEA10
Program Narrative

PROGRAM NAME: PDI Master File Maintenance

PROGRAM ID NUMBER: UPEA10

PURPOSE:

To update the Position Description Identification Master File through the use of YKP and YKQ Transactions.

FUNCTIONS/FEATURES:

This program maintains the PDI Master File through the use of externally prepared YKP and YKQ transactions, and produces a Transaction Register and a File Maintenance Report.

DESCRIPTION:

a. Input Files:

(1) UPEA05SI: Sorted PDI Master File Maintenance.

(2) UPEA10MI: PDI File Master.

(3) UPCA12MI: MAR

b. Output Files:

(1) UPEA10MO: PDI File Master.

(2) UPEA1010: Transaction Register Records.

(3) UPEA1020: PDI/Maintenance Report Records.

(4) UPEA1030: Output Report.

c. Processing Description:

(1) Matches the PDI File Maintenance Transactions against the MAR Master and the PDI Master for updating of the PDI Master.

(2) Validation of Position Number, Pay Plan, Series, Grade, DIC, Maintenance Code, Activity Code and Position Title.

(3) Produces an updated PDI Master File.

(4) Produces PDI Transaction Register records for off-line printing.

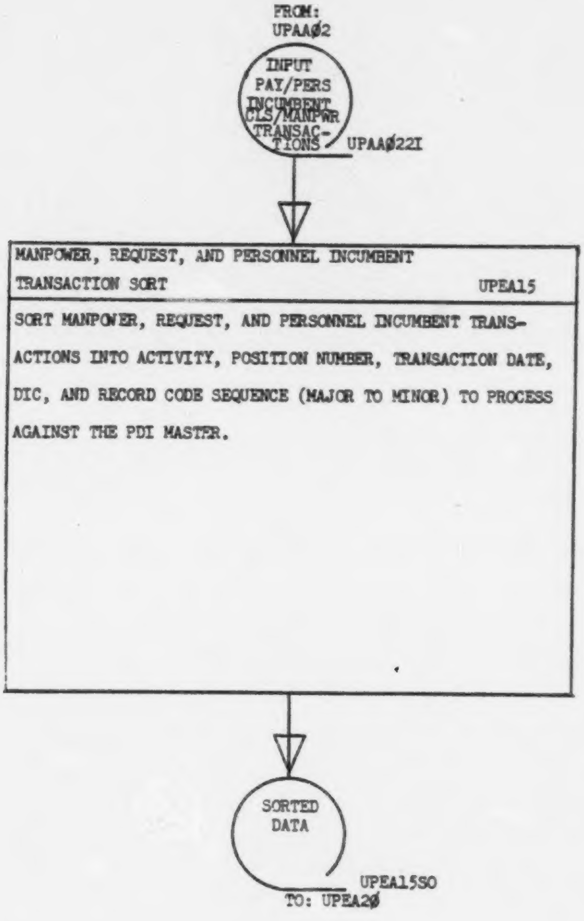
(5) Produces PDI File Maintenance Report records for off-line printing.

SPECIAL CONDITIONS:

UPEA10 is one of three processes which run on an as required basis in a stand alone environment.

3.5 MANPOWER REQUEST AND PERSONNEL INCUMBENT TRANSACTION SORT - UPEA15

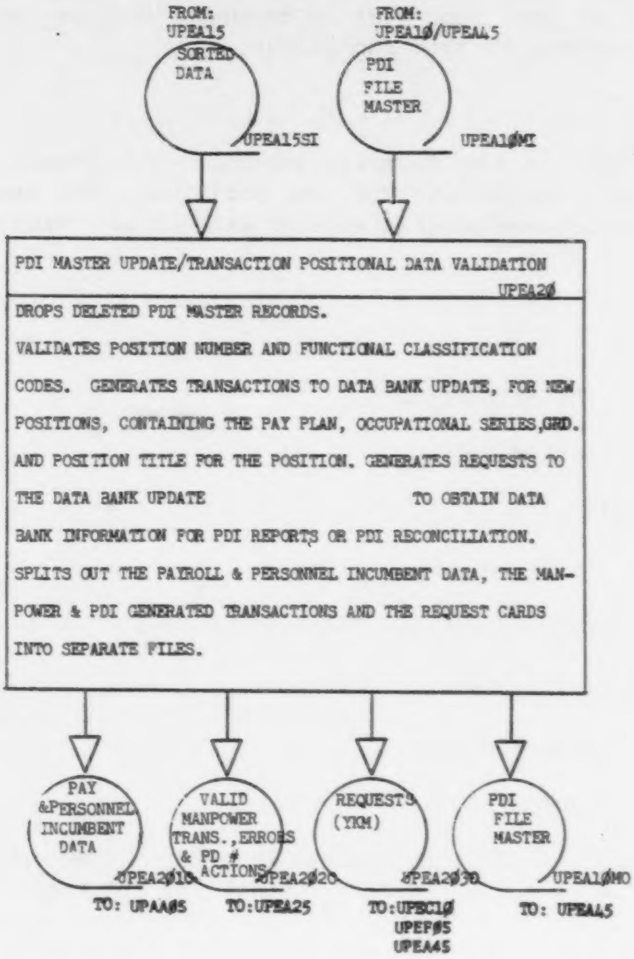
Program I/O Chart


FROM:
UPAA02
INPUT PAY/PERS INCUMBENT CLS/MANPWR TRANSACTIONS
UPAA022I
MANPOWER, REQUEST, AND PERSONNEL INCUMBENT TRANSACTION SORT
UPEA15
SORTED DATA
UPEA15SO
TO: UPEA20

SORT MANPOWER, REQUEST, AND PERSONNEL INCUMBENT TRANSACTIONS INTO ACTIVITY, POSITION NUMBER, TRANSACTION DATE, DIC, AND RECORD CODE SEQUENCE (MAJOR TO MINOR) TO PROCESS AGAINST THE PDI MASTER.

3.6 PDI MASTER UPDATE/TRANSACTION POSITIONAL DATA VALIDATION - UPEA20

Program I/O Chart


FROM:
UPEA15
SORTED
DATA
UPEA15SI
FROM:
UPEA10/UPEA45
PDI
FILE
MASTER
UPEA10MI
PAY
&PERSONNEL
INCUMBENT
DATA
UPEA2010
TO: UPAA05
VALID
MANPOWER
TRANS., ERRORS
& PD #
ACTIONS
UPEA2020
TO:UPEA25
REQUESTS
(YKM)
UPEA2030
TO:UPEC10
UPEF05
UPEA45
PDI
FILE
MASTER
UPEA10MO
TO: UPEA45

PDI MASTER UPDATE/TRANSACTION POSITIONAL DATA VALIDATION UPEA20

DROPS DELETED PDI MASTER RECORDS.

VALIDATES POSITION NUMBER AND FUNCTIONAL CLASSIFICATION CODES. GENERATES TRANSACTIONS TO DATA BANK UPDATE, FOR NEW POSITIONS, CONTAINING THE PAY PLAN, OCCUPATIONAL SERIES,GRD. AND POSITION TITLE FOR THE POSITION. GENERATES REQUESTS TO THE DATA BANK UPDATE TO OBTAIN DATA BANK INFORMATION FOR PDI REPORTS OR PDI RECONCILIATION. SPLITS OUT THE PAYROLL & PERSONNEL INCUMBENT DATA, THE MANPOWER & PDI GENERATED TRANSACTIONS AND THE REQUEST CARDS INTO SEPARATE FILES.

3.6 PDI MASTER UPDATE/TRANSACTION POSITIONAL DATA VALIDATION - UPEA20 Program Narrative

PROGRAM NAME: PDI Master Update/Transaction Positional Data Validation

PROGRAM ID NUMBER: UPEA20

PURPOSE:

Validate input transactions, and Pay Plan, Series, Grade and Position Title for new positions to Data Bank File Maintenance Program and obtain an extract from the Data Bank under certain conditions.

FUNCTIONS/FEATURES:

This program reads in the Payroll, Manpower and Personnel Transactions and produces generated transactions for new positions, and sends requests to the Data Bank File Maintenance program when an extract is required.

DESCRIPTION:

a. Input Files:

(1) UPEA10MI: PDI File Master.

(2) UPEA15SI: Sorted Data.

b. Output Files:

(1) UPEA10MO: PDI File Master.

(2) UPEA2010: Pay and Personnel Incumbent Data.

(3) UPEA2020: Valid Manpower Transaction, Errors, and PD Number Actions.

(4) UPEA2030: Requests (YKM).

c. Processing Description:

(1) Reads in the Payroll, Manpower, and Personnel Transactions and validates the Activity and PDI Number against the PDI Master.

(2) Validates Position Number and Functional Classifications Codes.

(3) Generates transactions to Data Bank Update for new positions, containing Pay Plan, Series, Grade, and Position Title for new positions.

(4) Generates requests to the Data Bank File Maintenance Program to obtain an extract of any part of the Data Bank.

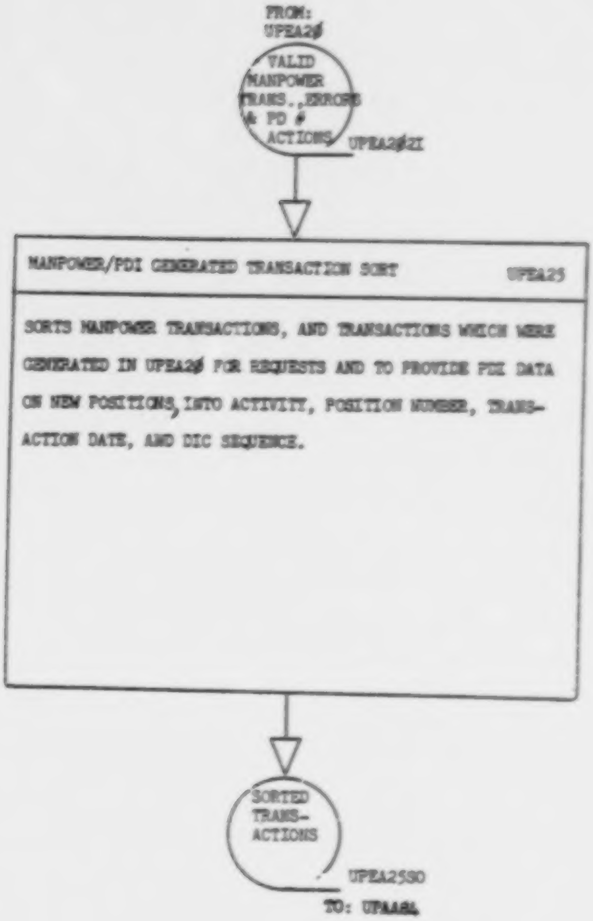
(5) Drops deleted PDI Master Record.

(6) Splits out the Payroll and Personnel Incumbent Data, the Manpower and PDI Generated Transactions, and the YKM Request Cards onto three separate files.

SPECIAL CONDITIONS: None.

3.7 MANPOWER/PDI GENERATED TRANSACTION SORT - UPEA25

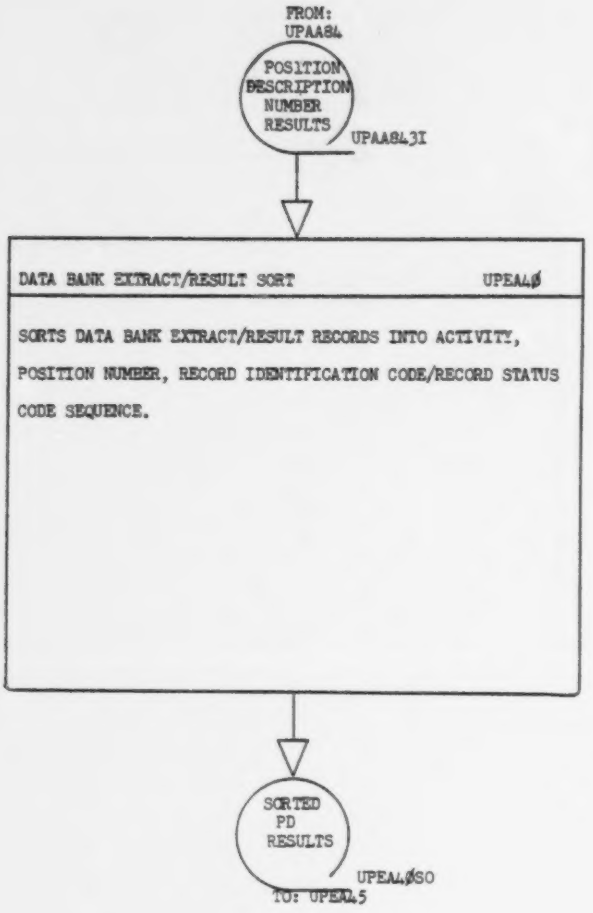
Program I/O Chart


FROM:
UPEA20
VALID MANPOWER TRANS., ERRORS & PD # ACTIONS
UPEA202I
MANPOWER/PDI GENERATED TRANSACTION SORT
UPEA25
SORTED TRANS-ACTIONS
UPEA25SO
TO: UPAA84

SORTS MANPOWER TRANSACTIONS, AND TRANSACTIONS WHICH WERE GENERATED IN UPEA20 FOR REQUESTS AND TO PROVIDE PDI DATA ON NEW POSITIONS, INTO ACTIVITY, POSITION NUMBER, TRANSACTION DATE, AND DIC SEQUENCE.

3.8 DATA BANK EXTRACT/RESULT SORT - UPEA40

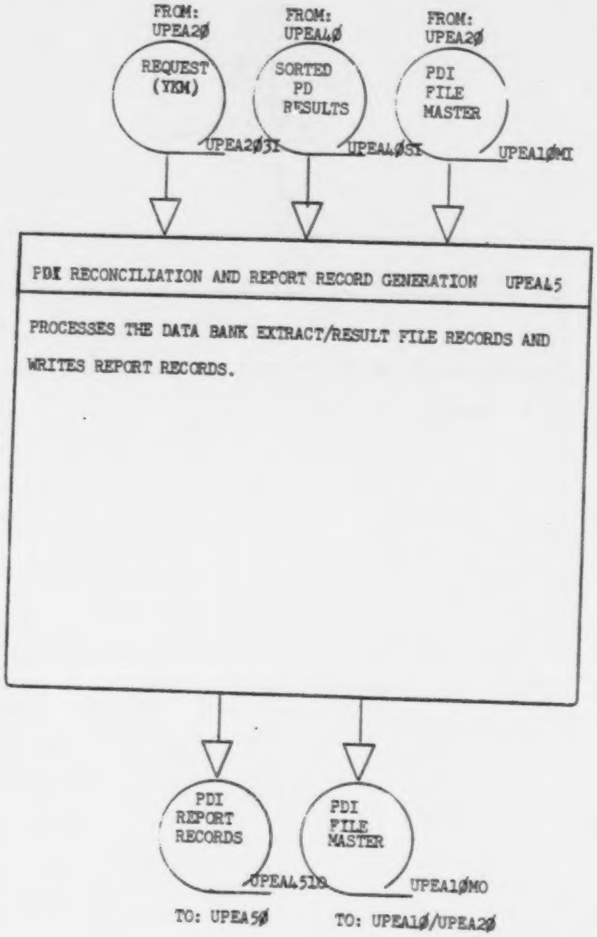
Program I/O Chart


FROM:
UPAA84
POSITION
DESCRIPTION
NUMBER
RESULTS
UPAA843I
DATA BANK EXTRACT/RESULT SORT
UPEA40
SORTED
PD
RESULTS
UPEA40SO
TO: UPEA45

SORTS DATA BANK EXTRACT/RESULT RECORDS INTO ACTIVITY, POSITION NUMBER, RECORD IDENTIFICATION CODE/RECORD STATUS CODE SEQUENCE.

3.9 PDI RECONCILIATION AND REPORT RECORD GENERATION - UPEA45

Program I/O Chart


FROM:
UPEA20
REQUEST
(YKM)
UPEA203I
FROM:
UPEA40
SORTED
PD
RESULTS
UPEA40SI
FROM:
UPEA20
PDI
FILE
MASTER
UPEA10MI
PDI RECONCILIATION AND REPORT RECORD GENERATION UPEA45
PDI
REPORT
RECORDS
UPEA451O
TO: UPEA50
PDI
FILE
MASTER
UPEA10MO
TO: UPEA10/UPEA20

PROCESSES THE DATA BANK EXTRACT/RESULT FILE RECORDS AND WRITES REPORT RECORDS.

3.9 PDI RECONCILIATION AND REPORT RECORD GENERATION - UPEA45
Program Narrative

PROGRAM NAME: PDI Reconciliation and Report Record Generation

PROGRAM ID NUMBER: UPEA45

PURPOSE:

The program processes the Data Bank Extract which was requested in program UPEA20, and the PDI Master File.

FUNCTIONS/FEATURES:

Processes the Data Bank Extract/Result File Records and writes report records.

DESCRIPTION:

a. Input Files:

(1) UPEA203I: Request (YKM).

(2) UPEA10MI: PDI File Master.

(3) UPEA40SI: Sorted PD Results.

b. Output Files:

(1) UPEA10MO: PDI File Master.

(2) UPEA451O: PDI Report Records.

c. Processing Description:

(1) Determines when PDI Master Records may be dropped.

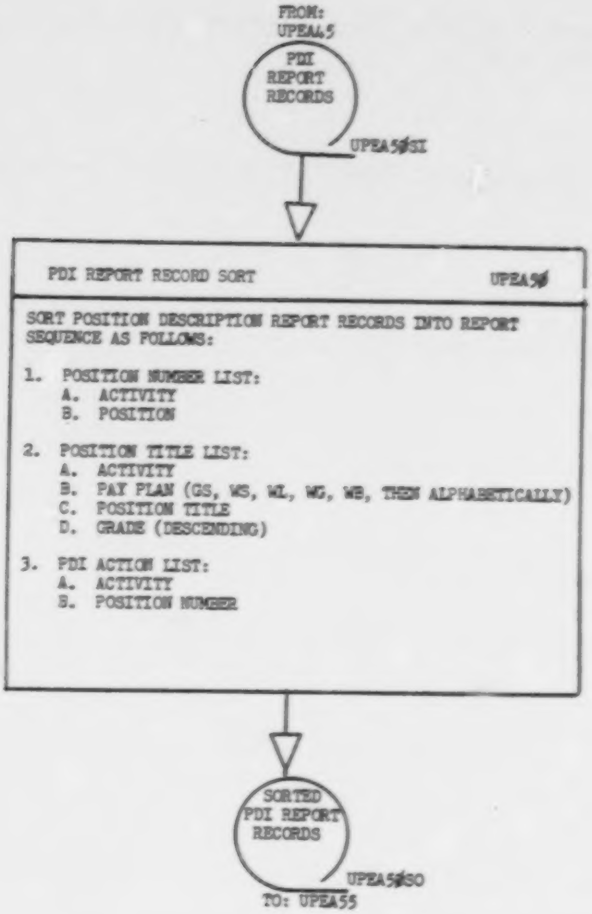
(2) Produces report records for the PDI Processing Reports.

(3) Processes the Data Bank Extract/Result File Records.

SPECIAL CONDITIONS: None.

3.10 PDI REPORT RECORD SORT - UPEA50

Program I/O Chart

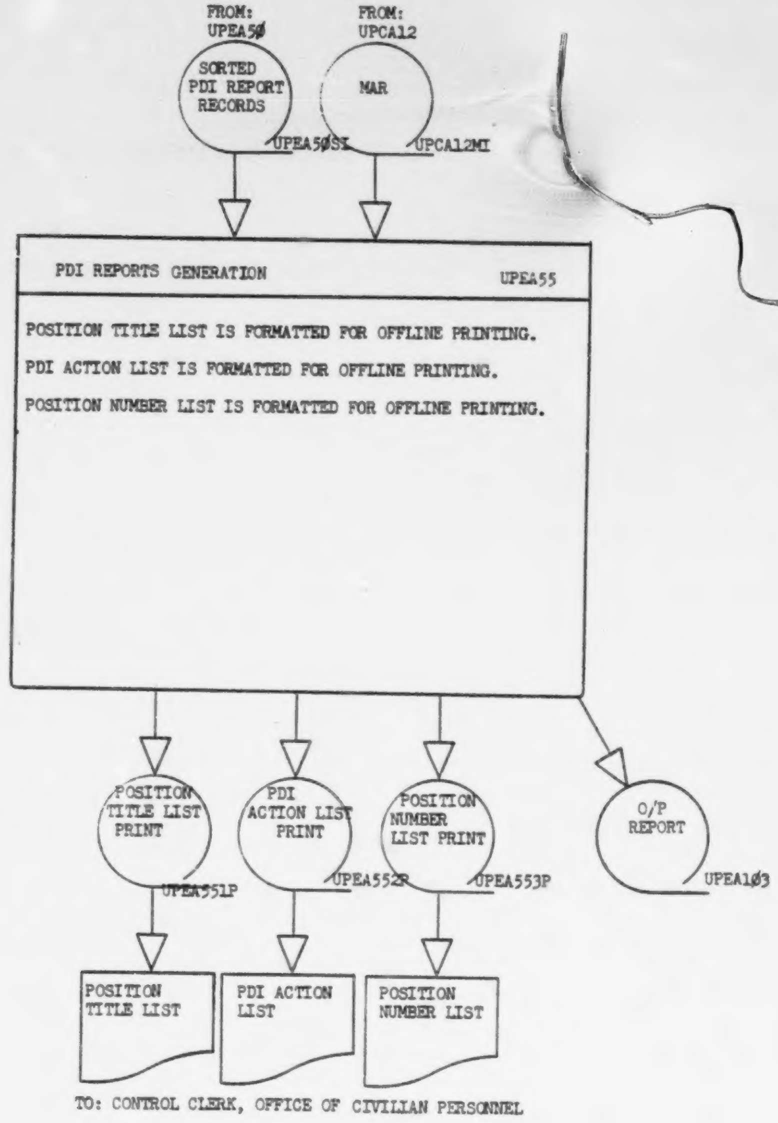

FROM:
UPEA45
PDI
REPORT
RECORDS
UPEA50SI
PDI REPORT RECORD SORT
UPEA50
SORTED
PDI REPORT
RECORDS
UPEA50SO
TO: UPEA55

SORT POSITION DESCRIPTION REPORT RECORDS INTO REPORT SEQUENCE AS FOLLOWS:

1. POSITION NUMBER LIST:
    - A. ACTIVITY
    - B. POSITION
2. POSITION TITLE LIST:
    - A. ACTIVITY
    - B. PAY PLAN (GS, WS, WL, WG, WB, THEN ALPHABETICALLY)
    - C. POSITION TITLE
    - D. GRADE (DESCENDING)
3. PDI ACTION LIST:
    - A. ACTIVITY
    - B. POSITION NUMBER

3.11 PDI REPORTS GENERATION - UPEA55

Program I/O Chart


FROM:
UPEA50
SORTED
PDI REPORT
RECORDS
UPEA50SI
FROM:
UPCA12
MAR
UPCA12MI
PDI REPORTS GENERATION
UPEA55
POSITION TITLE LIST IS FORMATTED FOR OFFLINE PRINTING.
PDI ACTION LIST IS FORMATTED FOR OFFLINE PRINTING.
POSITION NUMBER LIST IS FORMATTED FOR OFFLINE PRINTING.
POSITION
TITLE LIST
PRINT
UPEA551P
PDI
ACTION LIST
PRINT
UPEA552P
POSITION
NUMBER
LIST PRINT
UPEA553P
O/P
REPORT
UPEA103
POSITION
TITLE LIST
PDI ACTION
LIST
POSITION
NUMBER LIST
TO: CONTROL CLERK, OFFICE OF CIVILIAN PERSONNEL

3.11 PDI REPORTS GENERATION - UPEA55
Program Narrative

PROGRAM NAME: PDI Reports Generation

PROGRAM ID NUMBER: UPEA55

PURPOSE:

To split out the PDI Report Records into three different reports.

FUNCTONS/FEATURES:

Matches the Activity Code in the PDI Report Records against the MAR Master File and produces three reports.

DESCRIPTION:

a. Input Files:

(1) UPEA50SI: Sorted PDI Report Records.

(2) UPCA12MI: MAR Master File.

b. Output Files:

(1) UPEA551P: Position Title List Print.

(2) UPEA552P: PDI Action List Print.

(3) UPEA553P: Position Number List Print.

(4) UPEA103O: Output Report.

c. Processing Description:

(1) Activity Code is validated.

(2) Position Title List is formatted for off-line printing.

(3) PDI Action List is formatted for off-line printing.

(4) Position Number List is formatted for off-line printing.

SPECIAL CONDITIONS: None.

VOLUME I APCAPS ADP SPECIFICATIONS

PART 6 PERSONNEL MANAGEMENT SUBSYSTEM

CHAPTER 3 PERSONNEL MANAGEMENT PROCESSING - UPEC0000

CHAPTER TABLE OF CONTENTS

SECT DESCRIPTION PAGE

1 GENERAL

1.1 Purpose I-6-3-1

2 PERSONNEL MANAGEMENT PROCESSING APPLICATION

2.1 Personnel Management Processing - UPEC0000 I-6-3-2

3 PERSONNEL MANAGEMENT PROCESSING PROGRAMS

3.1 Data Bank Update and Nonpay Massage - UPEC10 I-6-3-15
3.2 Reports Generation - UPEC20 I-6-3-21
3.3 Report Data Sort - UPEC22 I-6-3-25
3.4 Data Bank Extract Sort - UPEC23 I-6-3-26
3.5 Employee Personnel Record Sort - UPEC24 I-6-3-27
3.6 Split - UPEC25 I-6-3-28
3.7 Employee Personnel Print - UPEC27 I-6-3-30
3.8 Reports Format - UPEC30 I-6-3-32
3.9 Sort - UPEC32 I-6-3-34
3.10 Format - UPEC35 I-6-3-35
3.11 Format - UPEC40 I-6-3-37
3.12 Split - UPEC45 I-6-3-39
3.13 Sort - UPEC47 I-6-3-41
3.14 Report Generation and History Feed - UPEC50 I-6-3-42
3.15 PTDL Data, Remarks and PADs Sort - UPEC55 I-6-3-44
3.16 Format - UPEC60 I-6-3-45
3.17 Scan/Report Nonpay Adjustment - UPEC65 I-6-3-47
3.18 Post/Report Prior Pay Period Nonpay Adjustments - UPEC67 I-6-3-49
3.19 Nonpay Balance/Adjustment Data Sort - UPEC70 I-6-3-51
3.20 Nonpay Adjustments Report Format - UPEC75 I-6-3-52
3.21 Report Data Sort - UPEC80 I-6-3-55
3.22 Report Format - UPEC85 I-6-3-56

VOLUME I APCAPS ADP SPECIFICATIONS

PART 6 PERSONNEL MANAGEMENT SUBSYSTEM

CHAPTER 3 PERSONNEL MANAGEMENT PROCESSING - UPEC0000

SECTION 1 GENERAL

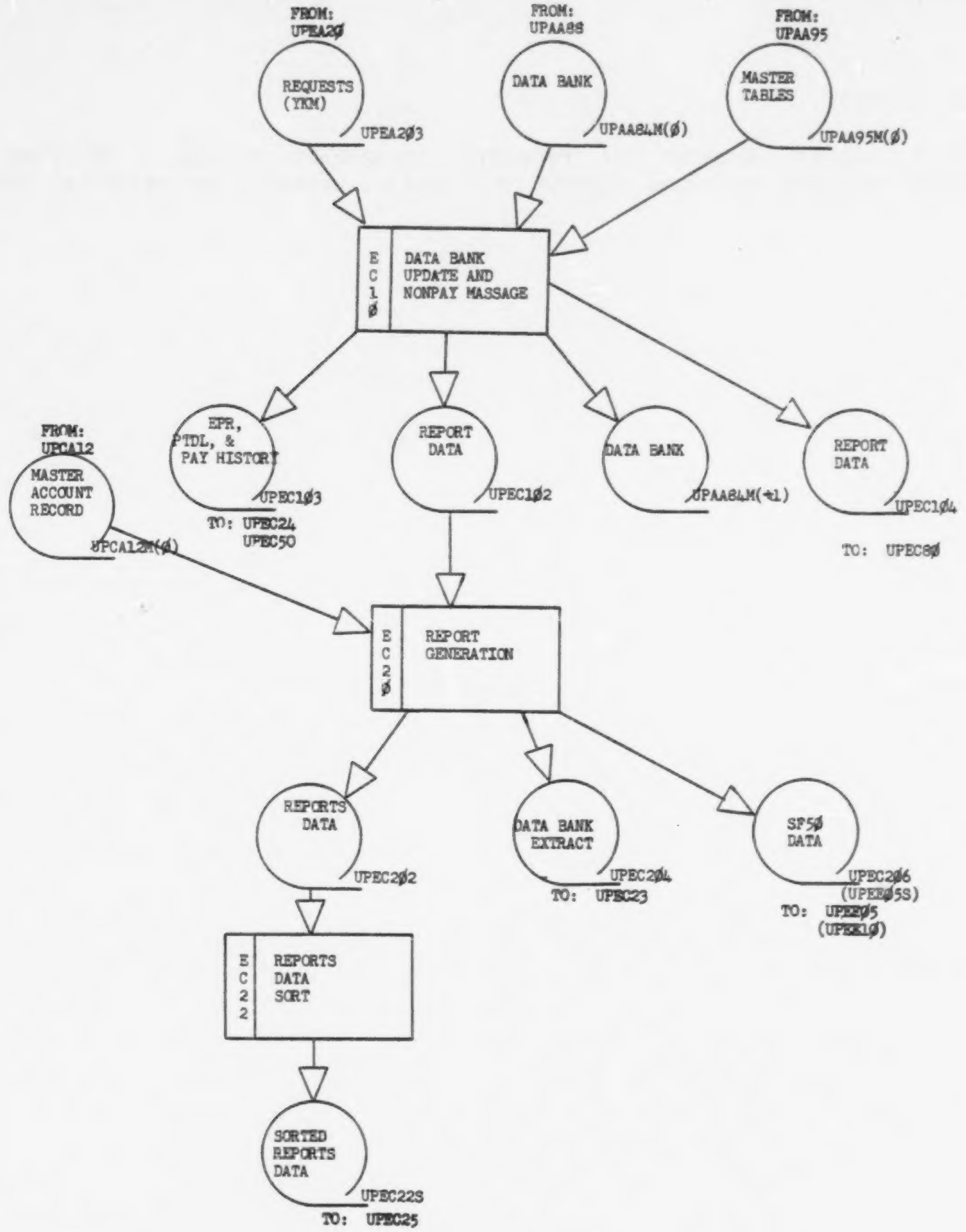
1.1 PURPOSE

This chapter contains the Personnel Management Processing programs which produce required personnel reports on a cyclic, biweekly and requested basis.

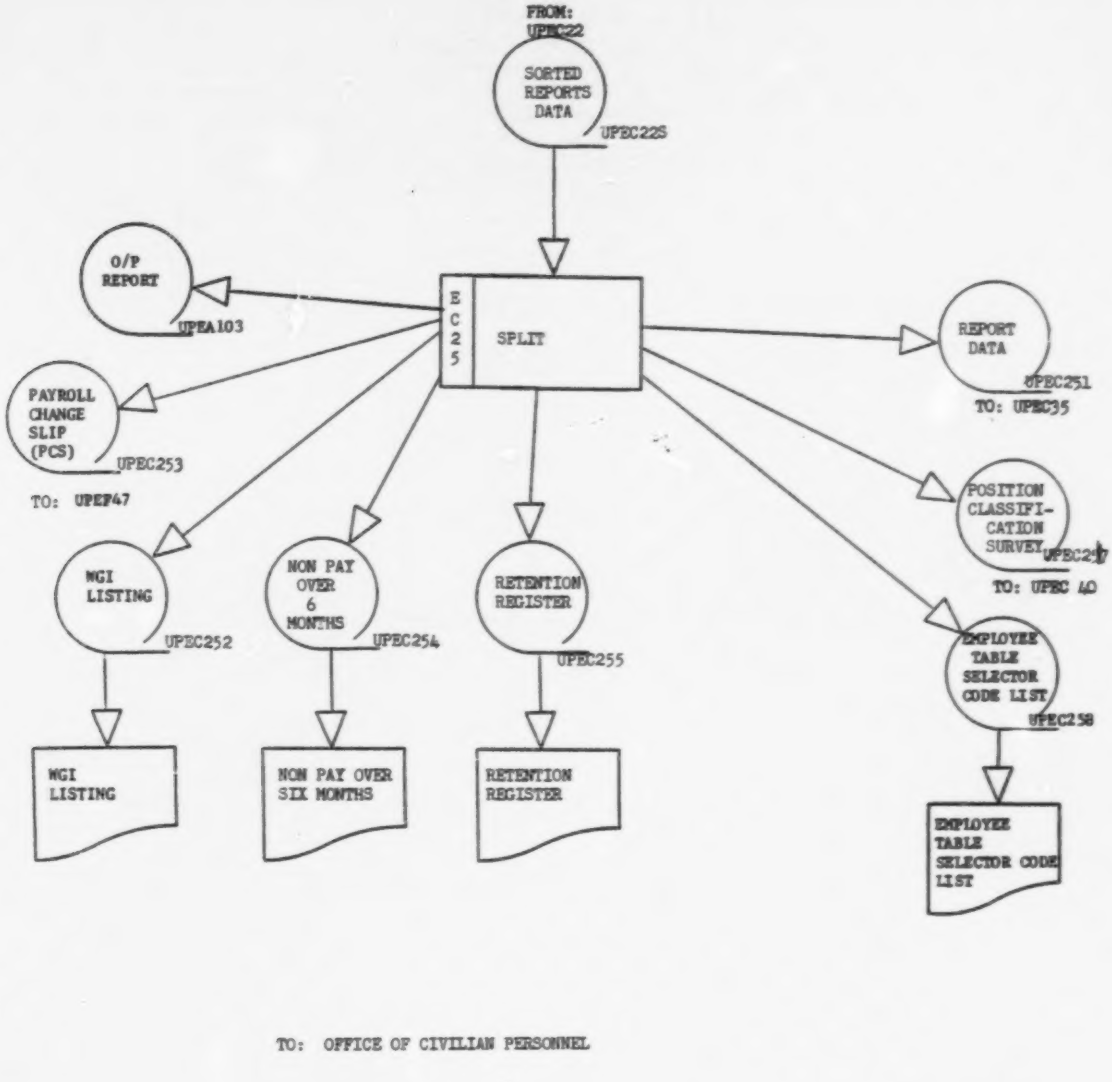
SECTION 2 PERSONNEL MANAGEMENT PROCESSING APPLICATION

2.1 PERSONNEL MANAGEMENT PROCESSING - UPEC0000

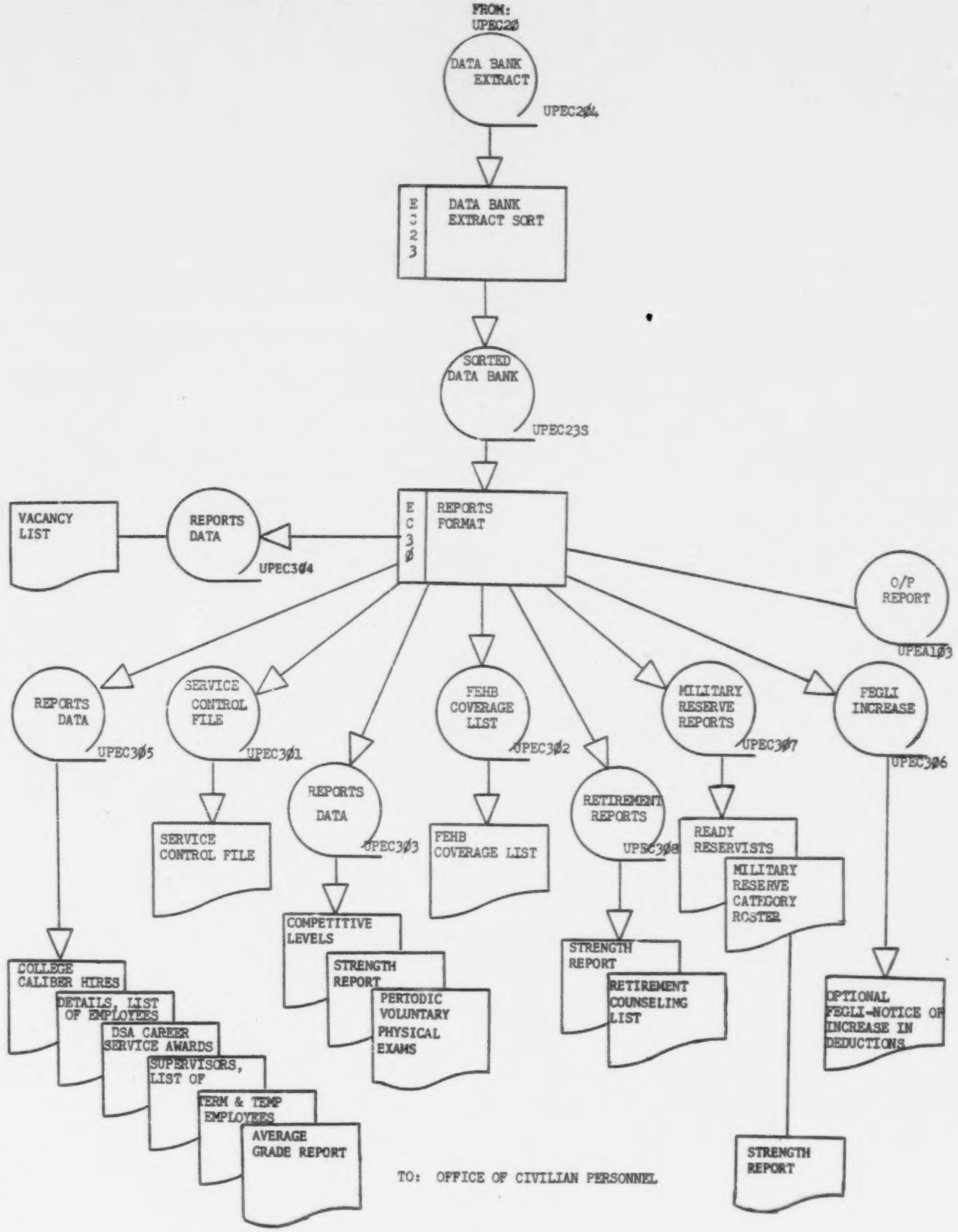
Application Flow Chart Page 1


FROM: UPEA20
REQUESTS (YKM)
UPEA203
FROM: UPAA88
DATA BANK
UPAA84M(0)
FROM: UPAA95
MASTER TABLES
UPAA95M(0)
EC10
DATA BANK UPDATE AND NONPAY MASSAGE
EPR, PTDL, & PAY HISTORY
UPEC103
TO: UPEC24 UPEC50
REPORT DATA
UPEC102
DATA BANK
UPAA84M(+1)
REPORT DATA
UPEC104
TO: UPEC80
FROM: UPCA12
MASTER ACCOUNT RECORD
UPCA12M(0)
EC20
REPORT GENERATION
REPORTS DATA
UPEC202
DATA BANK EXTRACT
UPEC204
TO: UPEC23
SF50 DATA
UPEC206 (UPEE05S)
TO: UPEE05 (UPEE10)
EC22
REPORTS DATA SORT
SORTED REPORTS DATA
UPEC22S
TO: UPEC25

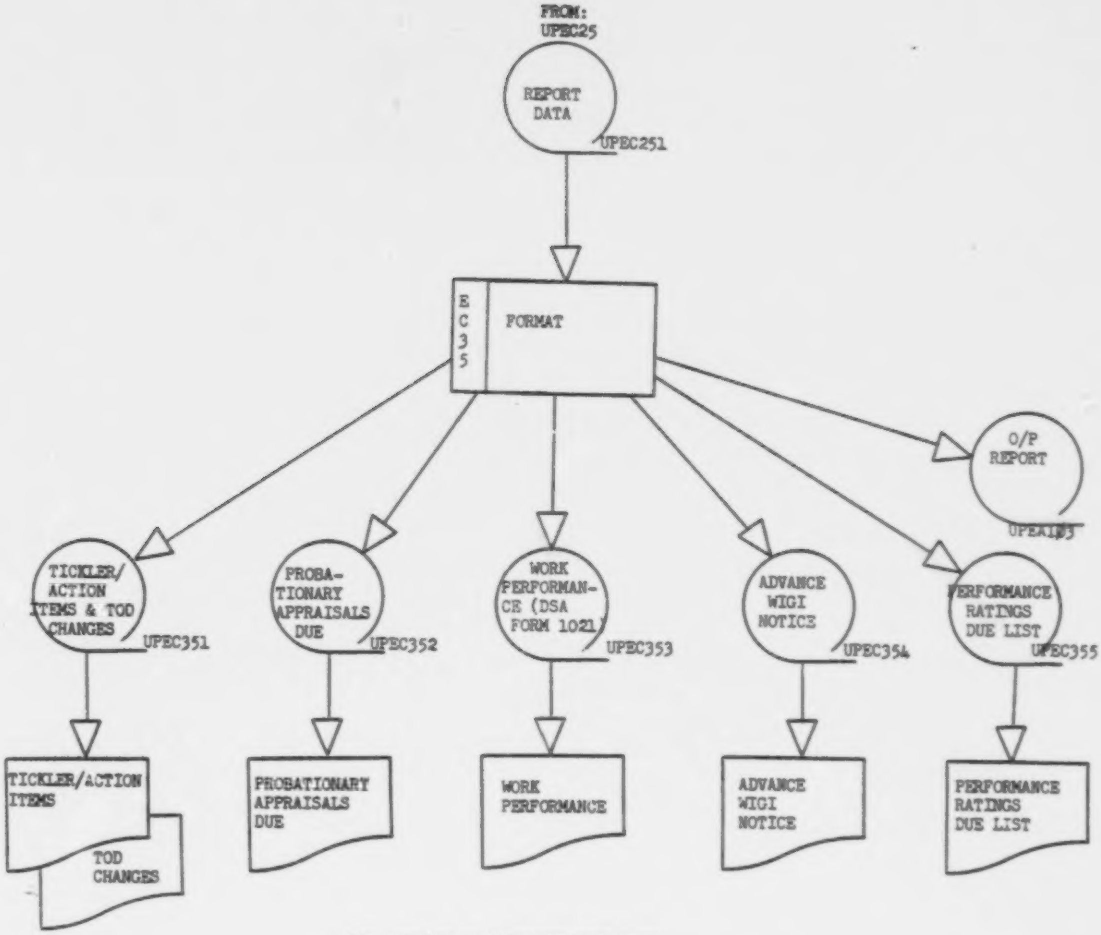
2.1 PERSONNEL MANAGEMENT PROCESSING - UPEC0000
Application Flow Chart Page 2


FROM:
UPEC22
SORTED REPORTS DATA
UPEC225
O/P REPORT
UPEA103
E C 2 5
SPLIT
REPORT DATA
UPEC251
TO: UPEC35
PAYROLL CHANGE SLIP (PCS)
UPEC253
TO: UPEP47
POSITION CLASSIFI-CATION SURVEY
UPEC257
TO: UPEC 40
WGI LISTING
UPEC252
NON PAY OVER 6 MONTHS
UPEC254
RETENTION REGISTER
UPEC255
EMPLOYEE TABLE SELECTOR CODE LIST
UPEC258
WGI LISTING
NON PAY OVER SIX MONTHS
RETENTION REGISTER
EMPLOYEE TABLE SELECTOR CODE LIST
TO: OFFICE OF CIVILIAN PERSONNEL

2.1 PERSONNEL MANAGEMENT PROCESSING - UPEC0000
Application Flow Chart Page 3

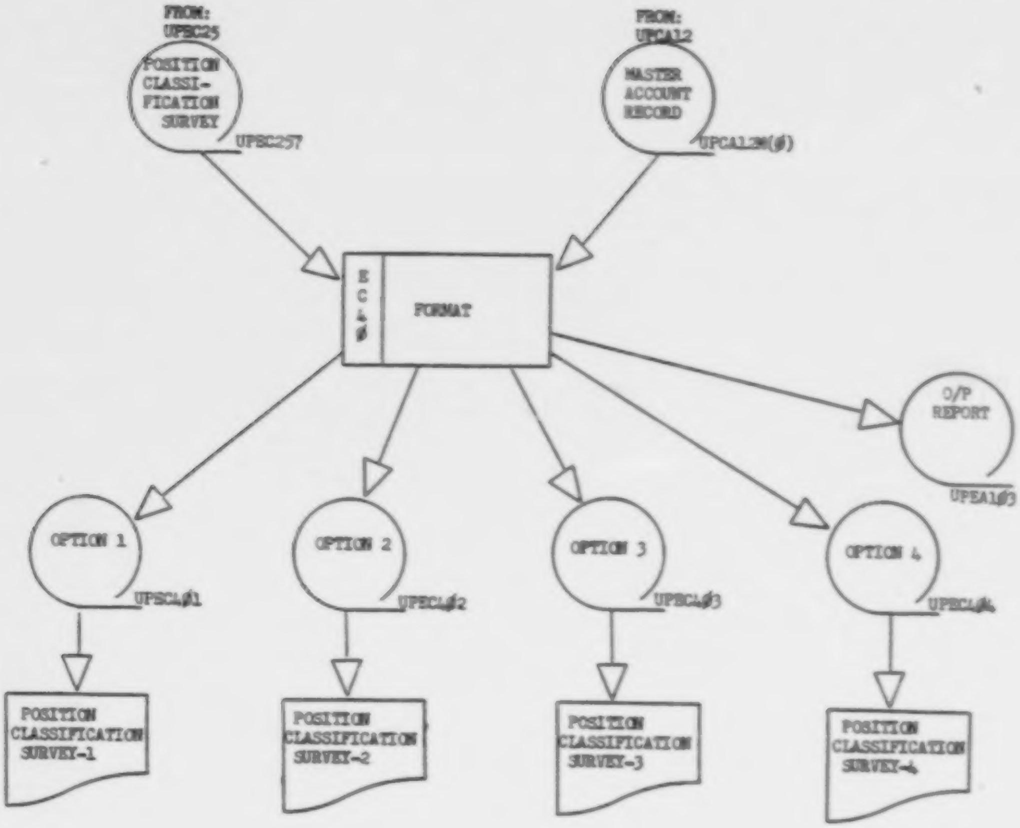

FROM:
UPEC20
DATA BANK EXTRACT
UPEC204
E323
DATA BANK EXTRACT SORT
SORTED DATA BANK
UPEC23S
E C 3 0
REPORTS FORMAT
VACANCY LIST
REPORTS DATA
UPEC304
O/P REPORT
UPEA103
REPORTS DATA
UPEC305
SERVICE CONTROL FILE
UPEC301
REPORTS DATA
UPEC303
FEHB COVERAGE LIST
UPEC302
RETIREMENT REPORTS
UPEC308
MILITARY RESERVE REPORTS
UPEC307
FEGLI INCREASE
UPEC306
SERVICE CONTROL FILE
FEHB COVERAGE LIST
READY RESERVISTS
MILITARY RESERVE CATEGORY ROSTER
COMPETITIVE LEVELS
STRENGTH REPORT
PERIODIC VOLUNTARY PHYSICAL EXAMS
STRENGTH REPORT
RETIREMENT COUNSELING LIST
OPTIONAL FEGLI-NOTICE OF INCREASE IN DEDUCTIONS
COLLEGE CALIBER HIRES
DETAILS, LIST OF EMPLOYEES
DSA CAREER SERVICE AWARDS
SUPERVISORS, LIST OF
TERM & TEMP EMPLOYEES
AVERAGE GRADE REPORT
STRENGTH REPORT
TO: OFFICE OF CIVILIAN PERSONNEL

2.1 PERSONNEL MANAGEMENT PROCESSING - UPEC0000
Application Flow Chart Page 4


FROM:
UPEC25
REPORT DATA
UPEC251
EC35
FORMAT
O/P REPORT
UPEA103
TICKLER/ ACTION ITEMS & TOD CHANGES
UPEC351
PROBA-TIONARY APPRAISALS DUE
UPEC352
WORK PERFORMANCE (DSA FORM 1021)
UPEC353
ADVANCE WIGI NOTICE
UPEC354
PERFORMANCE RATINGS DUE LIST
UPEC355
TICKLER/ACTION ITEMS
TOD CHANGES
PROBATIONARY APPRAISALS DUE
WORK PERFORMANCE
ADVANCE WIGI NOTICE
PERFORMANCE RATINGS DUE LIST

TO: OFFICE OF CIVILIAN PERSONNEL

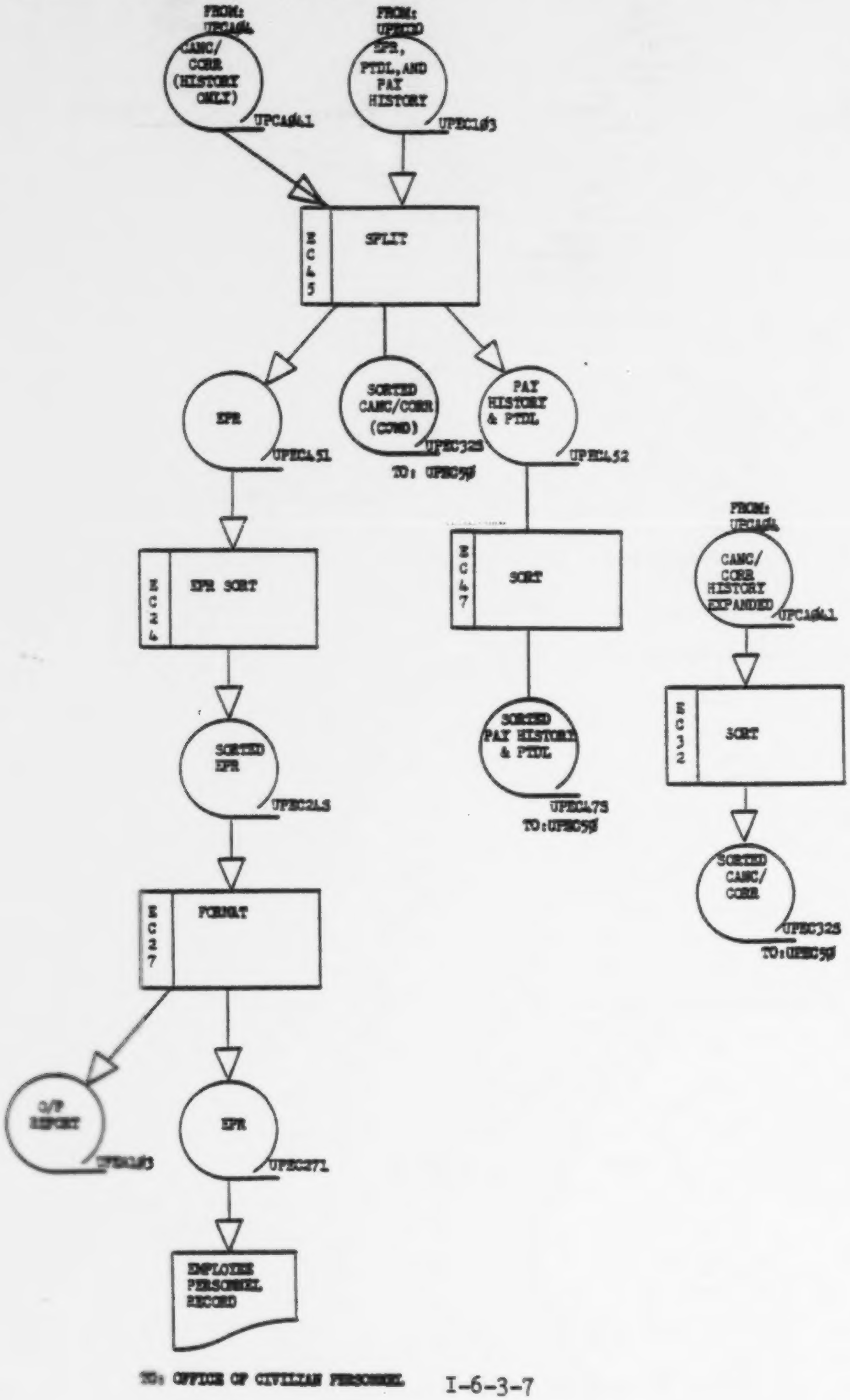
2.1 PERSONNEL MANAGEMENT PROCESSING - UPEC0000
Application Flow Chart Page 5


FROM:
UPEC25
POSITION CLASSI- FICATION SURVEY
UPEC257
FROM:
UPCA12
MASTER ACCOUNT RECORD
UPCA120(0)
EC40
FORMAT
O/P REPORT
UPEA103
OPTION 1
UPSC401
OPTION 2
UPEC402
OPTION 3
UPEC403
OPTION 4
UPEC404
POSITION CLASSIFICATION SURVEY-1
POSITION CLASSIFICATION SURVEY-2
POSITION CLASSIFICATION SURVEY-3
POSITION CLASSIFICATION SURVEY-4

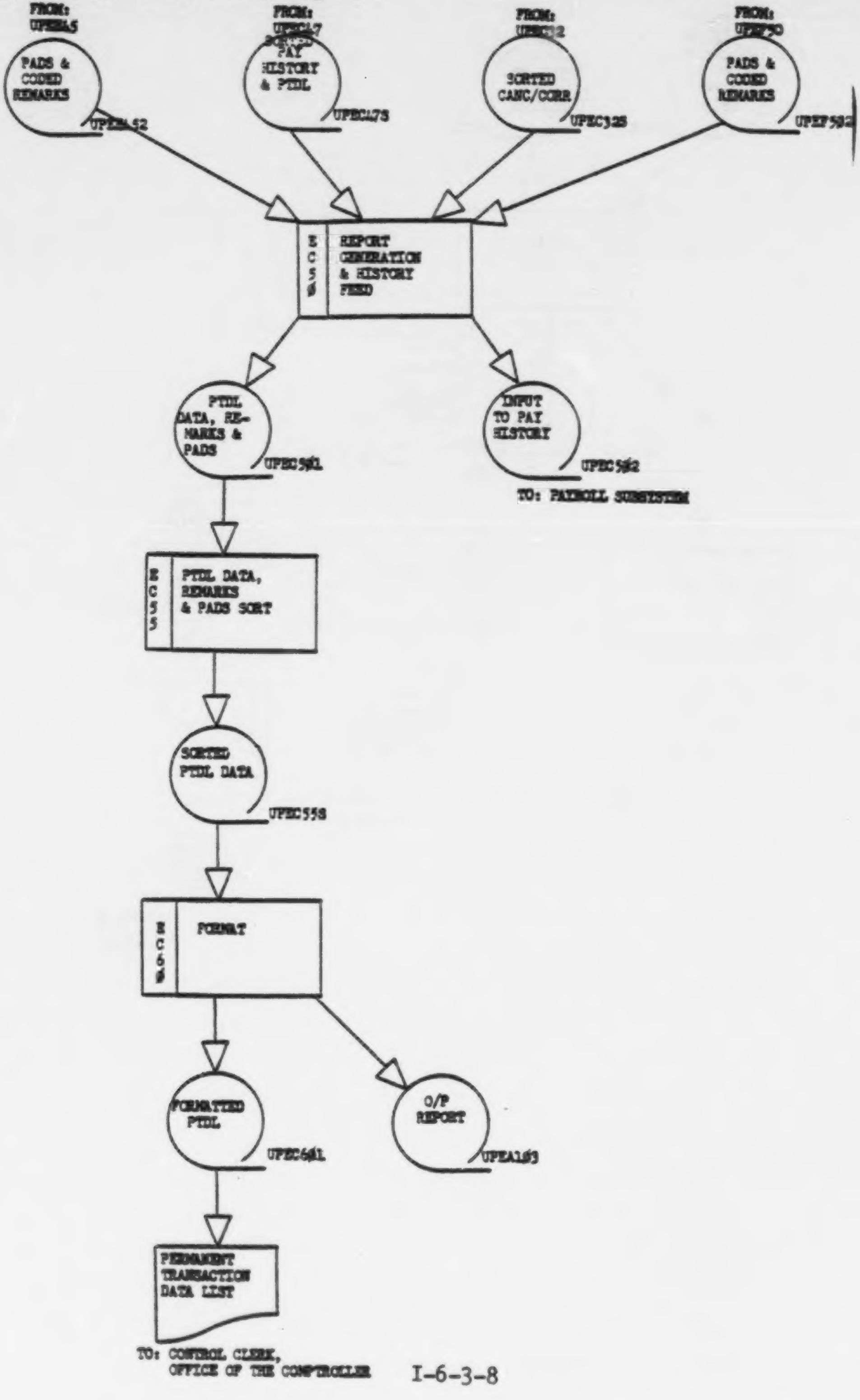
TO: OFFICE OF CIVILIAN PERSONNEL

2.1 PERSONNEL MANAGEMENT PROCESSING - UPEC0000

Application Flow Chart Page 6

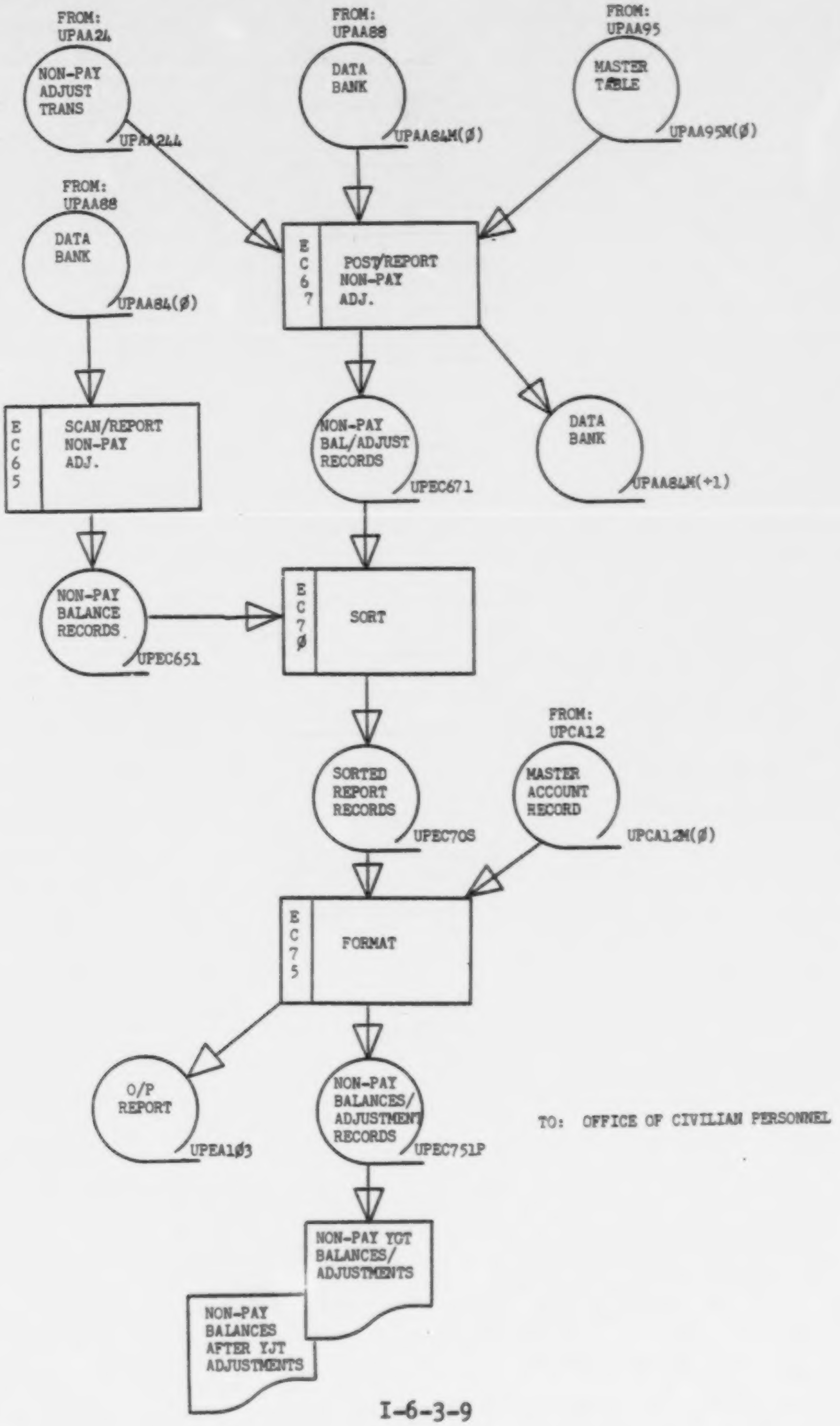

FROM: UPCA04
CANC/ CORR (HISTORY ONLY)
UPCA041
FROM: UPEC10
EPR, PTDL, AND PAY HISTORY
UPEC103
EC45
SPLIT
EPR
UPEC451
SORTED CANC/CORR (COMB)
UPEC325
TO: UPEC50
PAY HISTORY & PTDL
UPEC452
EC24
EPR SORT
SORTED EPR
UPEC243
EC27
FORMAT
O/P REPORT
UPEC103
EPR
UPEC271
EMPLOYEE PERSONNEL RECORD
TO: OFFICE OF CIVILIAN PERSONNEL
EC47
SORT
SORTED PAY HISTORY & PTDL
UPEC473
TO: UPEC50
FROM: UPCA04
CANC/ CORR HISTORY EXPANDED
UPCA041
EC32
SORT
SORTED CANC/ CORR
UPEC325
TO: UPEC50

2.1 PERSONNEL MANAGEMENT PROCESSING - UPEC0000
Application Flow Chart Page 7


FROM:
UPEEA45
PADS & CODED REMARKS
UPEEA52
FROM:
UPEC147
SORTED PAY HISTORY & PTDL
UPEC173
FROM:
UPEC32
SORTED CANC/CORR
UPEC325
FROM:
UPEF50
PADS & CODED REMARKS
UPEF502
E C 5 0
REPORT GENERATION & HISTORY FEED
PTDL DATA, REMARKS & PADS
UPEC501
INPUT TO PAY HISTORY
UPEC502
TO: PAYROLL SUBSYSTEM
E C 5 5
PTDL DATA, REMARKS & PADS SORT
SORTED PTDL DATA
UPEC558
E C 6 0
FORMAT
FORMATTED PTDL
UPEC601
O/P REPORT
UPEA103
PERMANENT TRANSACTION DATA LIST
TO: CONTROL CLERK,
OFFICE OF THE COMPTROLLER

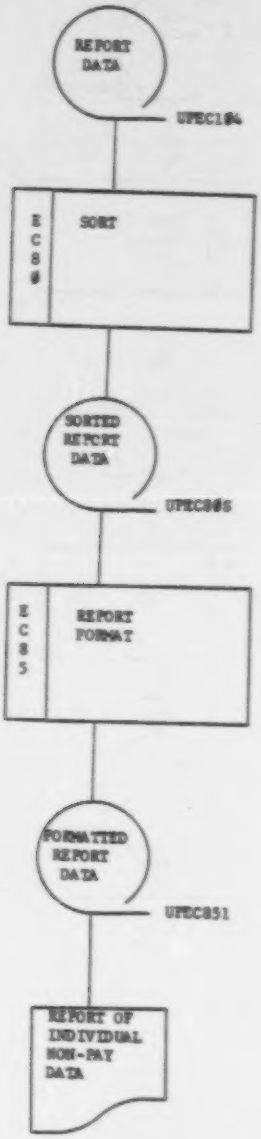
2.1 PERSONNEL MANAGEMENT PROCESSING - UPEC0000

Application Flow Chart Page 8


FROM: UPAA24
NON-PAY ADJUST TRANS
UPAA244
FROM: UPAA88
DATA BANK
UPAA84M(0)
FROM: UPAA95
MASTER TABLE
UPAA95M(0)
FROM: UPAA88
DATA BANK
UPAA84(0)
EC67
POST/REPORT NON-PAY ADJ.
EC65
SCAN/REPORT NON-PAY ADJ.
NON-PAY BAL/ADJUST RECORDS
UPEC671
DATA BANK
UPAA84M(+1)
NON-PAY BALANCE RECORDS
UPEC651
EC70
SORT
SORTED REPORT RECORDS
UPEC70S
FROM: UPCA12
MASTER ACCOUNT RECORD
UPCA12M(0)
EC75
FORMAT
O/P REPORT
UPEA103
NON-PAY BALANCES/ ADJUSTMENT RECORDS
UPEC751P
TO: OFFICE OF CIVILIAN PERSONNEL
NON-PAY YGT BALANCES/ ADJUSTMENTS
NON-PAY BALANCES AFTER YJT ADJUSTMENTS

2.1 PERSONNEL MANAGEMENT PROCESSING - UPEC0000

Application Flow Chart Page 9


REPORT DATA
UPEC104
EC80
SORT
SORTED REPORT DATA
UPEC805
EC85
REPORT FORMAT
FORMATTED REPORT DATA
UPEC851
REPORT OF INDIVIDUAL NON-PAY DATA

2.1 PERSONNEL MANAGEMENT PROCESSING - UPEC0000
Application Narrative

APPLICATION TITLE: Personnel Management Processing

APPLICATION ID NUMBER: UPEC0000

PURPOSE:

To produce required personnel reports on a cyclic, biweekly and requested basis.

FUNCTIONS:

a. Update Personnel portion of Data Bank.

b. Print Within-Grade Increase List.

c. Create Payroll Change Slip (PCS) File.

d. Print Nonpay Over Six Months.

e. Print Position Classification Survey.

f. Print Retention Register.

g. Print Placement Follow Up (DLA 1263).

h. Print Tickler/Action Items.

i. Print Tour of Duty Changes.

j. Print Probationary Appraisals Due.

k. Print Work Performance (DLA 1021).

l. Print Advance Within-Grade Increase Notice.

m. Print Performance Ratings Due List.

n. Create SF 50 File.

o. Print Service Control File.

p. Print College Caliber Hires.

q. Print Details, List of Employees.

r. Print DLA Career Service Awards.

s. Print Supervisors, List of.

t. Print Term and Temporary Employees Report.

u. Print Average Grade Report.

v. Print Vacancy List.

w. Print Competitive Levels Report.

x. Print Nonstandard Selector Code Listing.

y. Print Strength Report.

z. Print Periodic Voluntary Physical Exams.

aa. Print Federal Employee Health Benefits Coverage List.

ab. Print Retirement Verifying Service Report.

ac. Print Retirement Counseling List.

ad. Print Automated Computation of Estimated Retirement Benefits.

ae. Print Ready Reservists List.

af. Print Military Reserve Category Roster.

ag. Print Optional Federal Employees Group Life Insurance - Notice of Increase in Deductions.

ah. Print Employee Personnel Records.

ai. Print Permanent Transaction Data List.

aj. Create Pay History File.

ak. Print Position Classification Survey Report.

al. Prepare Nonpay Balances/Adjustment Report.

am. Print Individual Minority Group Designation.

an. Print Report of Individual Nonpay Data.

COMPONENT PROGRAMS AND OPERATIONS:

a. UPEC10: Data Bank Update and Nonpay Massage.

Operation: Update Personnel Portion of Data Bank. Determine what reports are needed and generate proper report IDs and certain automatic personnel actions.

b. UPEC20: Reports Generation.

c. UPEC22: Reports Data Sort.

d. UPEC23: Data Bank Extract Sort.

e. UPEC24: Employee Personnel Record Sort.

f. UPEC25: Split.

Operation: Produce Within Grade Increase Listing, Nonpay Over Six Months List, Retention Register, Placement Follow Up (DLA1263), PCS File, Position Classification Survey File, Employee Table Selector Code List, Additional Reports File, and WGI Due.

g. UPEC27: Format.

Operation: Produce Employee Personnel Record List.

h. UPEC30: Reports Format.

Operation: Produce Listing of College Caliber Hires; Details, List of Employees; DLA Career Service Awards; Supervisors, List of; Term and Temporary Employees; Average Grade Report; Service Control File; Vacancy List; Competitive Levels; Strength Report; Periodic Voluntary Physical Exams; Federal Employee Health Benefits Coverage List; Retirement - Verifying Service; Retirement - Counseling List; Ready Reservists; Military Reserve Category Roster; Optional Federal Employee Group Life Insurance - Notice of Increase in Deductions.

i. UPEC32: Sort.

j. UPEC35: Format.

Operation: Produce Listing of Tickler and Action Items, Tour of Duty Changes, Probationary Appraisals Due, Work Performance (DLA Form 1021), Advance Within-Grade Increase Notice, Performance Ratings Due List.

k. UPEC40: Format.

Operation: Produce Position Classification Survey Report.

l. UPEC45: Split.

Operation: Produce Employee Personnel Record File, Permanent Transaction Data List, Pay History File, and Negative Cancellation/Correction File.

m. UPEC47: Sort.

n. UPEC50: Report Generation and History Feed.

Operation: Produce Pay History File of Personnel Actions. Produce Permanent Transaction Data List File with Merged Remarks and Personnel Action Descriptions.

o. UPEC55: PTDL Data, Remarks, and Pads Sort.

p. UPEC60: Format.

q. UPEC65: Scan/Report.

Operation: During Data Bank Update cycle, records to which YJT actions have been posted are selected for reporting.

r. UPEC67: Post/Report.

Operation: During Biweekly 4 processing, YGT for prior pay periods are posted if balances do not go minus. Nonpay, YTD and current nonpay balances are reported as well as all adjustments made to each accumulator and any adjustments not made due to a negative balance resulting, WGI pending, probation period completed, etc.

s. UPEC70: Sort.

t. UPEC75: Format.

Operation: Produce Nonpay Balances/Adjustment Records.

u. UPEC80: Sort.

v. UPEC85: Format.

Operation: Produce Report of Individual Nonpay Data.

INPUT-OUTPUT SOURCE AND DISPOSITION:

a. Input is from File Maintenance, UPAA0000; MAR Update, UPCA0000; Unique Data File Maintenance, UPEA0000; Personnel Actions, UPEE0000; Personnel History Maintenance, UPEF0000.

b. Output Listings/Reports to Office of Civilian Personnel; Control Clerk, Office of Comptroller; SF 50 File to Personnel Action, UPEE0000; and PCF File to Personnel History Maintenance, UPEF0000.

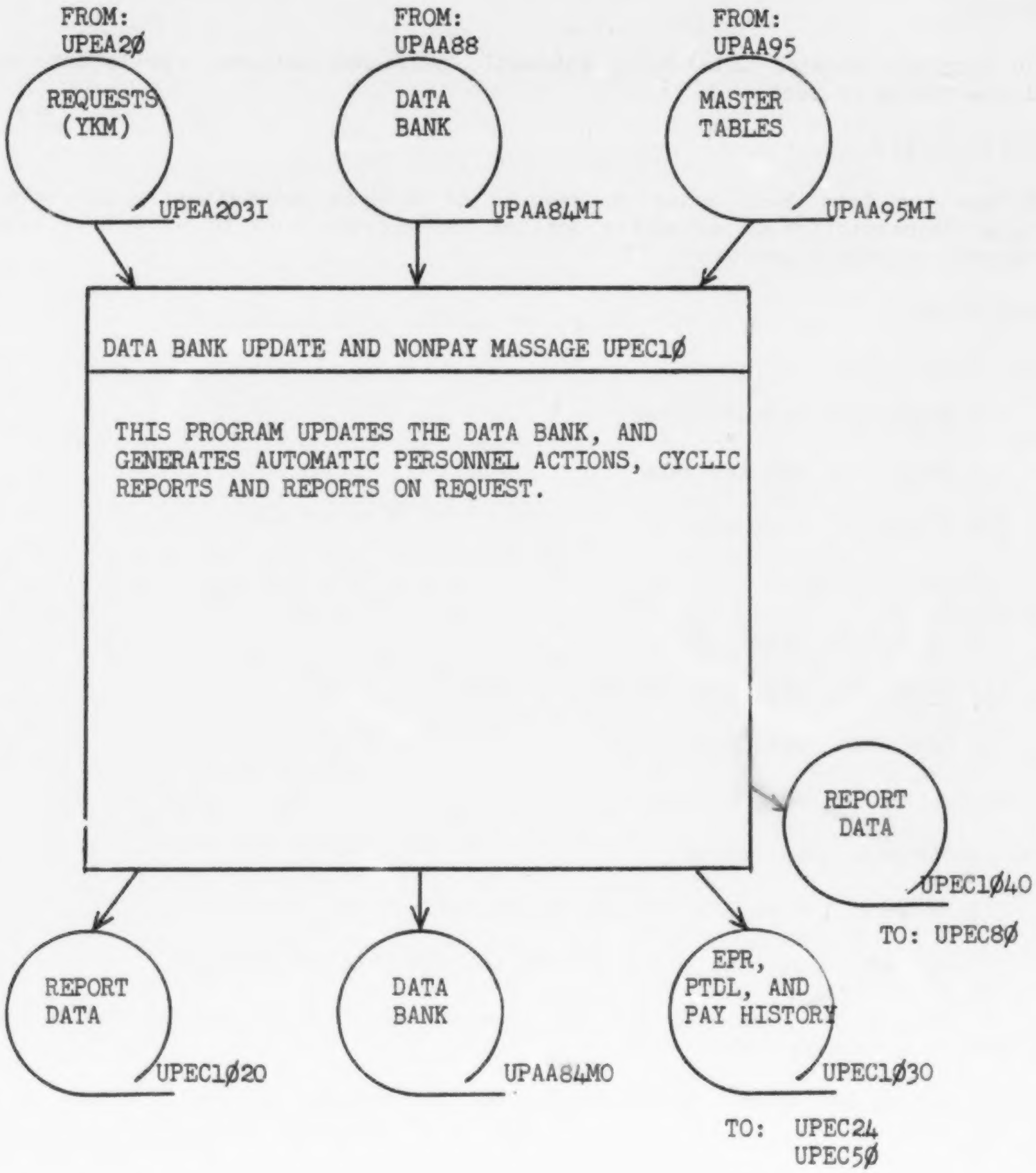
FREQUENCY, TIME LIMITATIONS AND SCHEDULING FACTORS:

This application is processed cyclic, biweekly and as requested.

SECTION 3 PERSONNEL MANAGEMENT PROCESSING PROGRAMS

3.1 DATA BANK UPDATE AND NONPAY MASSAGE - UPEC10

Program I/O Chart


FROM:
UPEA20
REQUESTS
(YKM)
UPEA203I
FROM:
UPAA88
DATA
BANK
UPAA84MI
FROM:
UPAA95
MASTER
TABLES
UPAA95MI
DATA BANK UPDATE AND NONPAY MASSAGE UPEC10
REPORT
DATA
UPEC1040
TO: UPEC80
REPORT
DATA
UPEC1020
DATA
BANK
UPAA84MO
EPR,
PTDL, AND
PAY HISTORY
UPEC1030
TO: UPEC24
UPEC50

THIS PROGRAM UPDATES THE DATA BANK, AND GENERATES AUTOMATIC PERSONNEL ACTIONS, CYCLIC REPORTS AND REPORTS ON REQUEST.

3.1 DATA BANK UPDATE AND NONPAY MASSAGE - UPEC10
Program Narrative

PROGRAM NAME: Data Bank Update and Nonpay Massage

PROGRAM ID NUMBER: UPEC10

PURPOSE:

To generate updated Data Bank, automatic personnel actions, cyclic reports, and reports on request.

FUNCTIONS/FEATURES:

Update the Data Bank based on results of changes automatically generated, trigger documentation of automatic actions and extract data to be fed to major personnel reporting processes.

DESCRIPTION:

a. Input Files:

(1) UPAA95MI: Master Tables.

(2) UPEA203I: YKM Requests.

(3) UPAA84MI: Data Bank.

b. Output Files:

(1) UPEC1020: Report Data.

(2) UPEC1030: EPR, PTDL and Pay History.

(3) UPAA84MO: Data Bank.

(4) UPEC1040: Report Data.

c. Processing Description:

(1) Required tables are read in and stored.

(2) Request parameters are read from the YKM File and stored.

(3) The cycle type (Update or Biweekly 4 "MINI") is determined and processing continues accordingly.

(4) During the update cycles the following procedures are performed:

(a) Data Bank Records with Status Codes of A, B, and C, are read in and immediately written to the updated file. Records with Status Codes I, J and K are considered for College Caliber Hire Reports only and then written to the updated file.

(b) Records with Status Code D are used to build the "FROM" portions of PCS or SF 50 and then dropped.

(c) Records with Status Code F are used to complete the "TO" portions of PCS and SF 50 and then are examined for the following:

1. A match against a YKM request.

2. A Leave Pay Status Code of D or S, in which case, all other processing is bypassed and the record is written to the updated file.

3. The completion of eight months of a probationary period, in which case, an appraisal form is generated.

4. Check for applicability of inclusion on the Performance Ratings Due List.

5. Check for placement followup date and if required, generate a Placement Followup Form.

6. Check for proper Within-Grade Increase data and if inadequate, notify OCP, and if required, generate the WGI due date. Also, if required, include the employee on the Advance Notice of WGI listings.

7. Complete any documentation on pending periods of nonpay if sufficient supporting data has been input.

8. Check for a tour of duty change and report nonpay, if any, for the previous tour of duty.

9. Match against parameters for any pending requests for Retention Registers.

10. Check record for inclusion on the Nonpay Time in Excess of Six Months Report.

11. If probation period is frozen, generate a reminder message to OCP.

12. If conversion to career is frozen, generate a reminder message to OCP.

13. If required, generate a message to OCP on expiration of the position obligation.

14. If required, generate a message to OCP that change in tenure is being withheld pending the deobligation of the position.

15. A "condensed" copy of the record is forwarded to program UPEC20.

16. If required, another "condensed" version is furnished for the EPR, PTDL and Pay History File.

17. Finally, the F Record is copied to the updated Data Bank.

(d) Records with Status Code G are matched against YKM requests for EPR printouts; and if a temporary promotion actually takes place, the G Record will be dropped. These records are also matched against Retention Register parameters and are listed on a register if required. These records are then copied to the updated Data Bank.

(e) Records with Status Code H are copied to the updated Data Bank.

(f) K Status Records are checked for inclusion on College Caliber Hire reports, and once reported, are dropped.

(5) During the MINI personnel cycle, the following procedures are performed:

(a) Data Bank Records with Status Codes A, B, C, G, H, I, J and K are read in and immediately written to the outgoing Data Bank. Records with a D status should never appear on the Data Bank during this cycle.

(b) Records with Status Code F are examined for the following:

1. Expiration of a detail within the following month for which a warning message will be furnished OCP.

2. If the detail expiration date is passed, all data pertinent to the detail will be cleared.

3. Expiration of a temporary promotion within the following month, for which a warning message will be generated.

4. Expiration of statutory retention rights, for which a warning message will be printed.

5. Expiration of salary retention rights within the following month, for which a warning message will be generated.

6. Expiration of term appointment within the next pay period, for which a warning message will be printed.

7. Check for current nonpay hours and/or nonpay during the previous pay period, add current nonpay hours to appropriate accumulators, check compatibility of hours and supporting data, and adjust the conversion to career tenure date, if required.

8. Check for previous periods of nonpay for which supporting data may still be pending.

9. If within-grade increase due date has been reached, perform all checks to ascertain eligibility, generate a record for the WGI listing, and if appropriate, trigger the step increase.

10. Check for a tour of duty change and report nonpay, if any, for the previous tour of duty.

11. If probation is frozen, generate a reminder message to OCP.

12. If probationary (trial) period completion date has been reached and all requirements are satisfied, either notify OCP or, if required, trigger an SF 50 which will be printed in the next update cycle recording the action.

13. If conversion is frozen, generate a reminder message to OCP.

14. If conversion to career tenure date has been reached, and all requirements have been satisfied, trigger an SF 50 which will be printed in the next update cycle recording the action and change the tenure group.

15. If required, generate a message to OCP on expiration of the position obligation.

16. A "condensed" copy of the record is forwarded to program UPEC20 to support further reports.

17. Finally, the F record is copied to the updated Data Bank.

(6) At the end of the leave year, all nonpay accrued for calendar year reporting is cleared from the accumulators.

SPECIAL CONDITIONS:

a. The pay period end indicator (DB-PAY-END-FLAG) must be set to 1 to trigger the MINI personnel cycle. This is an internal action which occurs automatically and requires no manual intervention.

b. There are over 20 reports that are automatically produced in the Weekly Update cycle for the OCP. There are 20 other reports that may be requested by the OCP for which DIC YKM input cards will be prepared by the I/O Control Officer. The nine YKM input cards and their unique record codes are:

INPUT CARDS	RECORD CODES
YKM-A	Twelve reports. See input format and instructions for report titles.
YKM-B	Personnel Classification Survey Report

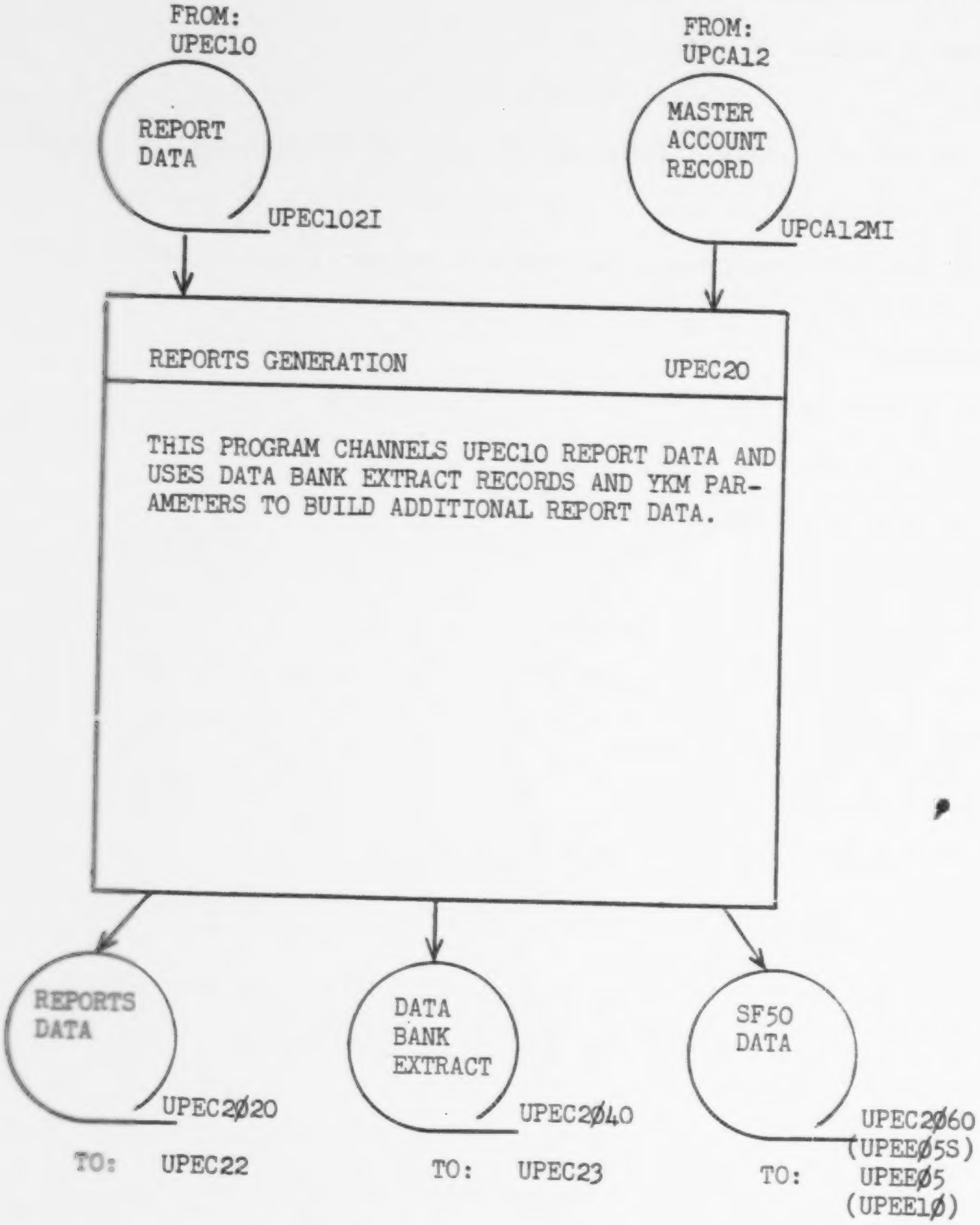
INPUT CARDS	RECORD CODES
YKM-C	Periodic Voluntary Physical Examination
YKM-D	Employee Personnel Record
YKM-E	Emloyee Personnel History Records
YKM-F	Nonstandard Table Selector Code Listing
YKM-G	Automated Computation of Estimated Retirement Benefits
YKM-H	Individual Minority Group Designation
YKM-J	Report of Individual Nonpay Data

Also note that the input format for each type of YKM format specifies the maximum number of that particular input to a weekly APCAPS Data Bank Update Cycle (Schedule Code A) or to special "Stand Alone" Schedules described below.

c. There may be instances wherein additional reports are required. DSAC has developed abbreviated "Stand Alone" cycles for producing additional reports under this condition. The Data Bank File in not updated in the "Stand Alone" cycles. Because of Data Bank flags, however, Stand Alone cycles can not be run with Data Bank Files produced in Biweekly and MINI cycles. The Data Bank Input File used must have been produced in a Data Bank Update cycle. Please refer to part 3 of this manual for the "Stand Alone" Schedules, numbers 2, 3, 4, 5, 6, 8 and 9. There are three reports which can be obtained only from the weekly Data Bank update cycle: College Caliber Hires, Retention Registers and Headquarters Data Bank update. The reason for this is that the master records are updated during the report generation processes.

3.2 REPORTS GENERATION - UPEC20

Program I/O Chart


FROM:
UPEC10
REPORT
DATA
UPEC102I
FROM:
UPCA12
MASTER
ACCOUNT
RECORD
UPCA12MI
REPORTS GENERATION
UPEC20
REPORTS
DATA
UPEC2020
TO: UPEC22
DATA
BANK
EXTRACT
UPEC2040
TO: UPEC23
SF50
DATA
UPEC2060
(UPEE05S)
TO: UPEE05
(UPEE10)

THIS PROGRAM CHANNELS UPEC10 REPORT DATA AND USES DATA BANK EXTRACT RECORDS AND YKM PARAMETERS TO BUILD ADDITIONAL REPORT DATA.

3.2 REPORTS GENERATION - UPEC20
Program Narrative

PROGRAM NAME: Reports Generation

PROGRAM ID NUMBER: UPEC20

PURPOSE:

To channel and generate additional data for personnel report processes.

FUNCTIONS/FEATURES:

Uses the Data Bank Extract Records and YKM parameters furnished by UPEC10 to build additional report data.

DESCRIPTION:

a. Input Files:

(1) UPCA12MI: MAR File.

(2) UPEC102I: Report Data.

b. Output Files:

(1) UPEC2020: Reports Data.

(2) UPEC2040: Data Bank Extract.

(3) UPEC2060: SF50 Data.

c. Processing Description:

(1) Required MAR data is read in and stored.

(2) MAR and control data furnished by UPEC10 is then passed to files UPEC202 and UPEC204.

(3) The cycle type (Update or Biweekly 4 "MINI") is determined and a series of "switches" are set to direct the type of report data to be generated. These switches are determined by the cycle type and YKM report requests which have been input.

(4) The report data file is read and Placement Followup, WGI Listing, Retention Register, Action/Tickler Message, Nonpay in Excess of six months, WGI appraisal form, Tour of Duty Change Report, PCS, and WGI Advance Notification Records are written to UPEC202. The SF 50 records are written to UPEC206.

(5) Data Bank Extract Records from the Report Data File are examined for the following:

(a) In the Update cycle:

1. If the extract record has a Status Code of C or F, Service Control File data, is generated, and if required, a Vacancy List Record and/or one for the Supervisors List.

2. A match against parameters for Periodic Voluntary Physical Examinations (YKM requests).

3. A match against requirements for College Caliber Hire Report (YKM requests).

4. A Check for detail data if a Detail List YKM request has been input.

5. A check for eligibility for a Career Service Award if that report has been requested by YKM.

6. A match against reserve category if the Military Reserve Category Roster has been requested via YKM.

7. A check for eligibility on Optional Federal Group Life Insurance - Notice of Increase in Deductions, if this has been requested.

8. A check for eligibility on the Ready Reservists Listing if included on a YKM request.

9. A match against parameters for Retirement Mandatory Listing if required.

10. A check for Retirement Counseling List eligibility, if required.

11. If Retirement - Verifying Service for Mandatory Retirement is requested via YKM, check record for applicability.

12. A match against parameters for Position Classification Survey Listings if requested by YKM.

13. When the Data Bank Extract Record matches the parameters of any of these requested reports, data is selected for the appropriate report and written on UPEC204.

(b) In the Biweekly 4 "MINI" cycle:

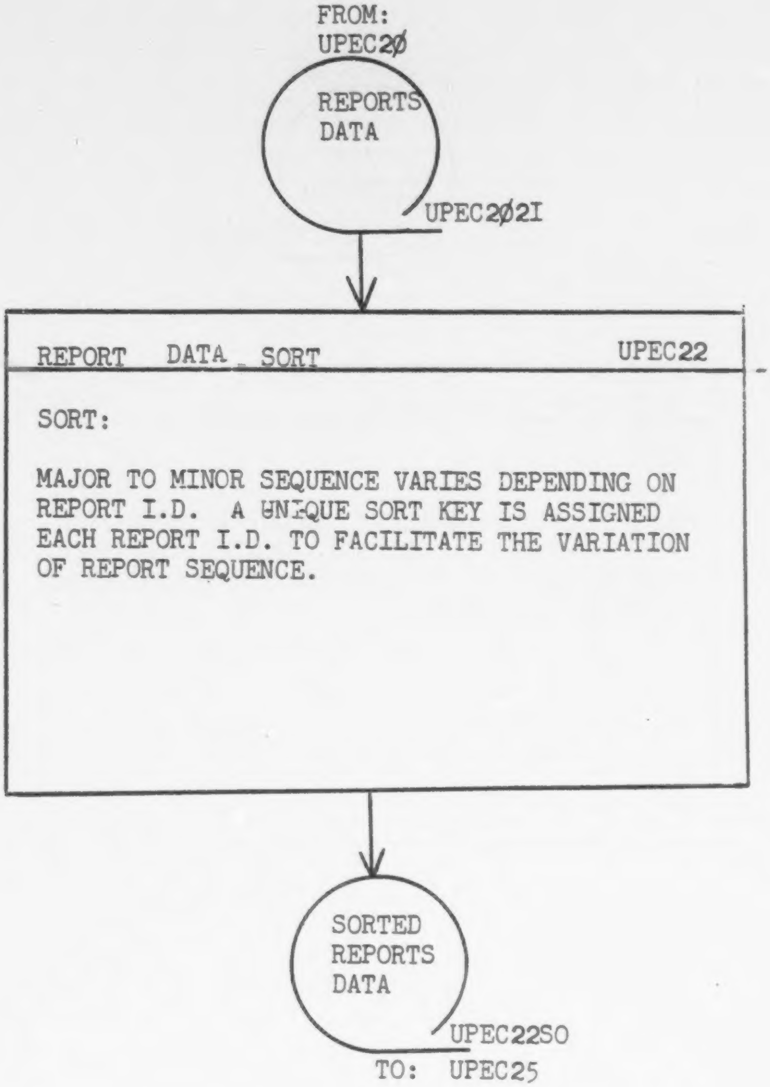
1. Check the health benefits category and if required, prepare a record for the Federal Employees Health Benefits Coverage report.

2. If applicable, the record will be used to build data for the Temporary and Term Employees Report and the Temporary Appointment Expiration List.

SPECIAL CONDITIONS:

A pay period end indicator must be furnished in a control record from UPEC10 to trigger the Biweekly 4 "MINI" cycle.

3.3 REPORT DATA SORT - UPEC22
Program I/O Chart

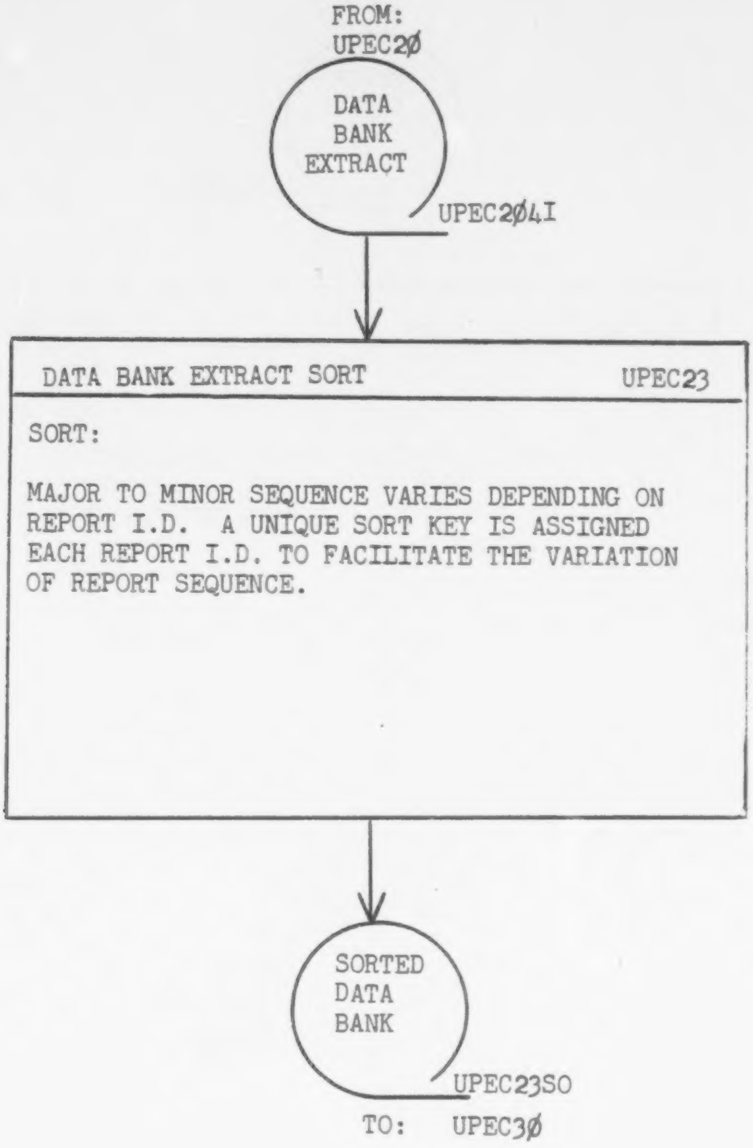

FROM:
UPEC20
REPORTS DATA
UPEC202I
REPORT DATA SORT
UPEC22
SORTED REPORTS DATA
UPEC22SO
TO: UPEC25

SORT:

MAJOR TO MINOR SEQUENCE VARIES DEPENDING ON REPORT I.D. A UNIQUE SORT KEY IS ASSIGNED EACH REPORT I.D. TO FACILITATE THE VARIATION OF REPORT SEQUENCE.

3.4 DATA BANK EXTRACT SORT - UPEC23

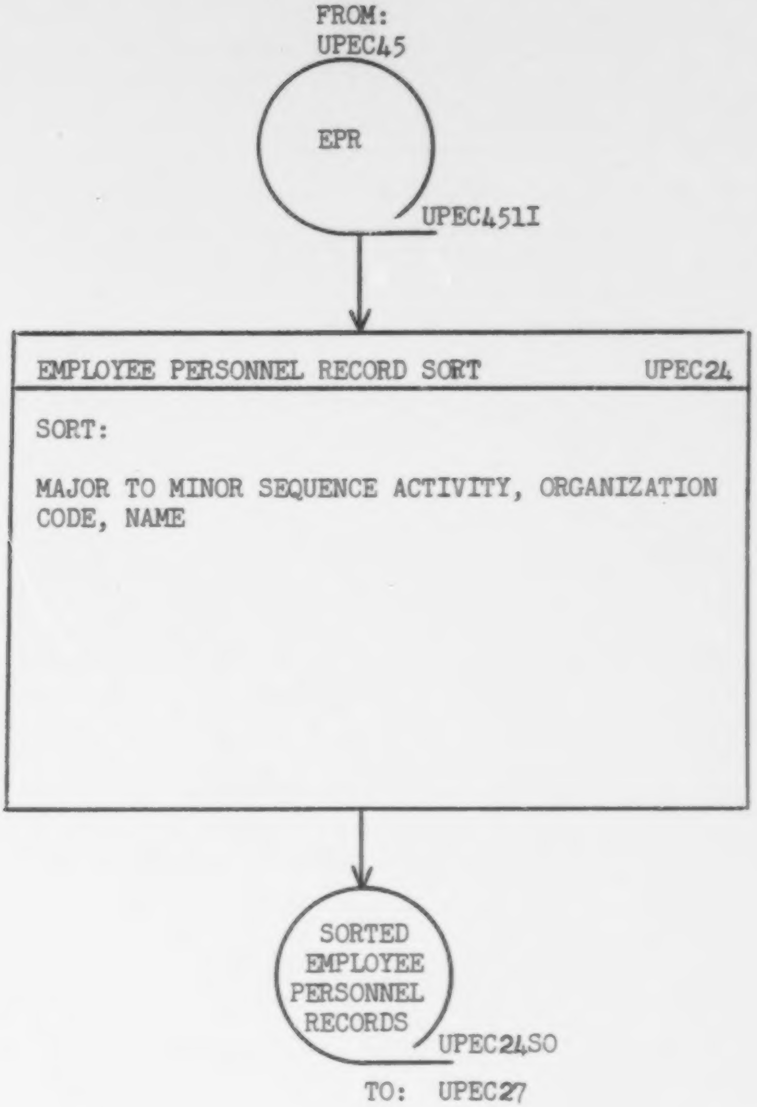
Program I/O Chart


FROM:
UPEC20
DATA
BANK
EXTRACT
UPEC204I
DATA BANK EXTRACT SORT
UPEC23
SORTED
DATA
BANK
UPEC23SO
TO: UPEC30

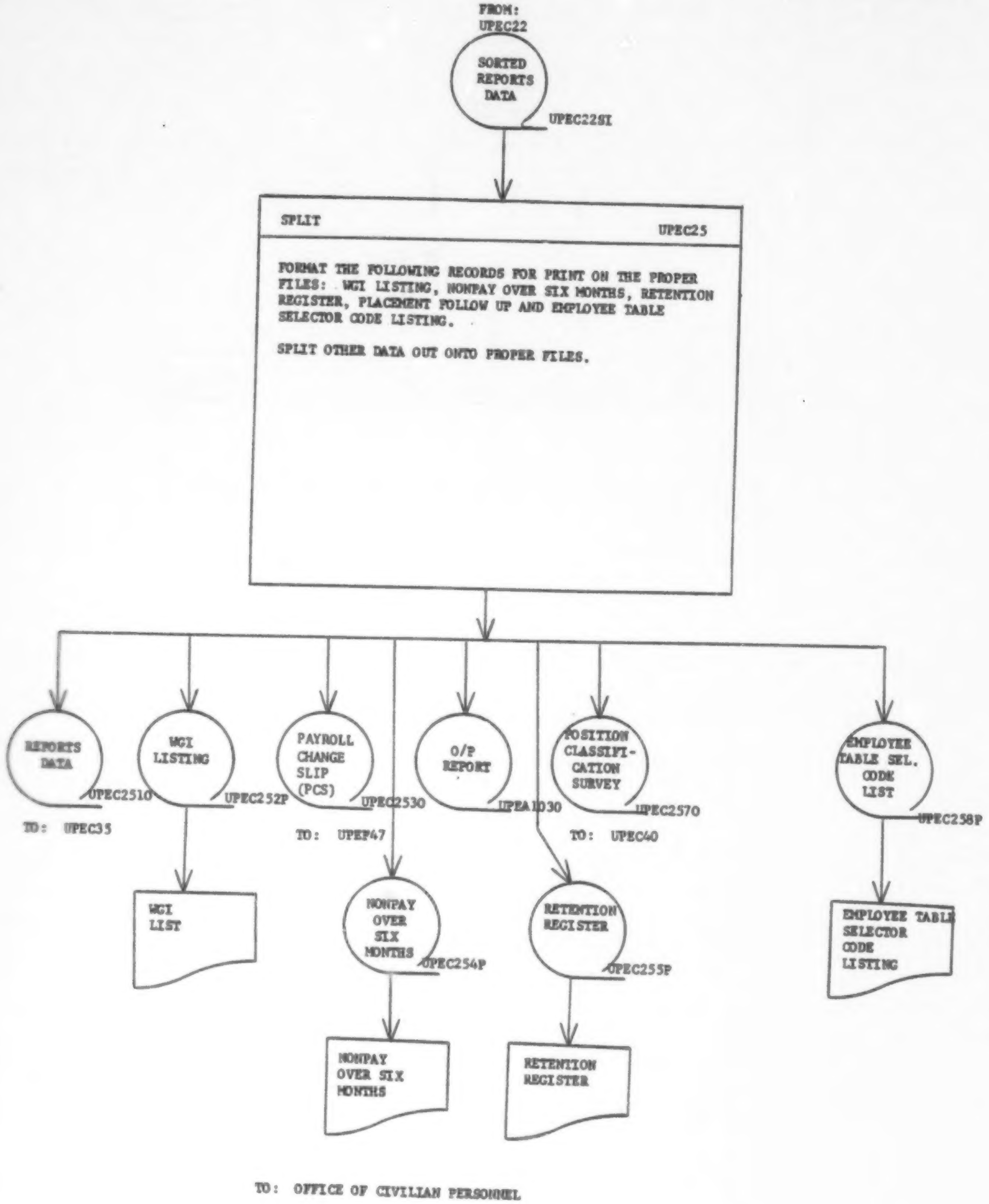
SORT:

MAJOR TO MINOR SEQUENCE VARIES DEPENDING ON REPORT I.D. A UNIQUE SORT KEY IS ASSIGNED EACH REPORT I.D. TO FACILITATE THE VARIATION OF REPORT SEQUENCE.

3.5 EMPLOYEE PERSONNEL RECORD SORT - UPEC24
Program I/O Chart


FROM:
UPEC45
EPR
UPEC451I
EMPLOYEE PERSONNEL RECORD SORT
UPEC24
SORT:
MAJOR TO MINOR SEQUENCE ACTIVITY, ORGANIZATION CODE, NAME
SORTED EMPLOYEE PERSONNEL RECORDS
UPEC24SO
TO: UPEC27

3.6 SPLIT - UPEC25
Program I/O Chart


FROM: UPEC22
SORTED REPORTS DATA
UPEC22SI
SPLIT
UPEC25
FORMAT THE FOLLOWING RECORDS FOR PRINT ON THE PROPER FILES: WGI LISTING, NONPAY OVER SIX MONTHS, RETENTION REGISTER, PLACEMENT FOLLOW UP AND EMPLOYEE TABLE SELECTOR CODE LISTING.
SPLIT OTHER DATA OUT ONTO PROPER FILES.
REPORTS DATA
UPEC2510
TO: UPEC35
WGI LISTING
UPEC252P
WGI LIST
PAYROLL CHANGE SLIP (PCS)
UPEC2530
TO: UPEP47
NONPAY OVER SIX MONTHS
UPEC254P
NONPAY OVER SIX MONTHS
O/P REPORT
UPEA1030
RETENTION REGISTER
UPEC255P
RETENTION REGISTER
POSITION CLASSIFI-CATION SURVEY
UPEC2570
TO: UPEC40
EMPLOYEE TABLE SEL. CODE LIST
UPEC258P
EMPLOYEE TABLE SELECTOR CODE LISTING
TO: OFFICE OF CIVILIAN PERSONNEL

3.6 SPLIT - UPEC25
Program Narrative

PROGRAM NAME: Split

PROGRAM ID NUMBER: UPEC25

PURPOSE:

To format print lines for the following reports: WGI Listing, Nonpay over 6 Months, Retention Register, Position Classification Survey Data, Employee Table Selector Code List and other reports data.

FUNCTIONS/FEATURES:

a. Format four reports.

b. Split out report data.

DESCRIPTION:

a. Input File:

UPEC22SI: Sorted Reports Data.

b. Output Files:

(1) UPEC2510: Reports Data.

(2) UPEC252P: WGI Listing.

(3) UPEC2530: Payroll Change Slip (PCS).

(4) UPEC254P: Nonpay Over 6 Months.

(5) UPEC255P: Retention Register.

(6) UPEC2570: Position Classification Survey.

(7) UPEC258P: Employee Table Selector Code List.

(8) UPEA1030: Output Report.

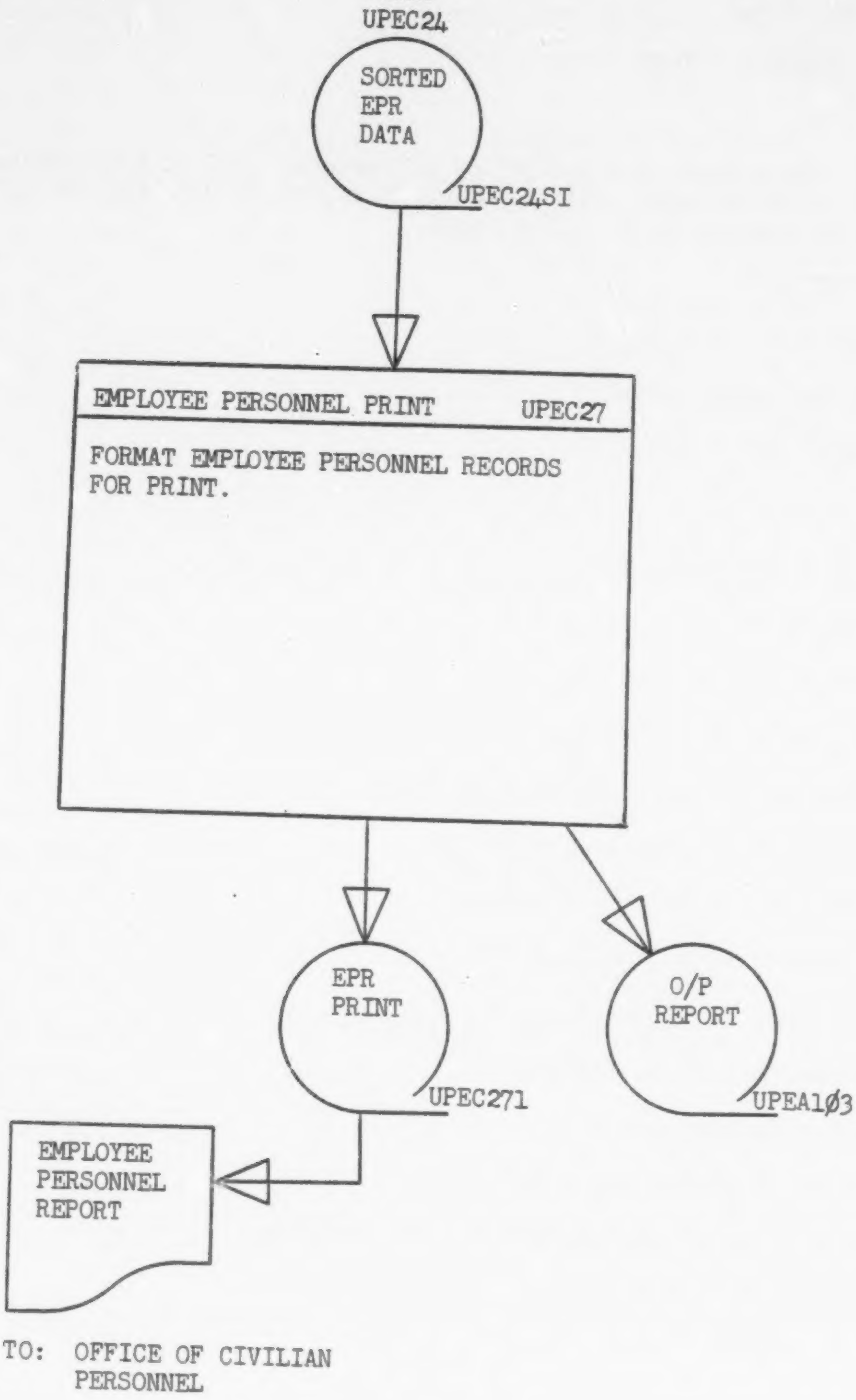
c. Processing Description:

(1) Input is broken out by DIC.

(2) Headers Lines are inserted for each reports.

SPECIAL CONDITIONS: None.

3.7 EMPLOYEE PERSONNEL PRINT - UPEC27
Program I/O Chart


FROM:
UPEC24
SORTED EPR DATA
UPEC24SI
EMPLOYEE PERSONNEL PRINT
UPEC27
FORMAT EMPLOYEE PERSONNEL RECORDS FOR PRINT.
EPR PRINT
UPEC271
O/P REPORT
UPEA103
EMPLOYEE PERSONNEL REPORT

TO: OFFICE OF CIVILIAN
PERSONNEL

3.7 EMPLOYEE PERSONNEL PRINT - UPEC27
Program Narrative

PROGRAM NAME: Employee Personnel Print

PROGRAM ID NUMBER: UPEC27

PURPOSE:

To format print lines for the Employee Personnel Report, add header lines.

FUNCTIONS/FEATURES:

Format Detail Lines and Headers.

DESCRIPTION:

a. Input File:

UPEC24SI: Sorted Employee Personnel Report Data.

b. Output File:

(1) UPEC271P: Print Lines for Employee Personnel Report.

(2) UPEA1030: Output Report.

c. Processing Description:

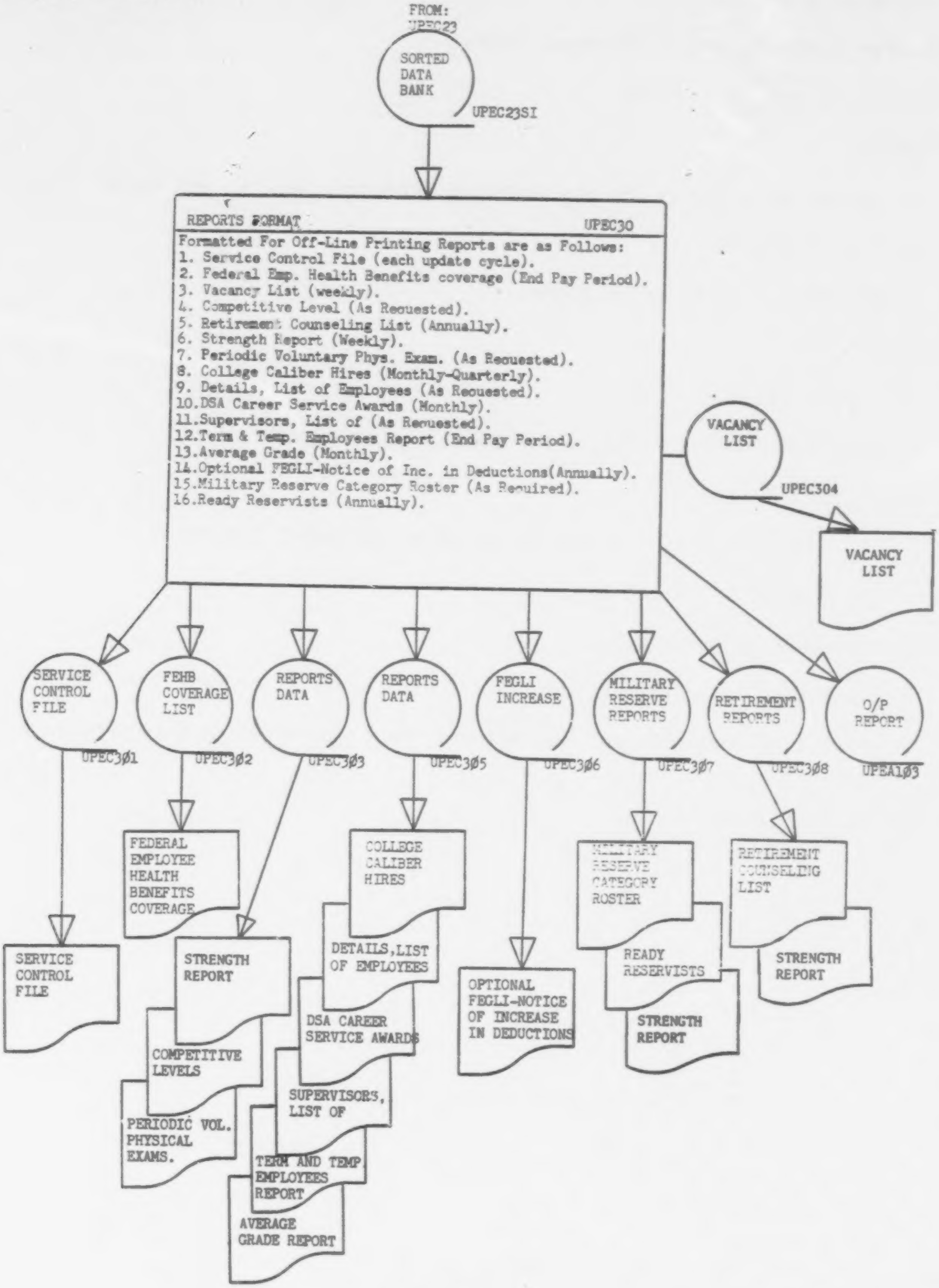
(1) Report is printed by Activity Code, Organization Code, and Name.

(2) Twenty-seven lines are printed per record with page break on each record.

SPECIAL CONDITIONS: None.

3.8 REPORTS FORMAT - UPEC30

Program I/O Chart


FROM:
UPEC23
SORTED
DATA
BANK
UPEC23SI
REPORTS FORMAT
UPEC30
Formatted For Off-Line Printing Reports are as Follows:
1. Service Control File (each update cycle).
2. Federal Emp. Health Benefits coverage (End Pay Period).
3. Vacancy List (weekly).
4. Competitive Level (As Requested).
5. Retirement Counseling List (Annually).
6. Strength Report (Weekly).
7. Periodic Voluntary Phys. Exam. (As Requested).
8. College Caliber Hires (Monthly-Quarterly).
9. Details, List of Employees (As Requested).
10.DSA Career Service Awards (Monthly).
11.Supervisors, List of (As Requested).
12.Term & Temp. Employees Report (End Pay Period).
13.Average Grade (Monthly).
14.Optional FEGLI-Notice of Inc. in Deductions(Annually).
15.Military Reserve Category Roster (As Required).
16.Ready Reservists (Annually).
VACANCY
LIST
UPEC304
VACANCY
LIST
SERVICE
CONTROL
FILE
UPEC301
FEHB
COVERAGE
LIST
UPEC302
REPORTS
DATA
UPEC303
REPORTS
DATA
UPEC305
FEGLI
INCREASE
UPEC306
MILITARY
RESERVE
REPORTS
UPEC307
RETIREMENT
REPORTS
UPEC308
O/P
REPORT
UPEA103
FEDERAL
EMPLOYEE
HEALTH
BENEFITS
COVERAGE
COLLEGE
CALIBER
HIRES
MILITARY
RESERVE
CATEGORY
ROSTER
RETIREMENT
COUNSELING
LIST
SERVICE
CONTROL
FILE
STRENGTH
REPORT
DETAILS, LIST
OF EMPLOYEES
OPTIONAL
FEGLI-NOTICE
OF INCREASE
IN DEDUCTIONS
READY
RESERVISTS
STRENGTH
REPORT
STRENGTH
REPORT
COMPETITIVE
LEVELS
DSA CAREER
SERVICE AWARDS
PERIODIC VOL.
PHYSICAL
EXAMS.
SUPERVISORS,
LIST OF
TERM AND TEMP
EMPLOYEES
REPORT
AVERAGE
GRADE REPORT

3.8 REPORTS FORMAT - UPEC30
Program Narrative

PROGRAM NAME: Reports Format

PROGRAM ID NUMBER: UPEC30

PURPOSE:

To separate reports by DIC, add Header Lines and totals as required.

FUNCTIONS/FEATURES:

Separate reports, add headers and totals as required.

DESCRIPTION:

a. Input File:

UPEC23S0: Sorted Reports Data.

b. Output Files:

(1) UPEC301P: Print lines for Service Control File.

(2) UPEC302P: Print lines for Federal Employees Health Benefits Coverage List.

(3) UPEC303P: Print lines for Competitive Level, Strength Report (By Pay Plan), Periodic Voluntary Physical Examinations.

(4) UPCE304P: Print lines for Vacancy List.

(5) UPEC305P: Print lines for College Caliber Hires, Detail-List of Employee, DLA Career Service Awards, Supervisors-List of, Term and Temporary Employees Report, Average Grade Report.

(6) UPEC306P: Print lines for Optional Federal Employees Group Life Insurance - Notice of Increase in Deductions.

(7) UPEC307P: Print lines for Military Reserve Category Roster, Ready Reservists, Strength Report (by type of employment).

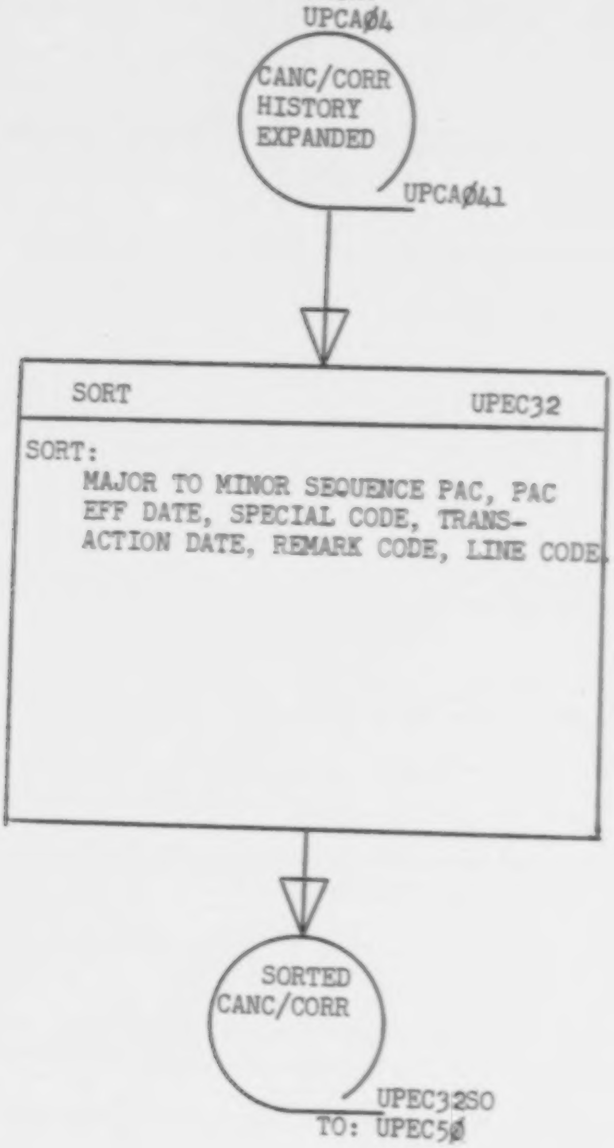
(8) UPEC308P: Print lines for Retirement Counseling List, Strength Report (by special Program Identifier).

(9) UPEA1030: Output Report.

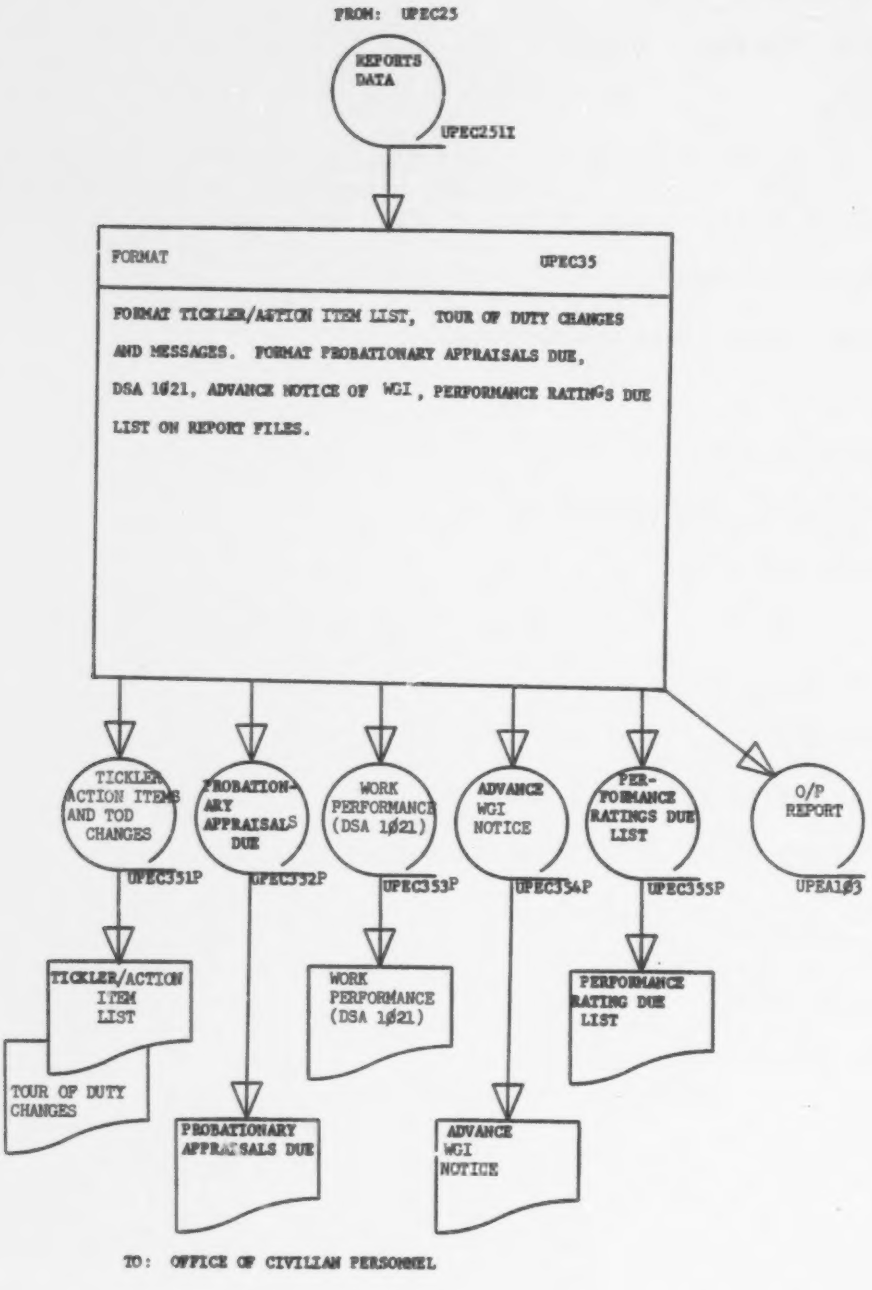
c. Processing Description - Input is broken out by Report ID, Header Lines are inserted if needed, totals are produced if needed.

SPECIAL CONDITIONS: None.

3.9 SORT - UPEC32
Program I/O Chart


FROM:
UPCA04
CANC/CORR
HISTORY
EXPANDED
UPCA041
SORT
UPEC32
SORT:
MAJOR TO MINOR SEQUENCE PAC, PAC EFF DATE, SPECIAL CODE, TRANSACTION DATE, REMARK CODE, LINE CODE.
SORTED
CANC/CORR
UPEC32SO
TO: UPEC50

3.10 FORMAT - UPEC35
Program I/O Chart


FROM: UPEC25
REPORTS DATA
UPEC251I
FORMAT
UPEC35
FORMAT TICKLER/ACTION ITEM LIST, TOUR OF DUTY CHANGES AND MESSAGES. FORMAT PROBATIONARY APPRAISALS DUE, DSA 1021, ADVANCE NOTICE OF WGI, PERFORMANCE RATINGS DUE LIST ON REPORT FILES.
TICKLER ACTION ITEMS AND TOD CHANGES
UPEC351P
PROBATIONARY APPRAISALS DUE
UPEC352P
WORK PERFORMANCE (DSA 1021)
UPEC353P
ADVANCE WGI NOTICE
UPEC354P
PERFORMANCE RATINGS DUE LIST
UPEC355P
O/P REPORT
UPEA103
TICKLER/ACTION ITEM LIST
TOUR OF DUTY CHANGES
PROBATIONARY APPRAISALS DUE
WORK PERFORMANCE (DSA 1021)
ADVANCE WGI NOTICE
PERFORMANCE RATING DUE LIST
TO: OFFICE OF CIVILIAN PERSONNEL

3.10 FORMAT - UPEC35
Program Narrative

PROGRAM NAME: Format

PROGRAM ID NUMBER: UPEC35

PURPOSE:

To format print lines for the following Reports: Tickler Action Item List, Tour of Duty Changes, Probationary Appraisals, Work Performance Determination (DLA Form 1021), Advance Notice of WGI, Performance Ratings Due List.

FUNCTIONS/FEATURES:

Format Detail Lines and Headers.

DESCRIPTION:

a. Input File:

UPEC251I: Reports Data.

b. Output Files:

(1) UPEC351P: Tickler/Action Items and Tour of Duty Changes.

(2) UPEC352P: Probationary Appraisals Due.

(3) UPEC353P: Work Performance (DLA 1021).

(4) UPEC354P: Advance WGI notice.

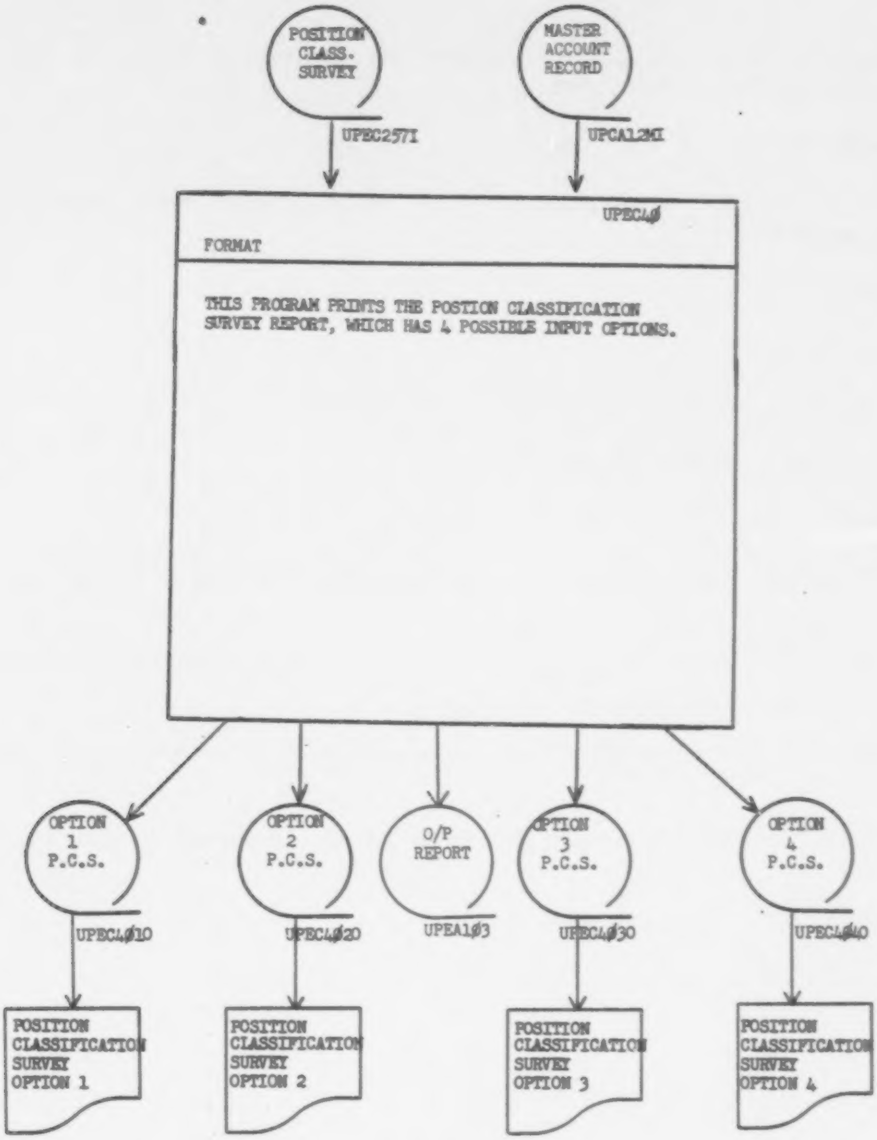
(5) UPEC355P: Performance Rating Due List.

(6) UPEA1030: Output Report.

c. Processing Description - Input is broken out by Report-ID, Header Lines are inserted if needed.

SPECIAL CONDITIONS: None.

3.11 FORMAT - UPEC40
Program I/O Chart


POSITION CLASS. SURVEY
MASTER ACCOUNT RECORD
UPEC257I
UPCA12MI
UPEC40
FORMAT
THIS PROGRAM PRINTS THE POSTION CLASSIFICATION SURVEY REPORT, WHICH HAS 4 POSSIBLE INPUT OPTIONS.
OPTION 1 P.C.S.
OPTION 2 P.C.S.
O/P REPORT
OPTION 3 P.C.S.
OPTION 4 P.C.S.
UPEC4010
UPEC4020
UPEA103
UPEC4030
UPEC4040
POSITION CLASSIFICATION SURVEY OPTION 1
POSITION CLASSIFICATION SURVEY OPTION 2
POSITION CLASSIFICATION SURVEY OPTION 3
POSITION CLASSIFICATION SURVEY OPTION 4

3.11 FORMAT - UPEC40
Program Narrative

PROGRAM NAME: Format

PROGRAM ID NUMBER: UPEC40

PURPOSE:

To produce a Position Classification Survey Report based on the selective criteria entered into the system.

FUNCTIONS/FEATURES:

UPEC40 will produce a maximum of four reports with each report being in a different sequence.

DESCRIPTION:

a. Input Files:

(1) UPEC257I: Position Classification Survey.

(2) UPCA12MI: Master Account Record.

b. Output Files:

(1) UPEC4010: Each output file is a unique Positions Classification Survey Listing.

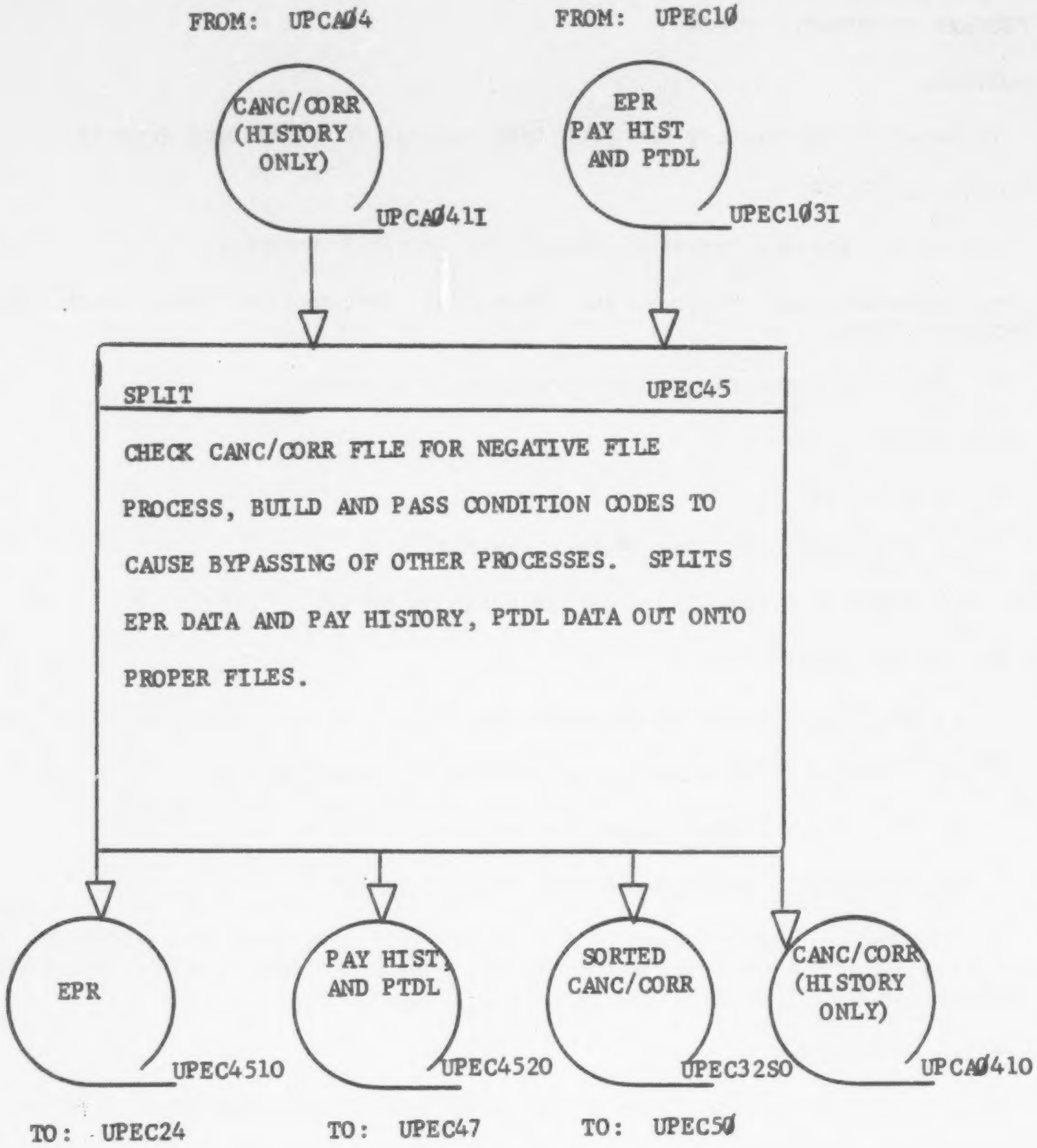
(2) UPEC4020: Each output file is a unique Positions Classification Survey Listing.

(3) UPEC4030: Each output file is a unique Positions Classification Survey Listing.

(4) UPEC4040: Each output file is a unique Positions Classification Survey Listing.

(5) UPEA12030: Output Report.

3.12 SPLIT - UPEC45
Program I/O Chart


FROM: UPCA04
FROM: UPEC10
CANC/CORR (HISTORY ONLY)
UPCA041I
EPR PAY HIST AND PTDL
UPEC1031I
SPLIT
UPEC45
EPR
UPEC4510
PAY HIST, AND PTDL
UPEC4520
SORTED CANC/CORR
UPEC32SO
CANC/CORR (HISTORY ONLY)
UPCA0410
TO: UPEC24
TO: UPEC47
TO: UPEC50

CHECK CANC/CORR FILE FOR NEGATIVE FILE PROCESS, BUILD AND PASS CONDITION CODES TO CAUSE BYPASSING OF OTHER PROCESSES. SPLITS EPR DATA AND PAY HISTORY, PTDL DATA OUT ONTO PROPER FILES.

3.12 SPLIT - UPEC45
Program Narrative

PROGRAM NAME: Split

PROGRAM ID NUMBER: UPEC45

PURPOSE:

To separate Pay History and PTDL Data Records from EPR Data Records.

FUNCTIONS/FEATURES:

a. Build Employee Personnel Record for Format Processing.

b. Separate Pay History and Permanent Transaction Data from Employee Personnel Data.

c. Set conditions for Cancel/Correction Processing.

DESCRIPTION:

a. Input Files:

(1) UPEC103I: EPR, Pay History and PTDL.

(2) UPCA041I: Cancel/Correction (History only).

b. Output Files:

(1) UPEC4510: Employee Personnel Records.

(2) UPEC4520: Pay History and Permanent Transaction Data.

(3) UPEC32SO: Sorted Cancel/Correction.

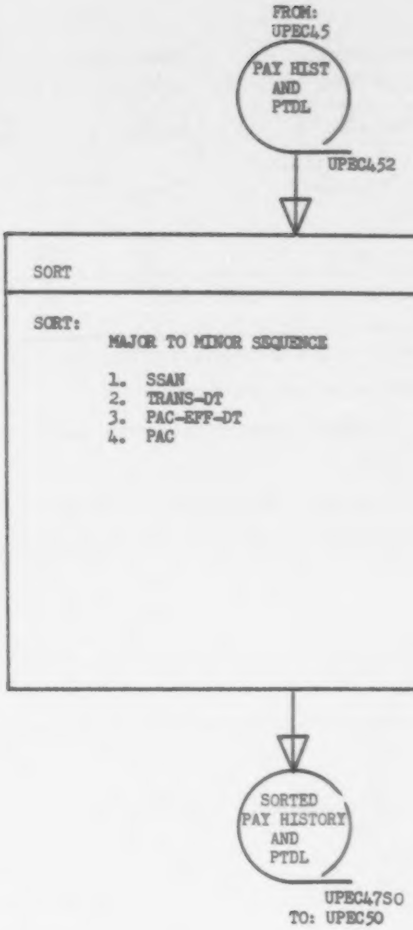
(4) UPCA0410: Cancel/Correction (History only).

c. Processing Description - If Input File UPCA041I is negative, create negative file for processing in UPEC50. Separate Pay History and Permanent Transaction Data from Employee Personnel Records.

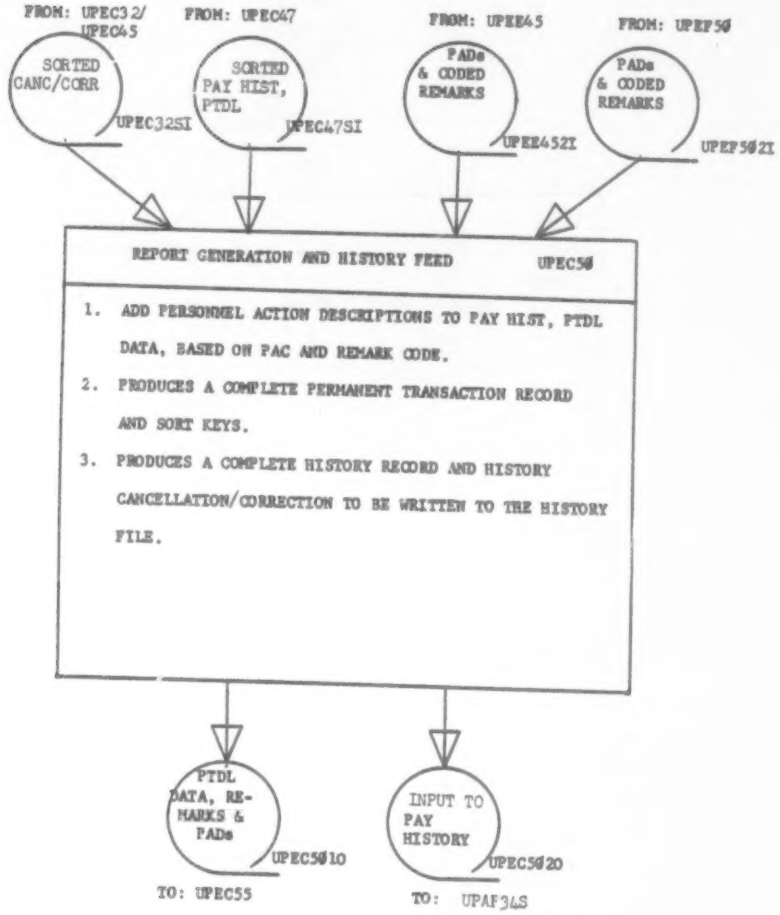
SPECIAL CONDITIONS:

Pass Condition Code to flush programs if input file UPCA041I is negative.

3.13 SORT - UPEC47
Program I/O Chart


FROM:
UPEC45
PAY HIST
AND
PTDL
UPEC452
SORT
UPEC47
SORT:
MAJOR TO MINOR SEQUENCE
1. SSAN
2. TRANS-DT
3. PAC-EFF-DT
4. PAC
SORTED
PAY HISTORY
AND
PTDL
UPEC47SO
TO: UPEC50

3.14 REPORT GENERATION AND HISTORY FEED - UPEC50
Program I/O Chart


FROM: UPEC32/ UPEC45
SORTED CANC/CORR
UPEC32SI
FROM: UPEC47
SORTED PAY HIST, PTDL
UPEC47SI
FROM: UPEE45
PADs & CODED REMARKS
UPEE452I
FROM: UPEF50
PADs & CODED REMARKS
UPEF502I
REPORT GENERATION AND HISTORY FEED
UPEC50
PTDL DATA, RE-MARKS & PADs
UPEC5010
TO: UPEC55
INPUT TO PAY HISTORY
UPEC5020
TO: UPAF34S

1. ADD PERSONNEL ACTION DESCRIPTIONS TO PAY HIST, PTDL DATA, BASED ON PAC AND REMARK CODE.
2. PRODUCES A COMPLETE PERMANENT TRANSACTION RECORD AND SORT KEYS.
3. PRODUCES A COMPLETE HISTORY RECORD AND HISTORY CANCELLATION/CORRECTION TO BE WRITTEN TO THE HISTORY FILE.

3.14 REPORT GENERATION AND HISTORY FEED - UPEC50
Program Narrative

PROGRAM NAME: Report Generation and History Feed

PROGRAM ID NUMBER: UPEC50

PURPOSE:

To separate Pay History and PTDL Report data, match PCS and SF 50 Remarks and PADs with PTDL Report data.

FUNCTIONS/FEATURES:

a. Build Pay History File.

b. Build PTDL Report Data File for Format in UPEC60.

DESCRIPTION:

a. Input Files:

(1) UPEC47SI: Sorted Pay History and PTDL.

(2) UPEC32SI: Sorted Cancel/Correction.

(3) UPEE452I: PADs and Coded Remarks.

(4) UPEF502I: PADs and Coded Remarks.

b. Output Files:

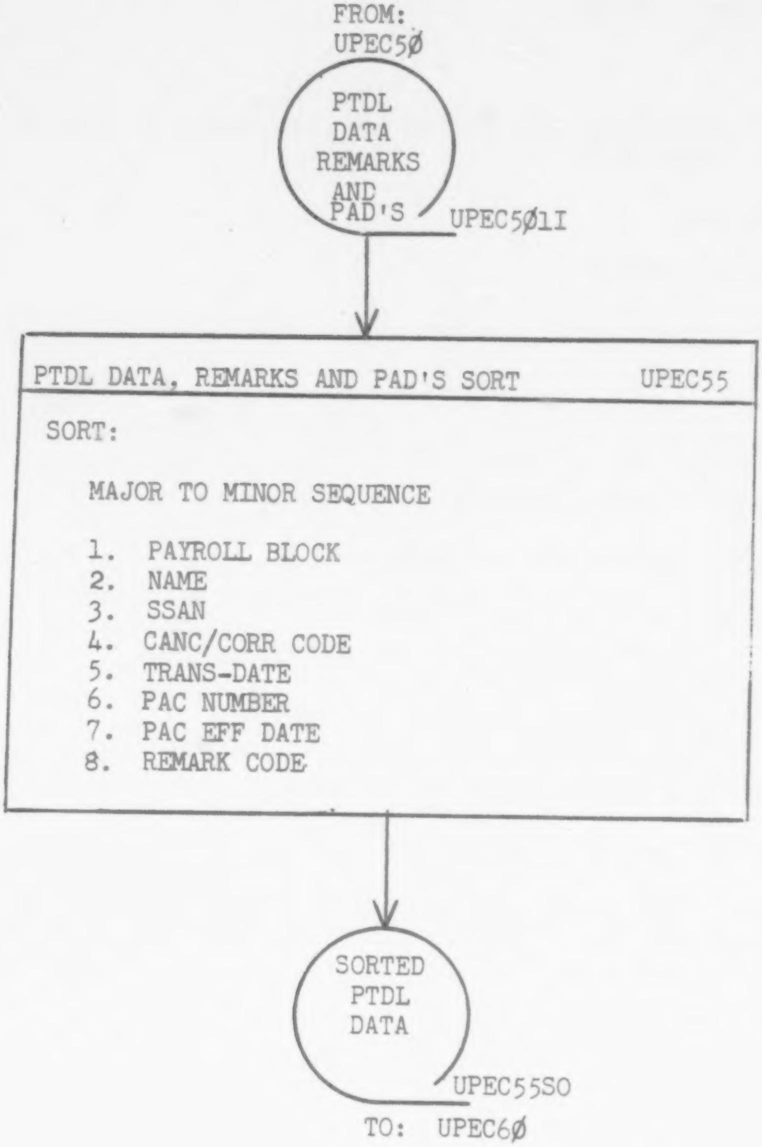
(1) UPEC5010: PTDL Data, Remarks and PADs.

(2) UPEC5020: Input to Pay History.

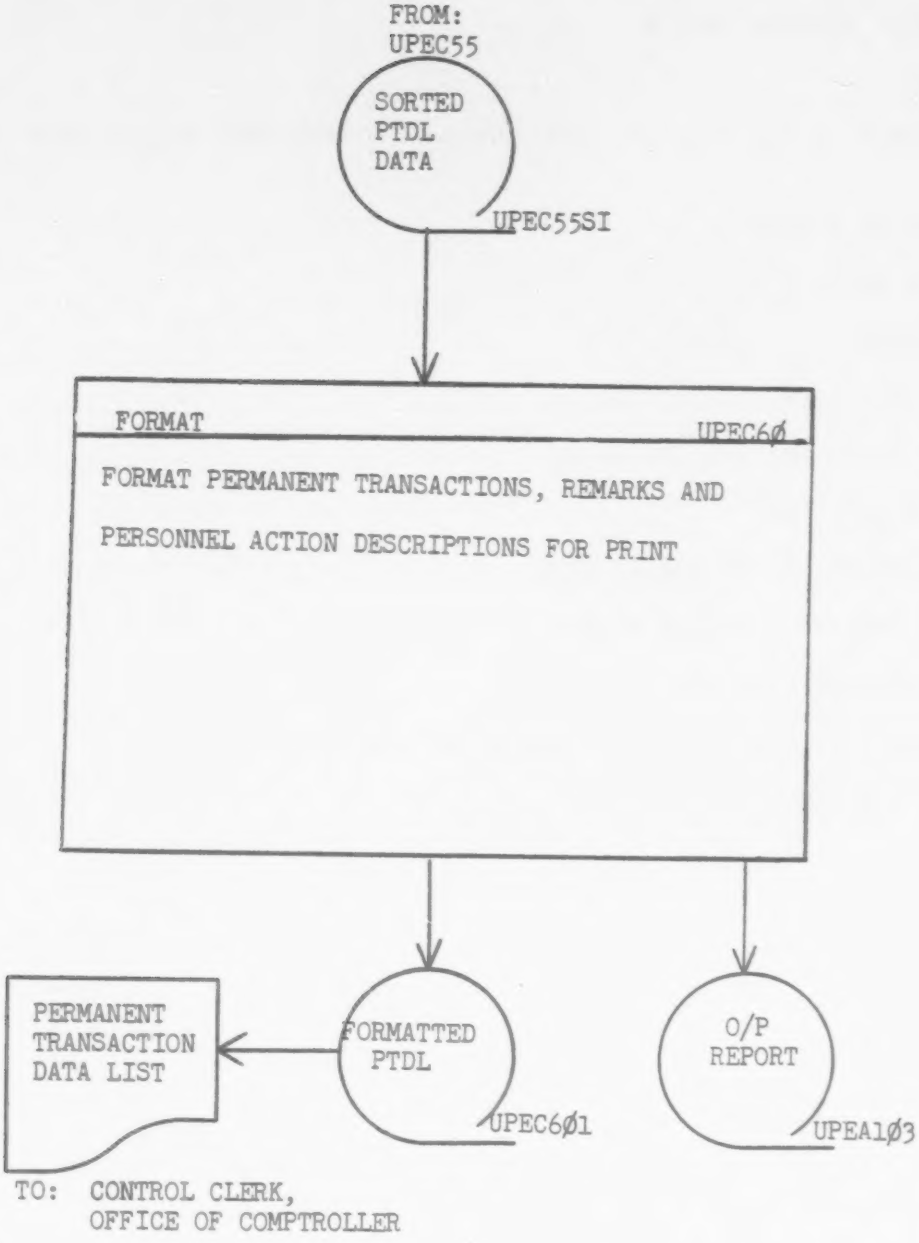
c. Processing Description - All input transactions are matched on SSAN, TRANS-DT, PAC-EFF-DT, PAC. Build multiple records for print processing, also build a Pay History Record.

SPECIAL CONDITIONS: None.

3.15 PTDL DATA, REMARKS AND PADS SORT - UPEC55
Program I/O Chart


FROM:
UPEC50
PTDL
DATA
REMARKS
AND
PAD'S
UPEC501I
PTDL DATA, REMARKS AND PAD'S SORT
UPEC55
SORT:
MAJOR TO MINOR SEQUENCE
1. PAYROLL BLOCK
2. NAME
3. SSAN
4. CANC/CORR CODE
5. TRANS-DATE
6. PAC NUMBER
7. PAC EFF DATE
8. REMARK CODE
SORTED
PTDL
DATA
UPEC55SO
TO: UPEC60

3.16 FORMAT - UPEC60
Program I/O Chart


FROM:
UPEC55
SORTED
PTDL
DATA
UPEC55SI
FORMAT
UPEC60
FORMAT PERMANENT TRANSACTIONS, REMARKS AND PERSONNEL ACTION DESCRIPTIONS FOR PRINT
PERMANENT TRANSACTION DATA LIST
FORMATTED PTDL
UPEC601
O/P REPORT
UPEA103
TO: CONTROL CLERK, OFFICE OF COMPTROLLER

3.16 FORMAT - UPEC60
Program Narrative

PROGRAM NAME: FORMAT

PROGRAM ID NUMBER: UPEC60

PURPOSE:

To format print lines for the Permanent Transaction Data Listing and Header Lines.

FUNCTIONS/FEATURES:

Format Header Lines and Detail Lines.

DESCRIPTION:

a. Input File:

UPEC55SI: Sorted PTDL Data.

b. Output File:

(1) UPEC601P: Formatted PTDL.

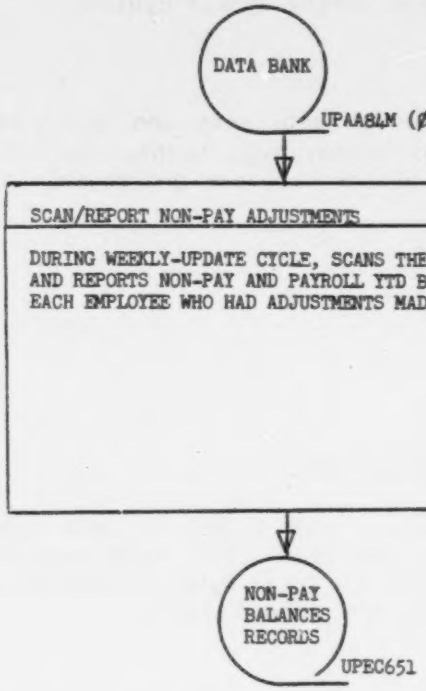
(2) UPEC1030: Output Report.

c. Processing Description:

Report is printed by Block Number and Name.

SPECIAL CONDITIONS: None.

3.17 SCAN/REPORT NONPAY ADJUSTMENT - UPEC65
Program I/O Chart


DATA BANK
UPAA84M (0)
SCAN/REPORT NON-PAY ADJUSTMENTS
UPEC65
NON-PAY BALANCES RECORDS
UPEC651

DURING WEEKLY-UPDATE CYCLE, SCANS THE DATA BANK AND REPORTS NON-PAY AND PAYROLL YTD BALANCES FOR EACH EMPLOYEE WHO HAD ADJUSTMENTS MADE THRU YJT.

3.17 SCAN/REPORT NONPAY ADJUSTMENT - UPEC65
Program Narrative

PROGRAM NAME: Scan/Report Nonpay Adjustment

PROGRAM ID NUMBER: UPEC65

PURPOSE:

To report nonpay accumulator balances of employees whose records were adjusted by YJTs during current weekly update cycle.

FUNCTION:

Scans Data Bank for records of employees who are active or being separated current pay period, that had nonpay adjustments applied during weekly update cycle, reporting nonpay accumulator balances and payroll YTD balances.

DESCRIPTION:

a. Input File:

UPAA84MI: Data Bank.

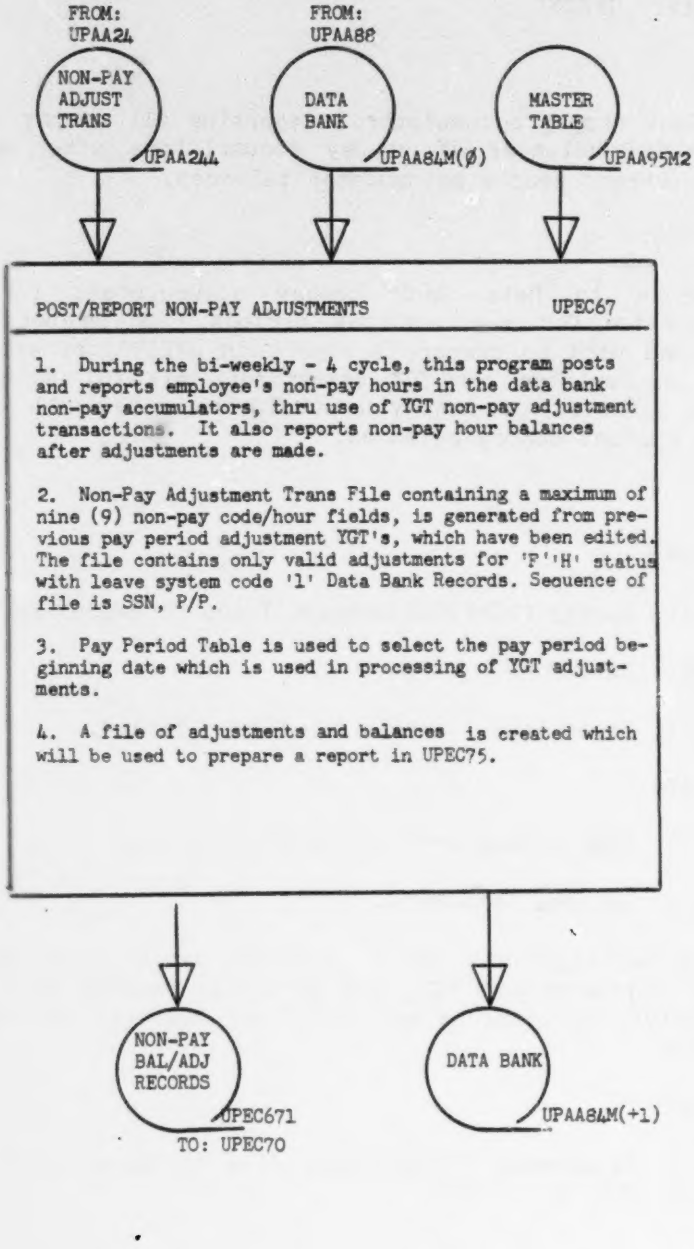
b. Output File:

UPEC6510: Nonpay Balance Records.

c. Processing Description - Scans F and H Data Bank Records (active and being separated current pay period). For each record with YJT-SW set on, indicating YJT adjustment made to Data Bank, a record will be generated with balances of nonpay and payroll YTD accumulators.

3.18 POST/REPORT PRIOR PAY PERIOD NONPAY ADJUSTMENTS - UPEC67

Program I/O Chart


FROM:
UPAA24
NON-PAY
ADJUST
TRANS
UPAA244
FROM:
UPAA88
DATA
BANK
UPAA84M(0)
MASTER
TABLE
UPAA95M2
POST/REPORT NON-PAY ADJUSTMENTS
UPEC67
NON-PAY
BAL/ADJ
RECORDS
UPEC671
TO: UPEC70
DATA BANK
UPAA84M(+1)

1. During the bi-weekly - 4 cycle, this program posts and reports employee's non-pay hours in the data bank non-pay accumulators, thru use of YGT non-pay adjustment transactions. It also reports non-pay hour balances after adjustments are made.

2. Non-Pay Adjustment Trans File containing a maximum of nine (9) non-pay code/hour fields, is generated from previous pay period adjustment YGT's, which have been edited. The file contains only valid adjustments for 'F''H' status with leave system code '1' Data Bank Records. Sequence of file is SSN, P/P.

3. Pay Period Table is used to select the pay period beginning date which is used in processing of YGT adjustments.

4. A file of adjustments and balances is created which will be used to prepare a report in UPEC75.

3.18 POST/REPORT PRIOR PAY PERIOD NONPAY ADJUSTMENTS - UPEC67
Program Narrative

PROGRAM NAME: Post/Report Prior Pay Period Nonpay Adjustments

PROGRAM ID NUMBER: UPEC67

PURPOSE:

Adjust Data Bank nonpay accumulators, reporting all nonpay adjustments made, adjusment not made, balances of nonpay accumulators after adjustments made, payroll YTD and current nonpay accumulator balances.

FUNCTIONS/FEATURES:

Post adjustments to Data Bank nonpay accumulators for all valid YGT adjustments requested for previous pay periods, and prepare records, (which will be sorted and used to prepare a report in UPEC75) of all adjustments made to each nonpay accumulator per YGT adjustment, all YGT adjustments not made (with reason), balances of nonpay accumulators after all adjustments made, payroll YTD and current nonpay balances.

DESCRIPTION:

a. Input Files:

(1) UPAA244I: Nonpay (YGHT) Adjustment Trans (Previous pay period).

(2) UPAA84MI: Data Bank.

(3) UPAA95MI: Table File (Contain Pay Period Table).

b. Output Files:

(1) UPEC6710: Nonpay Balances/Adjustment Records.

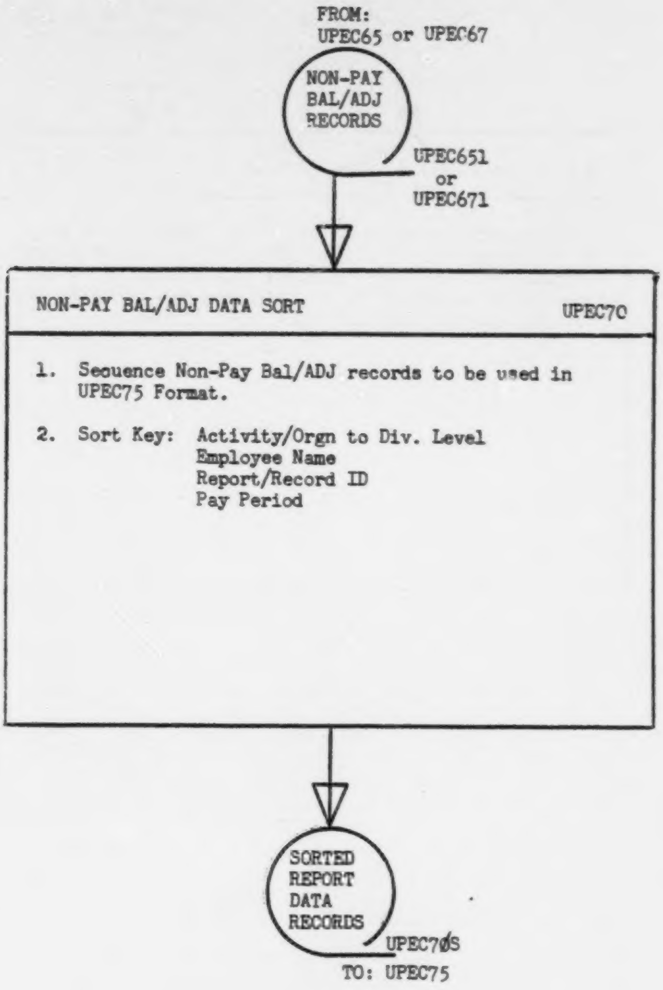
(2) UPAA84MO: Updated Data Bank.

c. Processing Description - During biweekly cycle, posts nonpay adjustments to Data Bank as requested per YGT, and generates records with adjustments made to each accumulator, adjustments not made, and balances of nonpay accumulators after adjustments.

SPECIAL CONDITIONS:

If nonpay (YGT) Adjustment Transactions File is negative or Pay Period Table is not found, job will be flushed.

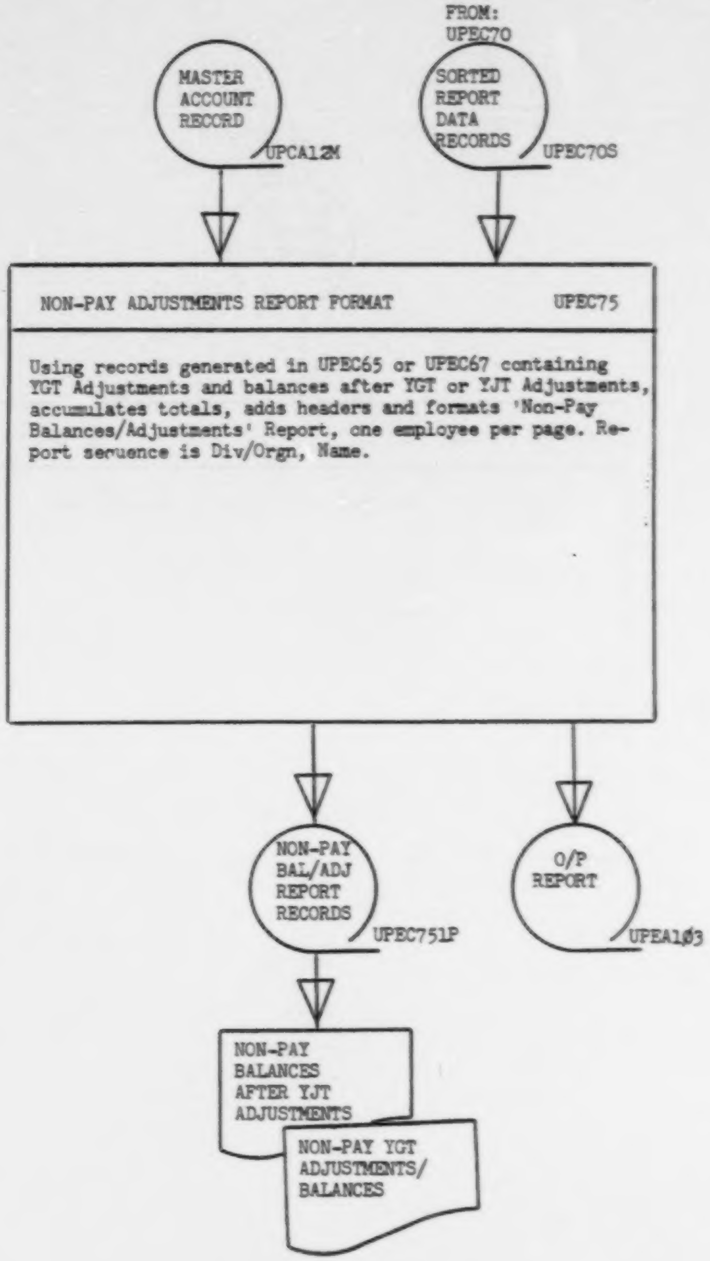
3.19 NONPAY BALANCE/ADJUSTMENT DATA SORT - UPEC70
Program I/O Chart


FROM:
UPEC65 or UPEC67
NON-PAY BAL/ADJ RECORDS
UPEC651 or UPEC671
NON-PAY BAL/ADJ DATA SORT
UPEC70
SORTED REPORT DATA RECORDS
UPEC70S
TO: UPEC75

1. Sequence Non-Pay Bal/ADJ records to be used in UPEC75 Format.
2. Sort Key: Activity/Orgn to Div. Level
   Employee Name
   Report/Record ID
   Pay Period

3.20 NONPAY ADJUSTMENTS REPORT FORMAT - UPEC75

Program I/O Chart


FROM:
UPEC70
MASTER ACCOUNT RECORD
UPCA12M
SORTED REPORT DATA RECORDS
UPEC70S
NON-PAY ADJUSTMENTS REPORT FORMAT
UPEC75
NON-PAY BAL/ADJ REPORT RECORDS
UPEC751P
O/P REPORT
UPEA103
NON-PAY BALANCES AFTER YJT ADJUSTMENTS
NON-PAY YGT ADJUSTMENTS/ BALANCES

Using records generated in UPEC65 or UPEC67 containing YGT Adjustments and balances after YGT or YJT Adjustments, accumulates totals, adds headers and formats 'Non-Pay Balances/Adjustments' Report, one employee per page. Report sequence is Div/Orgn, Name.

1 COPY TO OFFICE OF CIVILIAN PERSONNEL (OCP)

3.20 NONPAY ADJUSTMENTS REPORT FORMAT - UPEC75
Program Narrative

PROGRAM NAME: Nonpay Adjustments Report Format - UPEC75

PROGRAM ID NUMBER: UPEC75

PURPOSE:

To produce listings of nonpay adjustments and balances of nonpay accumulators.

FUNCTION:

Format Nonpay Balances/Adjustments.

DESCRIPTION:

a. Input Files:

(1) UPCA12MI: Master Account Record.

(2) UPEC70SI: Sorted Report Data Records.

b. Output File:

(1) UPEC751P: (OA) Nonpay Balances/Adjustments Report Records.

(2) UPEA1030: Output Report during P/P (OB) Nonpay YGT Adjustments/ Balances During P/P.

c. Processing Description:

(1) Prepares reports in Activity/Organization, Employee Name sequence, one employee per page.

(2) If the report is of nonpay accumulator balances after YJT adjustments, one line for each type of accumulator (i.e., CY) will be printed, followed by a print line showing YTD balances. Pay period the adjustments were made and processing date appear on report.

(3) If report contains YGT adjustments, it will contain the pay period that adjustments were made. Processing date; and

(a) Adjustments to CY nonpay accumulators, in pay period sequence, followed by CY balances.

(b) Adjustments to WGI nonpay accumulators, in pay period sequence, followed by WGI balances.

(c) Adjustments to TEMP (SF 50) nonpay accumulators, in pay period sequence, followed by SF 50 accumulators balances.

(d) Adjustments to PROB nonpay accumulators, in pay period sequence, followed by PROB balances.

(e) YTD (payroll) balances.

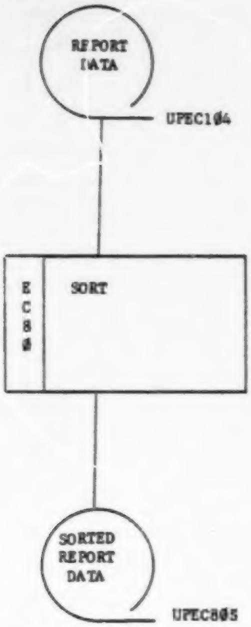
(f) Current N-P hours to be posted to personnel accumulators.

(g) YGT adjustments not made, in pay period sequence, if negative balance would have resulted. (If all adjustments rejected due to negative balance, nonpay accumulators would be printed before YGT adjustments not made.)

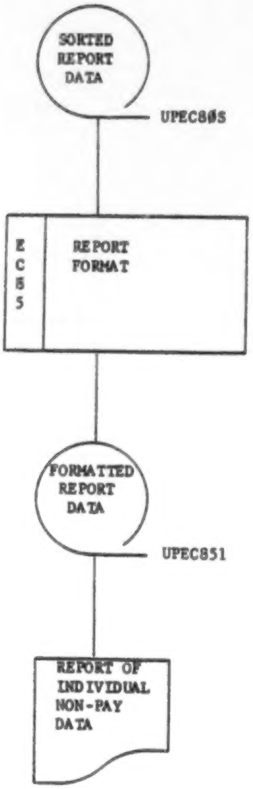
(h) All other adjustments not made, by pay period within reason sequence.

3.21 REPORT DATA SORT - UPEC80

Program I/O Chart


REPORT DATA
UPEC104
E
C
8
0
SORT
SORTED REPORT DATA
UPEC805

3.22 REPORT FORMAT - UPEC85
Program I/O Chart


SORTED REPORT DATA
UPEC80S
E C 8 5
REPORT FORMAT
FORMATTED REPORT DATA
UPEC851
REPORT OF INDIVIDUAL NON-PAY DATA

3.22 REPORT FORMAT - UPEC85
Program Narrative

PROGRAM NAME: Report Format

PROGRAM ID NUMBER: UPEC85

PURPOSE:

To provide a printed report of nonpay data on an individual basis.

FUNCTIONS/FEATURES:

Screens nonpay status on an individual basis. Report reflects appropriate descriptive remarks.

DESCRIPTION:

a. Input File:

UPEC80SI: Sorted Data.

b. Output Files:

(1) UPEC851P: Report of Individual Nonpay Data.

(2) UPEA1030: O/P Report.

c. Processing Description - All individual nonpay data is read and printed along with appropriate descriptive remarks.

SPECIAL CONDITIONS: None.

VOLUME I APCAPS ADP SPECIFICATIONS

PART 6 PERSONNEL MANAGEMENT SUBSYSTEM

CHAPTER 4 PERSONNEL MANAGEMENT REPORTS - UPED0000

CHAPTER TABLE OF CONTENTS

SECT DESCRIPTION PAGE

1 GENERAL

SECT	DESCRIPTION	PAGE
1.1	Purpose	I-6-4-1

2 PERSONNEL MANAGEMENT REPORTS APPLICATION

SECT	DESCRIPTION	PAGE
2.1	Personnel Management Reports - UPED0000	I-6-4-2

3 PERSONNEL MANAGEMENT REPORTS PROGRAMS

SECT	DESCRIPTION	PAGE
3.1	Sort Key Assignment - UPED25	I-6-4-9
3.2	Headquarters Data Bank History Input Sort - UPED30	I-6-4-11
3.3	Compatibility and Preparation Program - UPED35	I-6-4-12
3.4	Sorted Headquarters Transaction - UPED37	I-6-4-14
3.5	New NOA Headquarters Records - UPED38	I-6-4-15
3.6	Incomplete Accessions and Transactions Sort - UPED40	I-6-4-17
3.7	Complete Accessions and Transactions Sort - UPED45	I-6-4-18
3.8	Headquarters Data Bank Master Update - UPED50	I-6-4-19
3.9	Sort - UPED52	I-6-4-22
3.10	Select Recent 915 Action - UPED54	I-6-4-23
3.11	Report Print Program - UPED55	I-6-4-25
3.12	Not Transmit Data Sort - UPED60	I-6-4-27
3.13	Transmit Data Sort - UPED65	I-6-4-28
3.14	Incomplete Accessions and Transactions Master Sort - UPED70	I-6-4-29
3.15	Rerun Transmit Format - UPED75	I-6-4-30

11

VOLUME I APCAPS ADP SPECIFICATIONS

PART 6 PERSONNEL MANAGEMENT SUBSYSTEM

CHAPTER 4 PERSONNEL MANAGEMENT REPORTS - UPED0000

SECTION 1 GENERAL

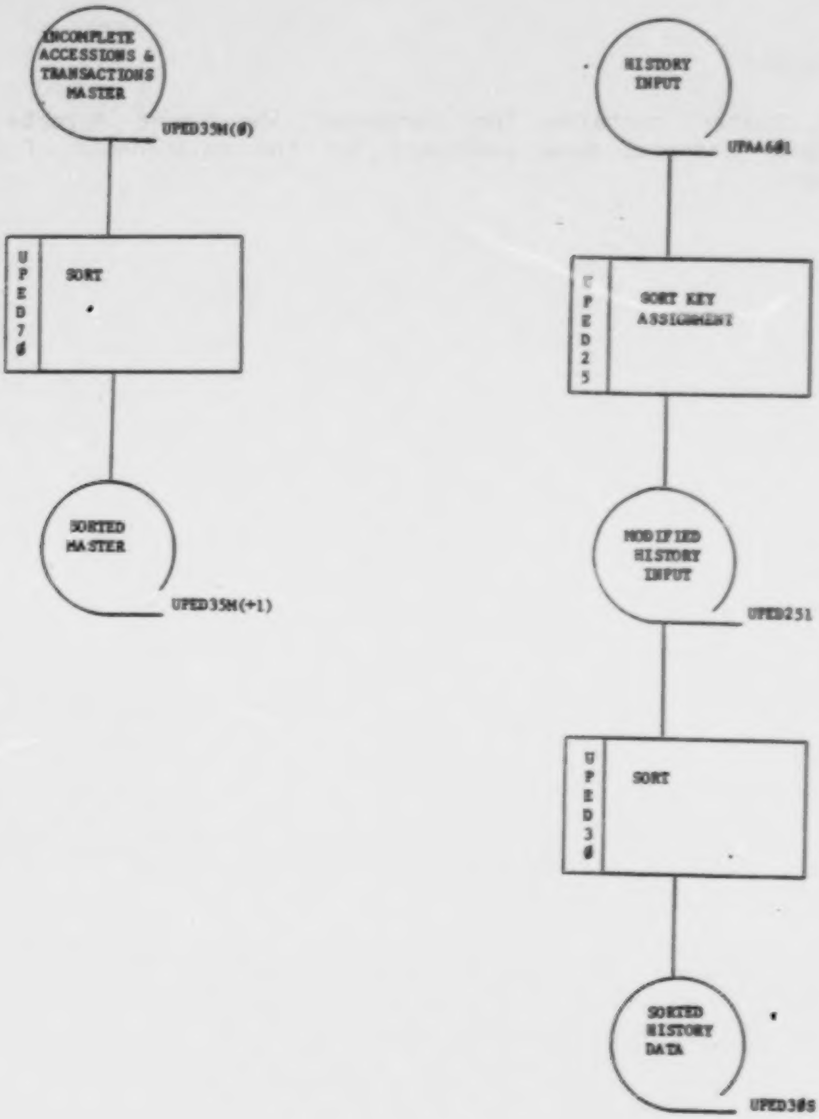
1.1 PURPOSE

This chapter contains the Personnel Management Reports programs which accumulate personnel data necessary for the maintenance of the Headquarters Data Bank.

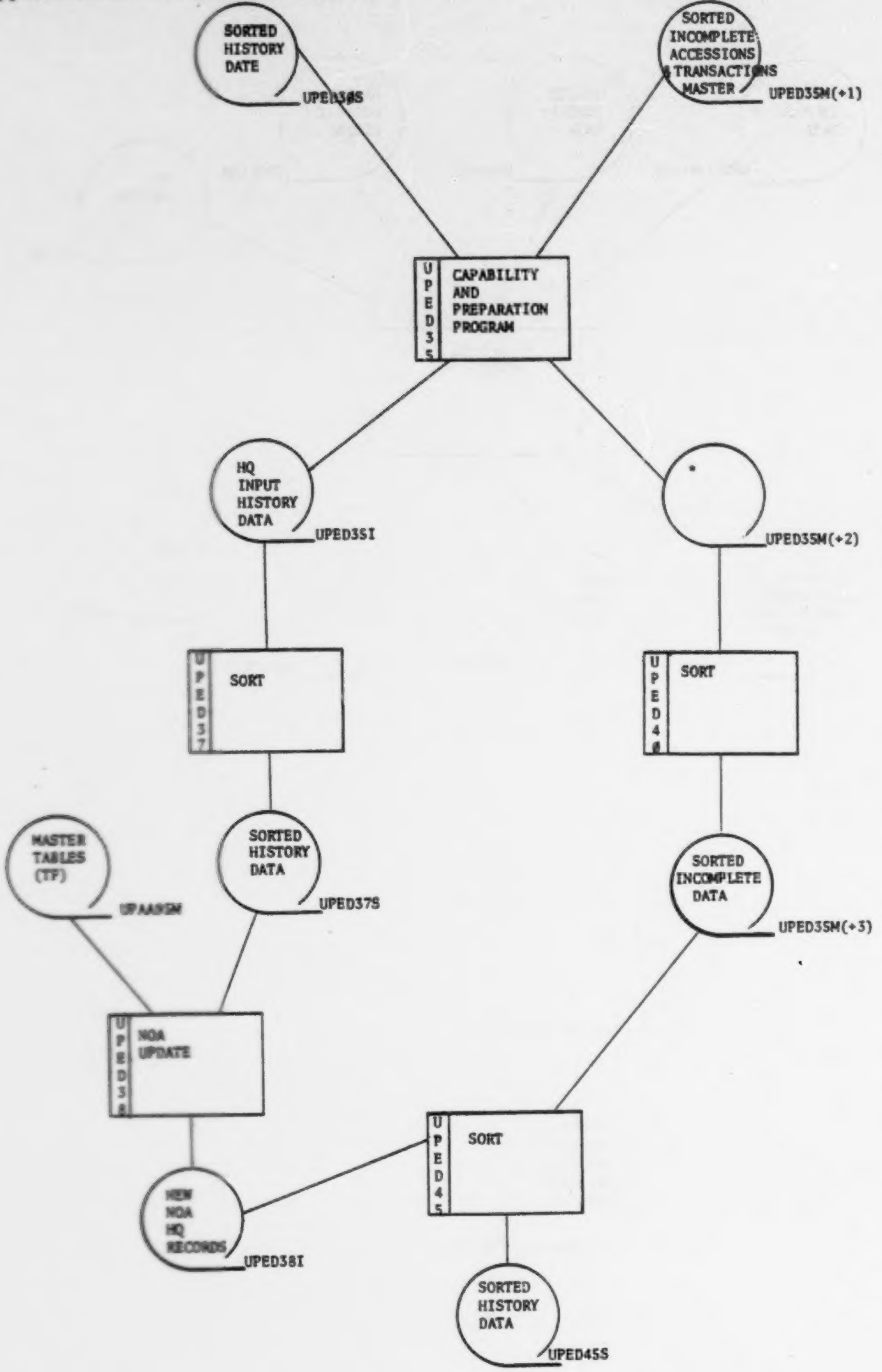
SECTION 2 PERSONNEL MANAGEMENT REPORTS APPLICATION

2.1 PERSONNEL MANAGEMENT REPORTS - UPED0000

Application Flow Chart Page 1

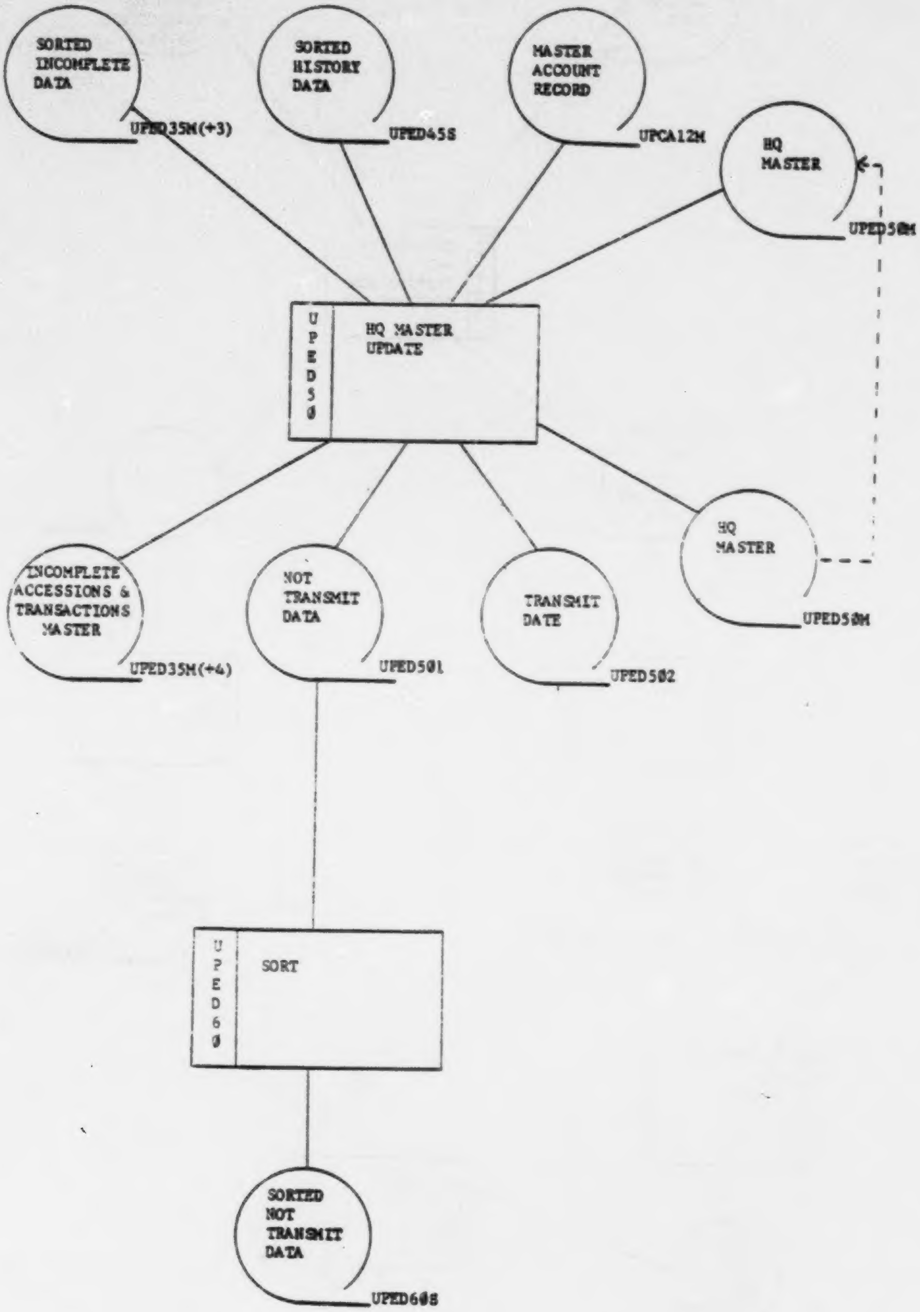

INCOMPLETE ACCESSIONS & TRANSACTIONS MASTER
UPED35M(0)
UPED70
SORT
SORTED MASTER
UPED35M(+1)
HISTORY INPUT
UPAA601
UPED25
SORT KEY ASSIGNMENT
MODIFIED HISTORY INPUT
UPED251
UPED30
SORT
SORTED HISTORY DATA
UPED305

2.1 PERSONNEL MANAGEMENT REPORTS - UPED0000
Application Flow Chart Page 2

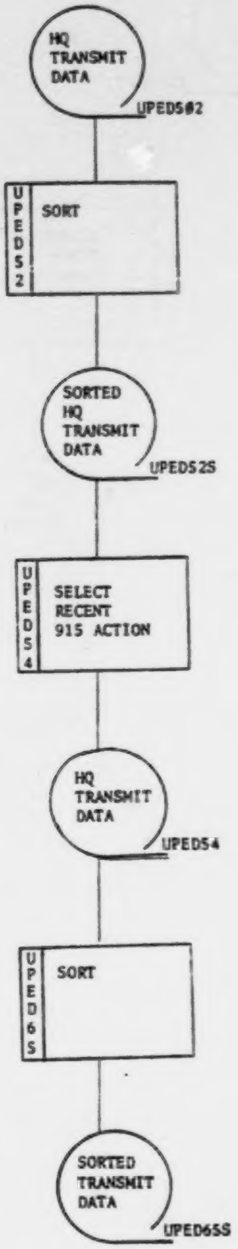

SORTED HISTORY DATE
UPED30S
SORTED INCOMPLETE ACCESSIONS & TRANSACTIONS MASTER
UPED35M(+1)
UPED35
CAPABILITY AND PREPARATION PROGRAM
HQ INPUT HISTORY DATA
UPED35I
*
UPED35M(+2)
UPED37
SORT
UPED40
SORT
MASTER TABLES (TF)
UPAASGM
SORTED HISTORY DATA
UPED37S
SORTED INCOMPLETE DATA
UPED35M(+3)
UPED38
NOA UPDATE
UPED45
SORT
NEW NOA HQ RECORDS
UPED38I
SORTED HISTORY DATA
UPED45S

*INCOMPLETE
ACCESSIONS
AND
TRANSACTION
MASTER

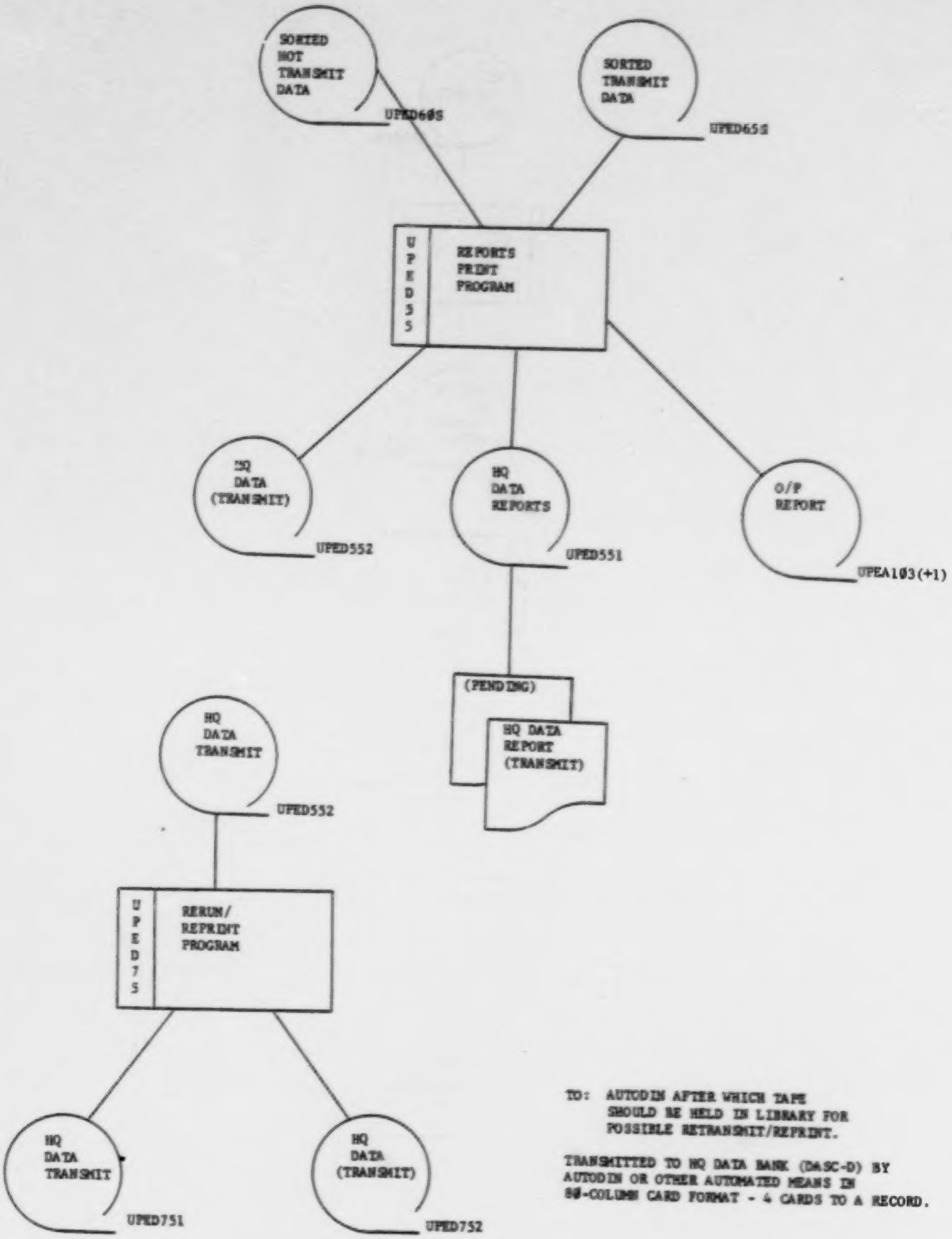
2.1 PERSONNEL MANAGEMENT REPORTS - UPED0000
Application Flow Chart Page 3


SORTED INCOMPLETE DATA
UPED35M(+3)
SORTED HISTORY DATA
UPED45S
MASTER ACCOUNT RECORD
UPCA12M
HQ MASTER
UPED50M
UPED50
HQ MASTER UPDATE
INCOMPLETE ACCESSIONS & TRANSACTIONS MASTER
UPED35M(+4)
NOT TRANSMIT DATA
UPED501
TRANSMIT DATE
UPED502
HQ MASTER
UPED50M
UPED60
SORT
SORTED NOT TRANSMIT DATA
UPED60S

2.1 PERSONNEL MANAGEMENT REPORTS - UPED0000
Application Flow Chart Page 4


HQ TRANSMIT DATA
UPEDS02
UPEDS2
SORT
SORTED HQ TRANSMIT DATA
UPEDS2S
UPEDS4
SELECT RECENT 915 ACTION
HQ TRANSMIT DATA
UPEDS4
UPED6S
SORT
SORTED TRANSMIT DATA
UPED6SS

2.1 PERSONNEL MANAGEMENT REPORTS - UPED0000
Application Flow Chart Page 5


SORTED NOT TRANSMIT DATA
UPED605
SORTED TRANSMIT DATA
UPED655
UPED555
REPORTS PRINT PROGRAM
HQ DATA (TRANSMIT)
UPED552
HQ DATA REPORTS
UPED551
O/P REPORT
UPEA103(+1)
(PENDING)
HQ DATA REPORT (TRANSMIT)
HQ DATA TRANSMIT
UPED552
UPED775
RERUN/ REPRINT PROGRAM
HQ DATA TRANSMIT
UPED751
HQ DATA (TRANSMIT)
UPED752

TO: AUTODIN AFTER WHICH TAPE
SHOULD BE HELD IN LIBRARY FOR
POSSIBLE RETRANSMIT/REPRINT.

TRANSMITTED TO HQ DATA BANK (DASC-D) BY AUTODIN OR OTHER AUTOMATED MEANS IN 80-COLUMN CARD FORMAT - 4 CARDS TO A RECORD.

2.1 PERSONNEL MANAGEMENT REPORTS - UPED0000
Application Narrative

APPLICATION TITLE: Personnel Management Reports

APPLICATION ID NUMBER: UPED0000

PURPOSE:

Accumulate personnel data necessary for the maintenance of the Headquarters Data Bank.

FUNCTIONS:

a. Select specific elements from history transactions which are necessary for the updating of the Headquarters Data Bank.

b. Accumulate these elements and transmit them to headquarters at the end of each month.

c. Validate accession actions and hold as appropriate for completion/ correction action prior to transmission to headquarters.

COMPONENT PROGRAMS AND OPERATIONS:

a. UPED25: Sort key Assignment.

b. UPED30: History Transaction and BIS Sort.

c. UPED35: Compatibility and Preparation Program.

d. UPED37: Sorted Headquarters Transaction.

e. UPED38: New NOA Headquarters Records.

f. UPED40: Incomplete Accessions and Transaction Master Record Sort.

g. UPED45: Headquarters History Input Data Sort.

h. UPED50: Headquarters History Master Update.

i. UPED52: Sort.

j. UPED54: Select Recent 915 Action.

k. UPED55: Headquarters Data Bank Report Print Program.

l. UPED60: Not Transmit Data Sort.

m. UPED65: Transmit Data Sort.

n. UPED70: Incomplete Accessions and Transactions Master Sort.

o. UPED75: Rerun Transmit Format.

Operation: Update Headquarters Data Bank History, purge Headquarters Data Bank History; transmit data to headquarters; produce a printed report of the transmitted headquarters data.

INPUT-OUTPUT SOURCE AND DISPOSITION:

a. Input is from transactions used to update the Data Bank at the local activity.

b. Data transmission is to headquarters and the printed report is sent to the personnel office.

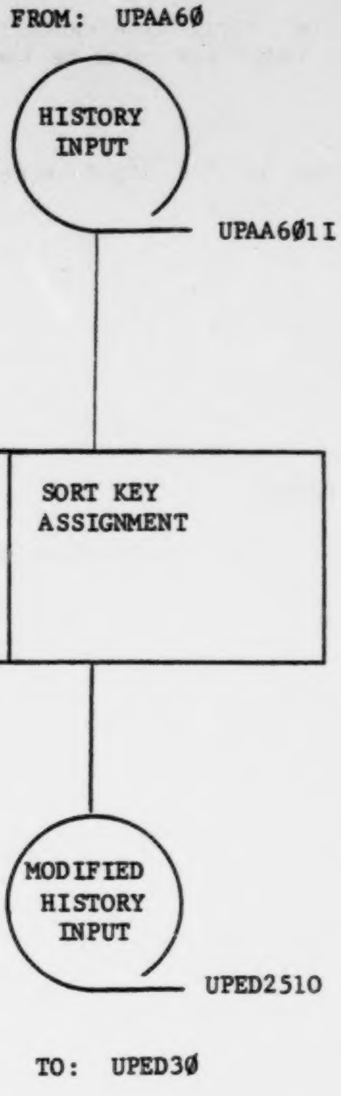
FREQUENCY, TIME LIMITATIONS AND SCHEDULING FACTORS:

a. Application is processed each Data Bank Update (Schedule Code A) cycle.

b. Headquarters data is transmitted on a monthly basis.

SECTION 3 PERSONNEL MANAGEMENT REPORTS PROGRAMS

3.1 SORT KEY ASSIGNMENT - UPED25


FROM: UPAA60
HISTORY INPUT
UPAA601I
UPED25
SORT KEY ASSIGNMENT
MODIFIED HISTORY INPUT
UPED2510
TO: UPED30

3.1 SORT KEY ASSIGNMENT - UPED25
Program Narrative

PROGRAM NAME: Sort Key Assignment

PROGRAM ID NUMBER: UPED25

PURPOSE:

To temporarily modify the correction/cancellation code, so that all cancellation actions for each individual will be the first in the input stream.

FUNCTIONS/FEATURES:

To establish sort heirarchy in the input stream in order to accommodate system logic.

DESCRIPTION:

a. Input File:

UPAA601I: History Input.

b. Output File:

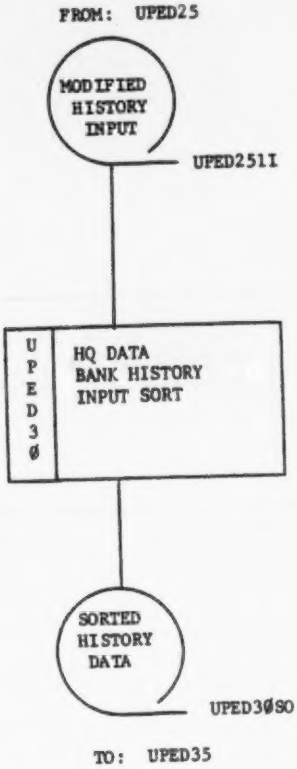
UPED2510: History Data Output.

c. Processing Description - All correction/cancellation codes will be converted to numeric digits.

SPECIAL CONDITIONS: None.

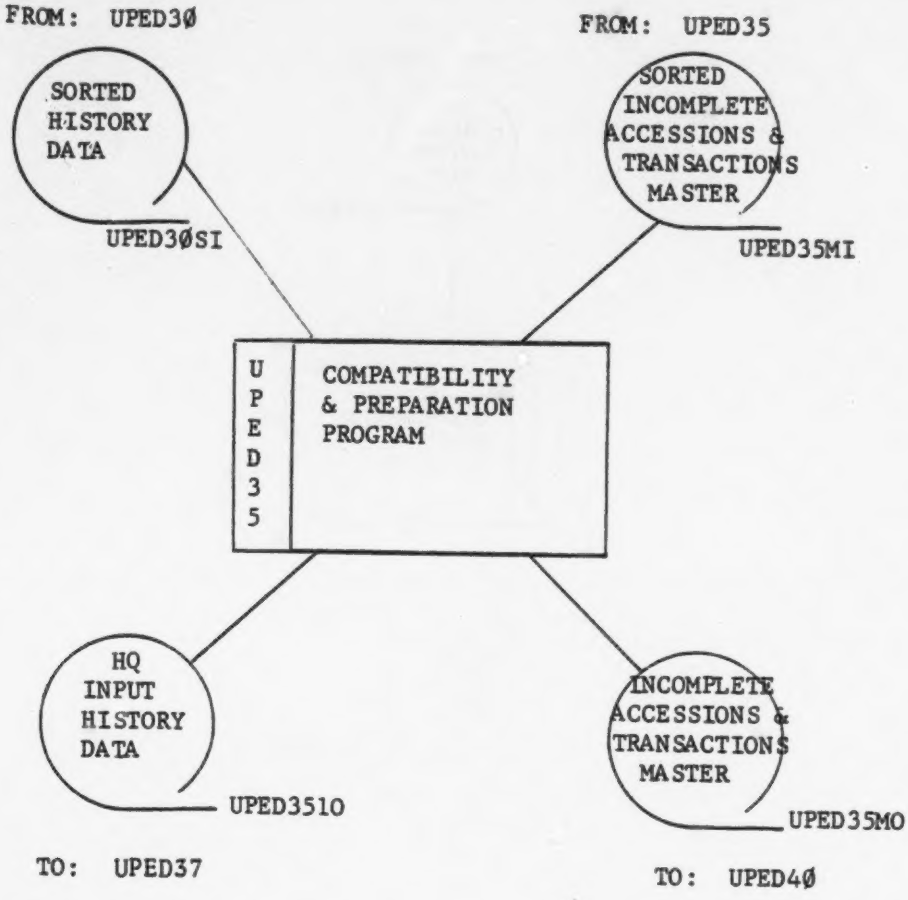
3.2 HEADQUARTERS DATA BANK HISTORY INPUT SORT - UPED30

Program I/O Chart


FROM: UPED25
MODIFIED HISTORY INPUT
UPED251I
UPED30
HQ DATA BANK HISTORY INPUT SORT
SORTED HISTORY DATA
UPED30SO
TO: UPED35

3.3 COMPATIBILITY AND PREPARATION PROGRAM - UPED35

Program I/O Chart


FROM: UPED30
SORTED HISTORY DATA
UPED30SI
FROM: UPED35
SORTED INCOMPLETE ACCESSIONS & TRANSACTIONS MASTER
UPED35MI
UPED35
COMPATIBILITY & PREPARATION PROGRAM
HQ INPUT HISTORY DATA
UPED3510
TO: UPED37
INCOMPLETE ACCESSIONS & TRANSACTIONS MASTER
UPED35MO
TO: UPED40

3.3 COMPATIBILITY AND PREPARATION PROGRAM - UPED35
Program Narrative

PROGRAM NAME: Compatibility and Preparation Program

PROGRAM ID NUMBER: UPED35

PURPOSE:

To maintain and control the incomplete Master Files; to edit incomplete accession actions; to retain on the incomplete Master File all actions subsequent to the initial accession action; to make all the necessary Headquarters Data Bank conversion of specified data elements.

FUNCTIONS/FEATURES:

Contains edit and validation features.

DESCRIPTION:

a. Input Files:

(1) UPED30SI: History Input.

(2) UPED35MI: Incomplete Headquarters Master.

b. Output Files:

(1) UPED35MO: Updated Incomplete Headquarters Master.

(2) UPED3510: Completed Headquarters Records.

c. Processing Description:

(1) All pending incomplete headquarters records are maintained in accordance with the corresponding Correction/Cancellation Codes.

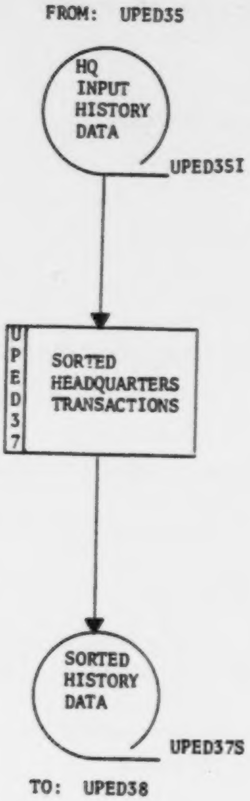
(2) All accession records are edited for completeness -- if incomplete they are printed with appropriate message.

(3) If they are complete the records are written out on UPED351 and sent to be updated on UPED50M (Complete Master File).

SPECIAL CONDITIONS: None.

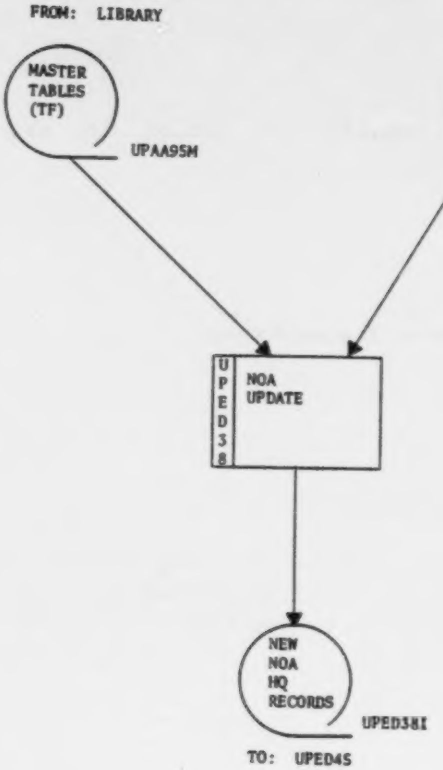
3.4 SORTED HEADQUARTERS TRANSACTIONS - UPED37

Program I/O Chart


FROM: UPED35
HQ INPUT HISTORY DATA
UPED35I
UPED37
SORTED HEADQUARTERS TRANSACTIONS
SORTED HISTORY DATA
UPED37S
TO: UPED38

3.5 NEW NOA HEADQUARTERS RECORDS - UPED38

Program I/O Chart


FROM: LIBRARY
MASTER TABLES (TF)
UPAA95M
FROM: UPED37
SORTED HISTORY DATA
UPED375
UPED38
NOA UPDATE
NEW NOA HQ RECORDS
UPED38I
TO: UPED45

3.5 NEW NOA HEADQUARTERS RECORDS - UPED38
Program Narrative

PROGRAM NAME: New NOA Headquarters Records

PROGRAM ID NUMBER: UPED38

PURPOSE:

To select data from the Master Tables (TZ) for updating of the Headquarters History Records.

FUNCTIONS/FEATURES:

Matches Headquarters History against TF Tables to extract additional Authority Codes.

DESCRIPTION:

a. Input Files:

(1) UPED37S: Sorted Headquarters Transactions.

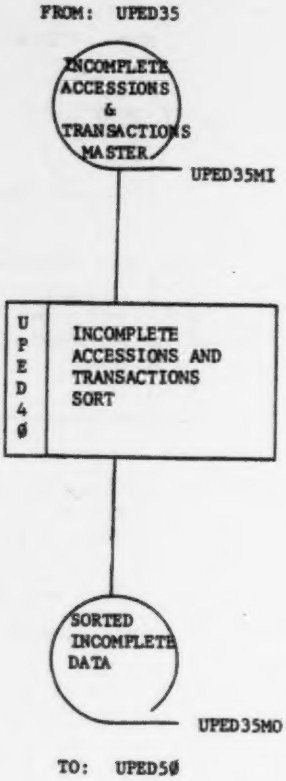
(2) UPAA95M: Master Tables.

b. Output File:

UPED38I: New NOA Headquarters Records.

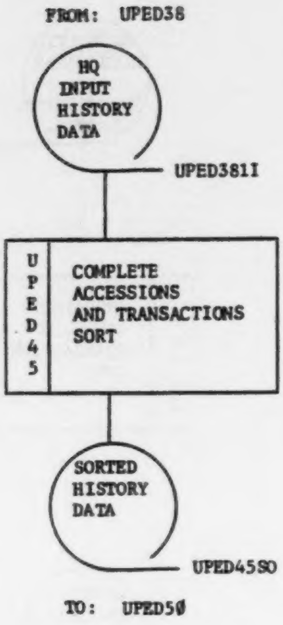
c. Processing Description - Transactions matching Master Table NOAs, have the tables Authority Codes moved to the transaction and the record written. Unmatched transactions have spaces moved to the Authority Codes.

3.6 INCOMPLETE ACCESSIONS AND TRANSACTIONS SORT - UPED40
Program I/O Chart


FROM: UPED35
INCOMPLETE ACCESSIONS & TRANSACTIONS MASTER
UPED35MI
UPED40
INCOMPLETE ACCESSIONS AND TRANSACTIONS SORT
SORTED INCOMPLETE DATA
UPED35MO
TO: UPED50

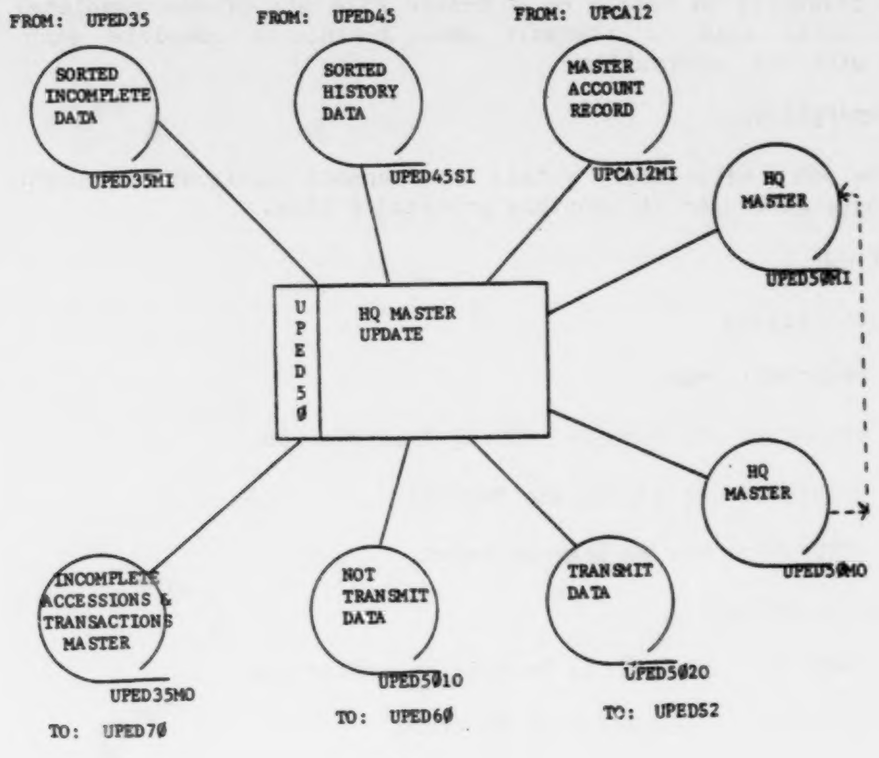
3.7 COMPLETE ACCESSIONS AND TRANSACTIONS SORT - UPED45

Program I/O Chart


FROM: UPED38
HQ INPUT HISTORY DATA
UPED381I
UPED45
COMPLETE ACCESSIONS AND TRANSACTIONS SORT
SORTED HISTORY DATA
UPED45SO
TO: UPED50

3.8 HEADQUARTERS DATA BANK MASTER UPDATE - UPED50

Program I/O Chart


FROM: UPED35
SORTED INCOMPLETE DATA
UPED35MI
FROM: UPED45
SORTED HISTORY DATA
UPED45SI
FROM: UPCA12
MASTER ACCOUNT RECORD
UPCA12MI
HQ MASTER
UPED50MI
UPED50
HQ MASTER UPDATE
HQ MASTER
UPED50MO
INCOMPLETE ACCESSIONS & TRANSACTIONS MASTER
UPED35MO
TO: UPED70
NOT TRANSMIT DATA
UPED5010
TO: UPED60
TRANSMIT DATA
UPED5020
TO: UPED52

3.8 HEADQUARTERS DATA BANK MASTER UPDATE - UPED50
Program Narrative

PROGRAM NAME: Headquarters Data Bank Master Update

PROGRAM ID NUMBER: UPED50

PURPOSE:

To format records for transmission to headquarters; to determine if it is time to transmit; to retain on a Master File all of the completed headquarters records until time to transmit each month; to complete each headquarters records with MAR information.

FUNCTIONS/FEATURES:

Program will selectively retain or transmit headquarter records during each cycle contingent upon the monthly processing time.

DESCRIPTION:

a. Input Files:

(1) UPCA12MI: MAR.

(2) UPED50MI: HQ Records Pending Transmission.

(3) UPED35MI: HQ Incomplete Records.

(4) UPED45SI: New HQ Records Input.

b. Output Files:

(1) UPED50MO: HQ Records Pending Transmission.

(2) UPED5010: Incomplete HQ Records.

(3) UPED5020: Complete HQ Records.

(4) UPED35MO: Incomplete HQ Master.

c. Processing Description:

(1) The MAR is used to extract the activity abbreviation, the reporting activity and the submitting office number.

(2) Determines when it is time to transmit data to headquarters.

(3) Selects data from the Incomplete Master File for printing.

(4) Selects data from the Complete Master File for headquarters transmission.

3.8 HEADQUARTERS DATA BANK MASTER UPDATE - UPED50 (CONT'D)

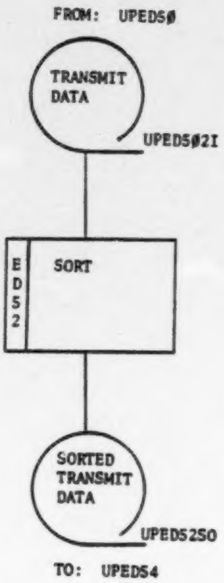
(5) Maintains the Complete Master File.

(6) Formats records in the specified manner for headquarters.

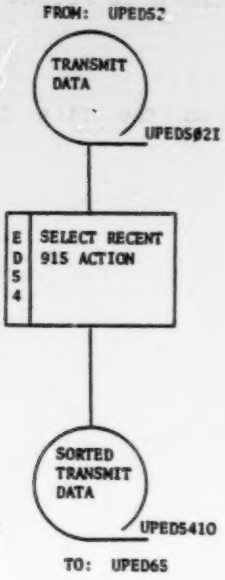
(7) Computes activity gains and losses.

SPECIAL CONDITIONS: None.

3.9 SORT - UPED52
Program I/O Chart


FROM: UPED50
TRANSMIT DATA
UPED502I
E D 5 2
SORT
SORTED TRANSMIT DATA
UPED52SO
TO: UPED54

3.10 SELECT RECENT 915 ACTION - UPED54
Program I/O Chart


FROM: UPED52
TRANSMIT DATA
UPED502I
E D 5 4
SELECT RECENT 915 ACTION
SORTED TRANSMIT DATA
UPED5410
TO: UPED65

3.10 SELECT RECENT 915 ACTION - UPED54
Program Narrative

PROGRAM NAME: Select Recent 915 Action

PROGRAM ID NUMBER: UPED54

PURPOSE:

To select and transmit only the most recent 915 Action to headquarters.

FUNCTIONS/FEATURES:

Removes all 915 Actions from the file to be transmitted to headquarters except the most recent.

DESCRIPTION:

a. Input File:

UPED502I: Transmit Data.

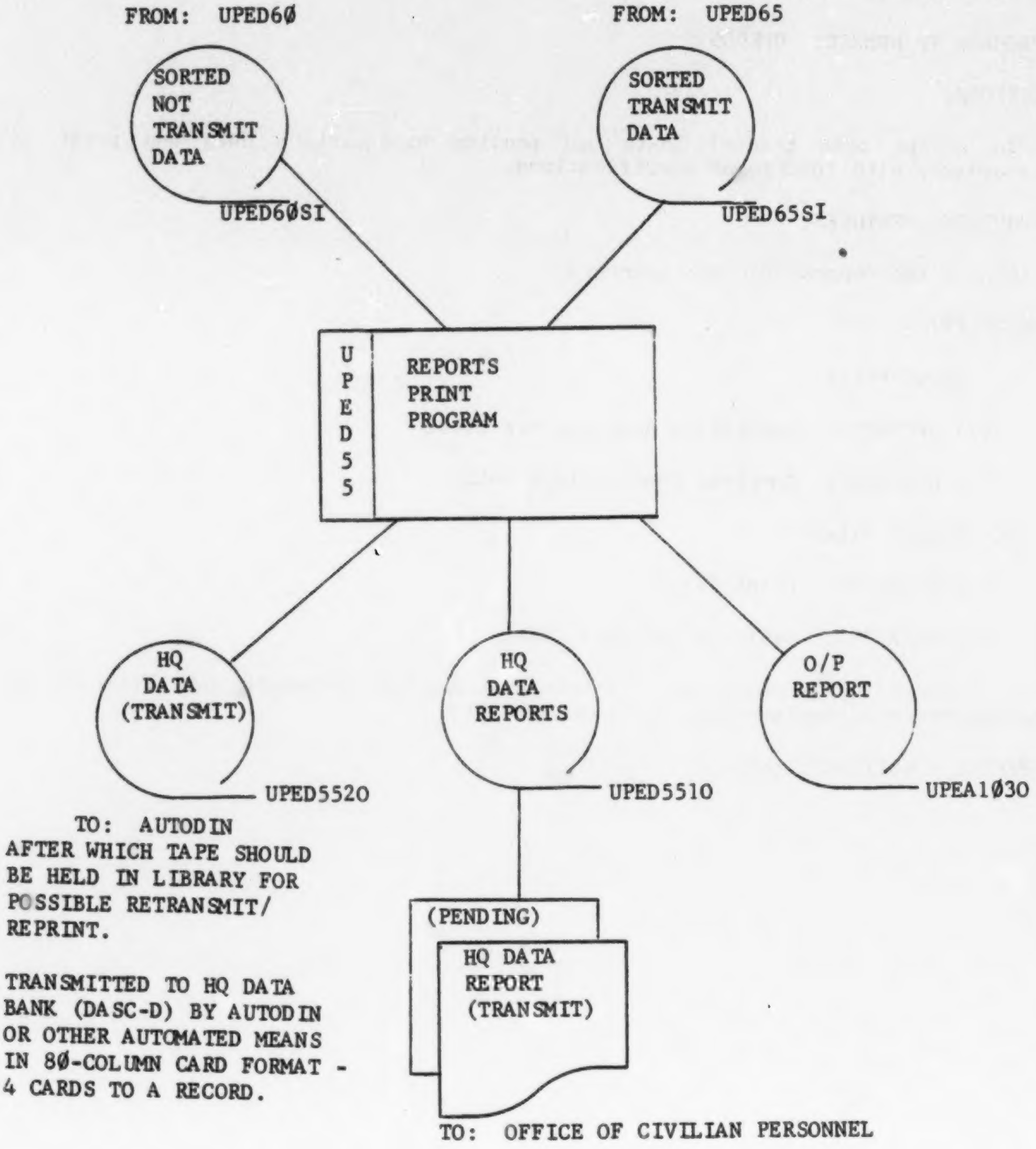
b. Output File:

UPED5410: Sorted transmit Data.

SPECIAL CONDITIONS: None.

3.11 REPORTS PRINT PROGRAM - UPED55

Program I/O Chart


FROM: UPED60
FROM: UPED65
SORTED NOT TRANSMIT DATA
SORTED TRANSMIT DATA
UPED60SI
UPED65SI
UPED55
REPORTS PRINT PROGRAM
HQ DATA (TRANSMIT)
HQ DATA REPORTS
O/P REPORT
UPED5520
UPED5510
UPEA1030
(PENDING)
HQ DATA REPORT (TRANSMIT)

TO: AUTODIN
AFTER WHICH TAPE SHOULD BE HELD IN LIBRARY FOR POSSIBLE RETRANSMIT/REPRINT.

TRANSMITTED TO HQ DATA BANK (DASC-D) BY AUTODIN OR OTHER AUTOMATED MEANS IN 80-COLUMN CARD FORMAT - 4 CARDS TO A RECORD.

TO: OFFICE OF CIVILIAN PERSONNEL

3.11 REPORTS PRINT PROGRAM - UPED55
Program Narrative

PROGRAM NAME: Reports Print Program

PROGRAM ID NUMBER: UPED55

PURPOSE:

To accept both transmit data and pending headquarters data and print in accordance with functional specifications.

FUNCTIONS/FEATURES:

Format two reports for headquarters.

DESCRIPTION:

a. Input Files:

(1) UPED60SI: Incomplete Headquarters Data.

(2) UPED65SI: Complete Headquarters Data.

b. Output Files:

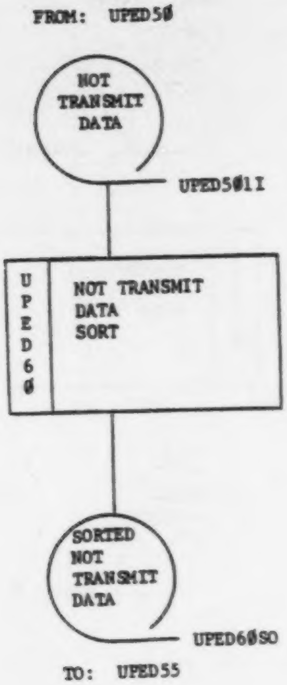
(1) UPED551P: Print Files.

(2) UPEA1030: Activity Transmit File.

c. Processing Description - Prints headquarters transmit data followed by headquarters incomplete data for each activity.

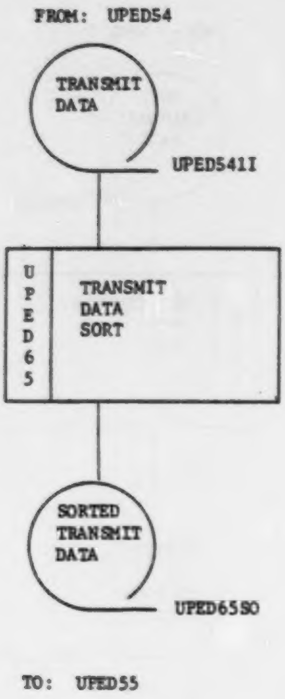
SPECIAL CONDITIONS: None.

3.12 NOT TRANSMIT DATA SORT - UPED60
Program I/O Chart

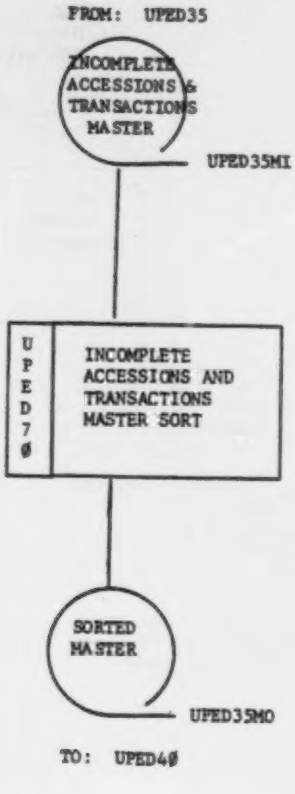

FROM: UPED50
NOT TRANSMIT DATA
UPED5011
UPED60
NOT TRANSMIT DATA SORT
SORTED NOT TRANSMIT DATA
UPED60SO
TO: UPED55

3.13 TRANSMIT DATA SORT - UPED65

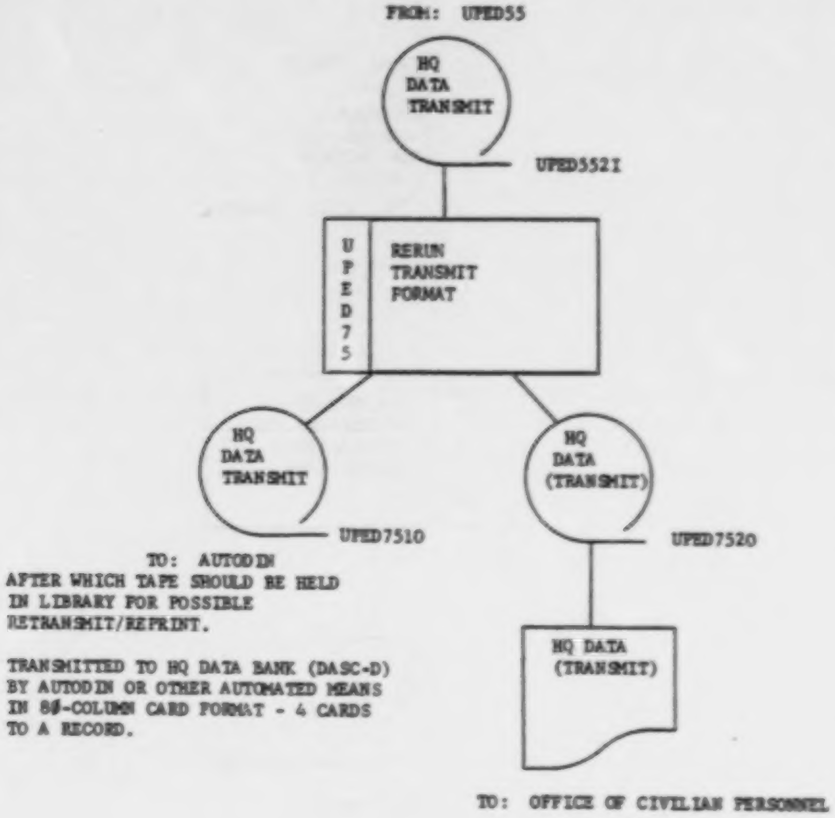
Program I/O Chart


FROM: UPED54
TRANSMIT DATA
UPED541I
UPED65
TRANSMIT DATA SORT
SORTED TRANSMIT DATA
UPED65SO
TO: UPED55

3.14 INCOMPLETE ACCESSIONS AND TRANSACTIONS MASTER SORT - UPED70
Program I/O Chart


FROM: UPED35
INCOMPLETE ACCESSIONS & TRANSACTIONS MASTER
UPED35MI
UPED70
INCOMPLETE ACCESSIONS AND TRANSACTIONS MASTER SORT
SORTED MASTER
UPED35MO
TO: UPED40

3.15 RERUN TRANSMIT FORMAT - UPED75
Program I/O Chart


FROM: UPED55
HQ DATA TRANSMIT
UPED5521
UPED75
RERUN TRANSMIT FORMAT
HQ DATA TRANSMIT
UPED7510
HQ DATA (TRANSMIT)
UPED7520
HQ DATA (TRANSMIT)

TO: AUTODIN
AFTER WHICH TAPE SHOULD BE HELD IN LIBRARY FOR POSSIBLE RETRANSMIT/REPRINT.

TRANSMITTED TO HQ DATA BANK (DASC-D) BY AUTODIN OR OTHER AUTOMATED MEANS IN 80-COLUMN CARD FORMAT - 4 CARDS TO A RECORD.

TO: OFFICE OF CIVILIAN PERSONNEL

3.15 RERUN TRANSMIT FORMAT - UPED75
Program Narrative

PROGRAM NAME: Rerun Transmit Format

PROGRAM ID NUMBER: UPED75

PURPOSE:

To provide a rerun for headquarters of a prior transmission and produce a new output tape to be transmitted along with a printed report.

FUNCTIONS/FEATURES:

a. Format Headquarters Report.

b. Create AUTODIN transmit tape.

DESCRIPTION:

a. Input File:

UPED552I: Headquarters Transmit Data.

b. Output Files:

(1) UPED751O: AUTODIN Transmit Tape.

(2) UPED752P: Transmit Print.

c. Processing Description:

(1) The rerun tape is selected from the tape lab based on systems request.

(2) The date is entered by the operator and is the same date that is on the selected tape.

SPECIAL CONDITIONS: None.

VOLUME I APCAPS ADP SPECIFICATIONS

PART 6 PERSONNEL MANAGEMENT SUBSYSTEM

CHAPTER 5 PERSONNEL ACTIONS - UPEE0000

CHAPTER TABLE OF CONTENTS

SECT DESCRIPTION PAGE

1 GENERAL

1.1 Purpose I-6-5-1

2 PERSONNEL ACTIONS APPLICATION

2.1 Personnel Actions - UPEE0000 I-6-5-2

3 PERSONNEL ACTIONS - PROGRAMS

3.1 SF 50 Data Sort - UPEE05 I-6-5-5
3.2 Build Print Record - UPEE10 I-6-5-6
3.3 SF 50 and PCS Break Out - UPEE27 I-6-5-8
3.4 SF 50 Record - UPEE40 I-6-5-10
3.5 Format SF 50 - UPEE45 I-6-5-11
3.6 SF 50 Print Record - UPEE50 I-6-5-13
3.7 Print SF 50 - UPEE55 I-6-5-14

VOLUME I APCAPS ADP SPECIFICATIONS

PART 6 PERSONNEL MANAGEMENT SUBSYSTEM

CHAPTER 5 PERSONNEL ACTIONS - UPEE0000

SECTION 1 GENERAL

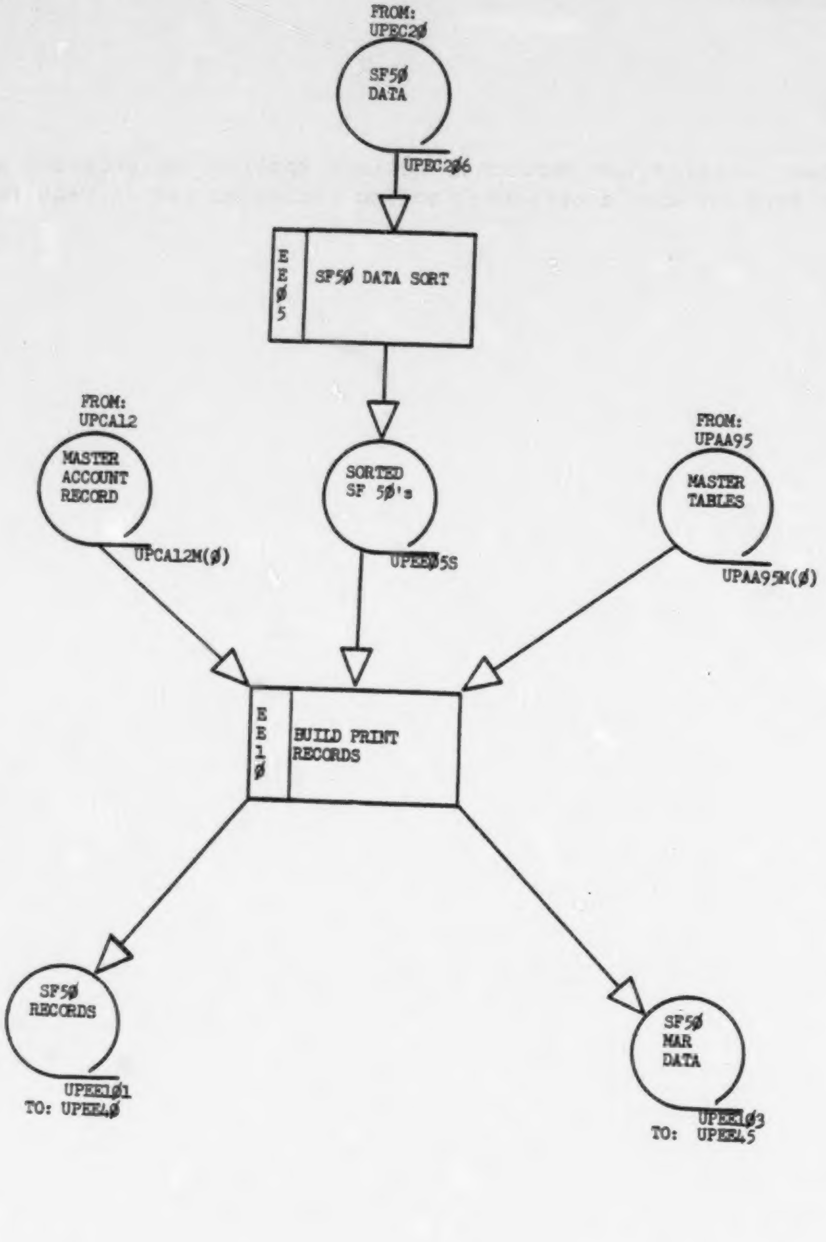
1.1 PURPOSE

This chapter contains the Personnel Actions Application programs that produce the Standard Form 50 when a personnel action indicates one is required.

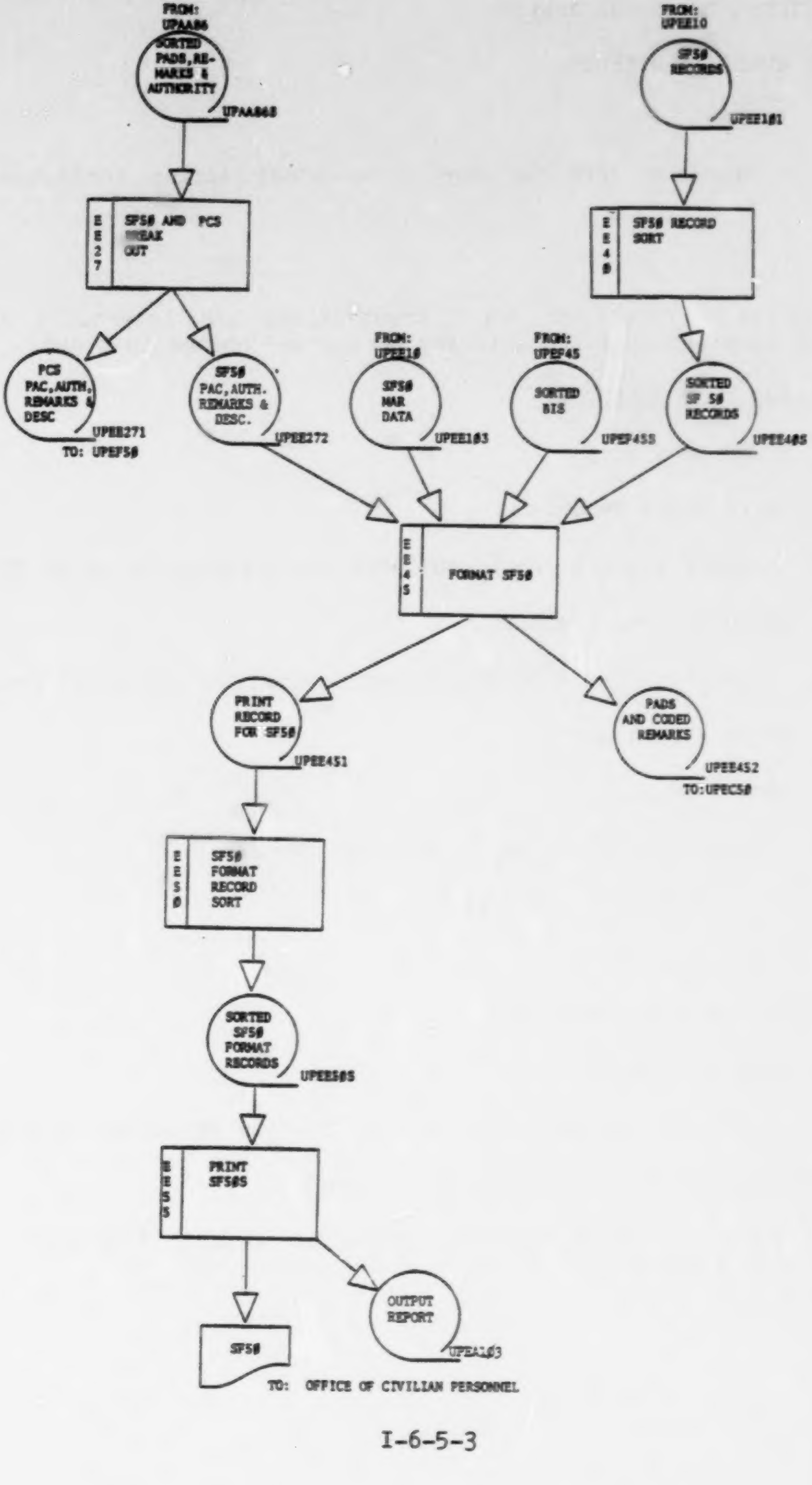
SECTION 2 PERSONNEL ACTIONS APPLICATION

2.1 PERSONNEL ACTIONS - UPEE0000

Application Flow Chart Page 1


FROM:
UPEC20
SF50
DATA
UPEC206
E
E
0
5
SF50 DATA SORT
FROM:
UPCA12
MASTER
ACCOUNT
RECORD
UPCA12M(0)
SORTED
SF 50's
UPEE05S
FROM:
UPAA95
MASTER
TABLES
UPAA95M(0)
E
E
1
0
BUILD PRINT
RECORDS
SF50
RECORDS
UPEE101
TO: UPEE40
SF50
MAR
DATA
UPEE103
TO: UPEE45

2.1 PERSONNEL ACTIONS - UPEE0000
Application Flow Chart Page 2


FROM: UPAA86
SORTED PADS, REMARKS & AUTHORITY
UPAA868
FROM: UPEE10
SF50 RECORDS
UPEE101
EE27
SF50 AND PCS BREAK OUT
EE40
SF50 RECORD SORT
PCS PAC, AUTH, REMARKS & DESC
UPEE271
TO: UPEF50
SF50 PAC, AUTH. REMARKS & DESC.
UPEE272
FROM: UPEE10
SF50 NAR DATA
UPEE103
FROM: UPEF45
SORTED BIS
UPEF455
SORTED SF 50 RECORDS
UPEE405
EE45
FORMAT SF50
PRINT RECORD FOR SF50
UPEE451
PADS AND CODED REMARKS
UPEE452
TO: UPEC50
EE50
SF50 FORMAT RECORD SORT
SORTED SF50 FORMAT RECORDS
UPEE505
EE55
PRINT SF50S
SF50
OUTPUT REPORT
UPEA103
TO: OFFICE OF CIVILIAN PERSONNEL

2.1 PERSONNEL ACTIONS - UPEE0000
Application Narrative

APPLICATION TITLE: Personnel Actions

APPLICATION ID NUMBER: UPEE0000

PURPOSE:

To produce a Standard Form 50 when a Personnel Action indicates one is required.

FUNCTIONS:

Create SF 50 as a result of input transactions and internally generated actions such as completion of probationary period and change in tenure.

COMPONENT PROGRAMS AND OPERATIONS:

a. UPEE05: SF 50 Data Sort.

b. UPEE10: Build Print Records.

Operation: Produce a print record suitable for printing of an SF 50.

c. UPEE27: SF 50 and PCS Breakout.

Operation: Separates the SF 50 print records from the PCS print records.

d. UPEE40: SF 50 Record Sort.

e. UPEE45: Format SF 50.

Operation: Produce Personnel Action (SF 50) Form.

f. UPEE50: SF 50 Format record sort.

g. UPEE55: Print SF 50.

INPUT-OUTPUT SOURCE AND DISPOSITION:

a. Input is from File Maintenance, File UPEC206.

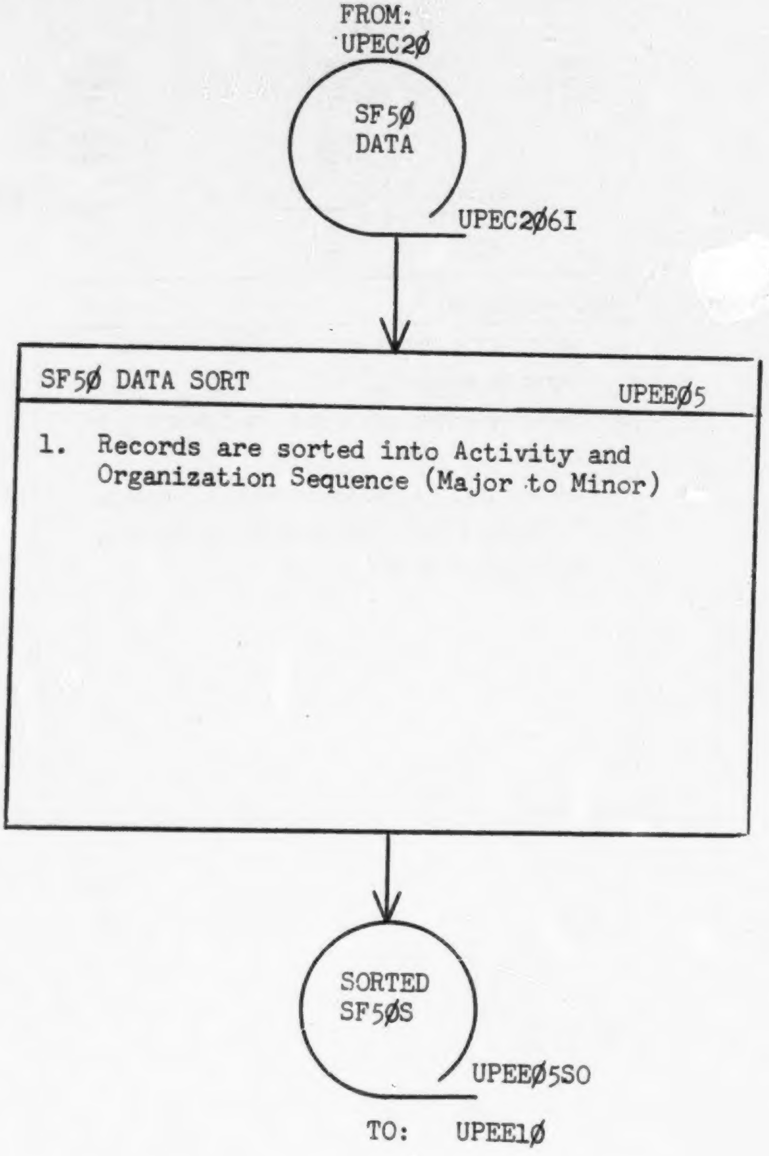
b. Output report forms are forwarded to the Civilian Personnel Office.

FREQUENCY, TIME LIMITATIONS AND SCHEDULING FACTORS:

The Standard Form 50 appplication is processed weekly, biweekly, monthly, quarterly and/or as required.

SECTION 3 PERSONNEL ACTIONS PROGRAMS

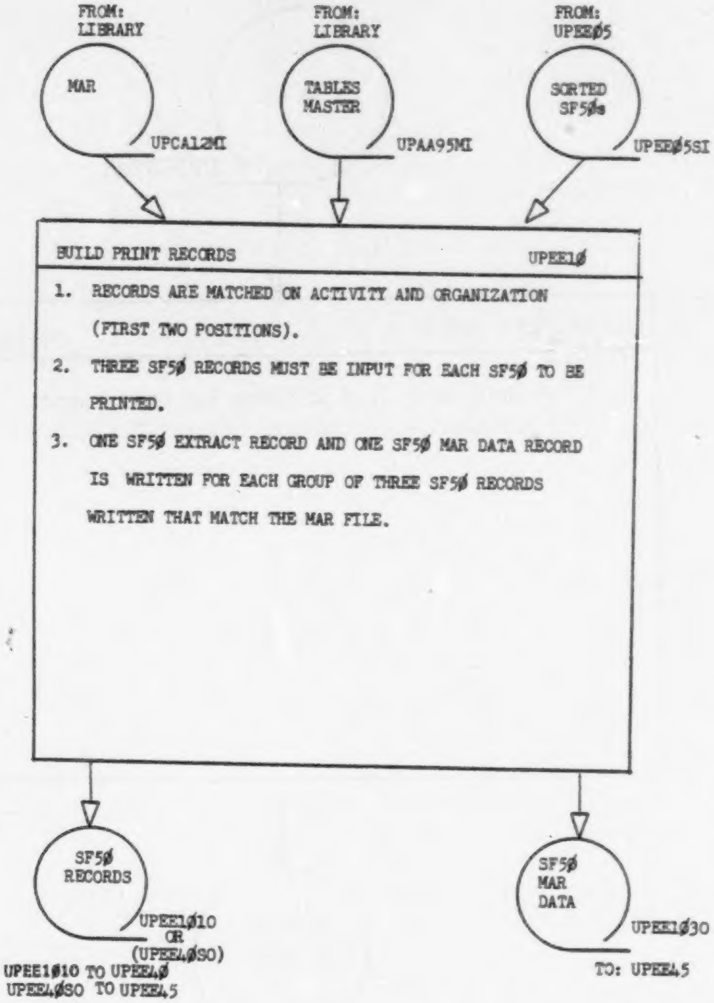
3.1 SF 50 DATA SORT - UPEE05
Program I/O Chart


FROM:
UPEC20
SF50
DATA
UPEC206I
SF50 DATA SORT
UPEE05
SORTED
SF50S
UPEE05SO
TO: UPEE10

1. Records are sorted into Activity and Organization Sequence (Major to Minor)

3.2 BUILD PRINT RECORDS - UPEE10

Program I/O Chart


FROM: LIBRARY
MAR
UPCA12MI
FROM: LIBRARY
TABLES MASTER
UPAA95MI
FROM: UPEE05
SORTED SF50s
UPEE05SI
BUILD PRINT RECORDS
UPEE10
SF50 RECORDS
UPEE1010 OR (UPEE40SO)
UPEE1010 TO UPEE40
UPEE40SO TO UPEE45
SF50 MAR DATA
UPEE1030
TO: UPEE45

1. RECORDS ARE MATCHED ON ACTIVITY AND ORGANIZATION (FIRST TWO POSITIONS).
2. THREE SF50 RECORDS MUST BE INPUT FOR EACH SF50 TO BE PRINTED.
3. ONE SF50 EXTRACT RECORD AND ONE SF50 MAR DATA RECORD IS WRITTEN FOR EACH GROUP OF THREE SF50 RECORDS WRITTEN THAT MATCH THE MAR FILE.

3.2 BUILD PRINT RECORDS - UPEE10
Program Narrative

PROGRAM NAME: Build Print Records

PROGRAM ID NUMBER: UPEE10

PURPOSE:

To extract information from the Master Table File and the MAR and insert into the SF 50 Records from UPEC20.

FUNCTIONS/FEATURES:

Completes the SF 50 Record received from UPEC20 by inserting information from Table Master File and the MAR.

DESCRIPTION:

a. Input Files:

(1) UPEE05SI: SF 50 Records.

(2) UPCA12MI: MAR File.

(3) UPAA95MI: Master Table File.

b. Output Files:

(1) UPEE1010: SF 50 Records; or

(2) UPEE30SO: This ID if there were no SF 50 records.

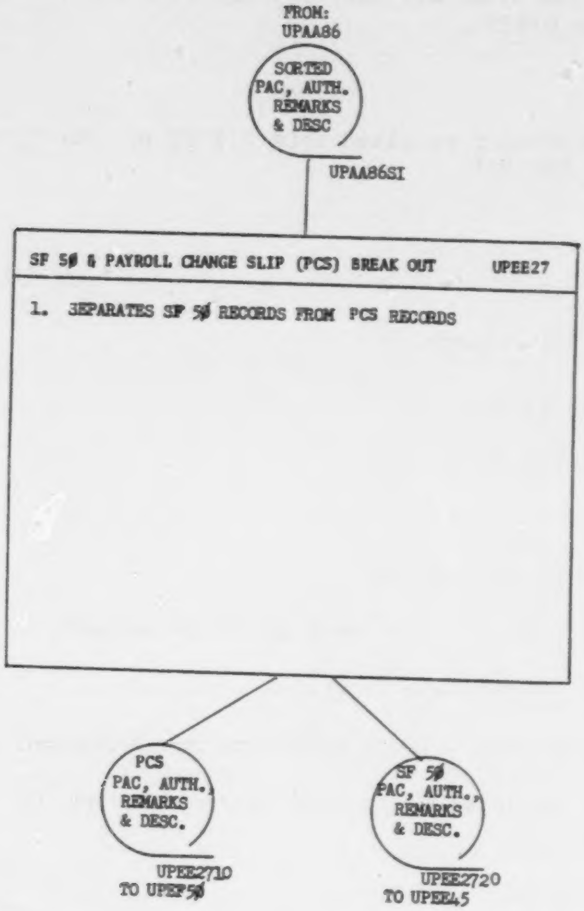
(3) UPEE1030: SF 50 MAR Data Records.

c. Processing Description - Input documents are processed as follows:

An SF 50 File is produced and a MAR Extract Record is produced for every SF 50 Record produced.

SPECIAL CONDITIONS: None.

3.3 SF 50 AND PAYROLL CHANGE SLIP (PCS) BREAK OUT - UPEE27
Program I/O Chart


FROM:
UPAA86
SORTED
PAC, AUTH.
REMARKS
& DESC
UPAA86SI
SF 50 & PAYROLL CHANGE SLIP (PCS) BREAK OUT
UPEE27
1. SEPARATES SF 50 RECORDS FROM PCS RECORDS
PCS
PAC, AUTH.
REMARKS
& DESC.
UPEE2710
TO UPEF50
SF 50
PAC, AUTH.,
REMARKS
& DESC.
UPEE2720
TO UPEE45

3.3 SF 50 AND PAYROLL CHANGE SLIP (PCS) BREAK OUT - UPEE27 Program Narrative

PROGRAM NAME: SF 50 and Payroll Change Slip (PCS) Break Out

PROGRAM ID NUMBER: UPEE27

PURPOSE:

To separate SF 50 Records from PCS Records.

FUNCTION/FEATURES:

Program compares on first three digits of Personnel Action Code.

DESCRIPTION:

a. Input Files:

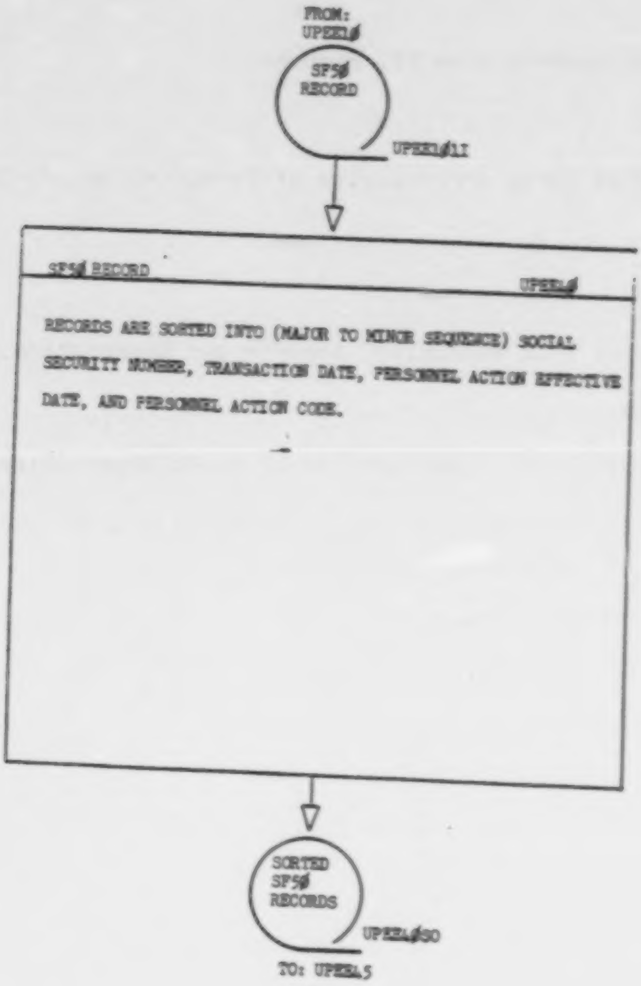
UPAA86SI: Sorted PAC, Authority, Remarks and Description.

b. Output Files:

(1) UPEE2710: PCS PAC, Authority, Remarks and Description.

(2) UPEE2720: SF 50 PAC, Authority, Remarks and Description.

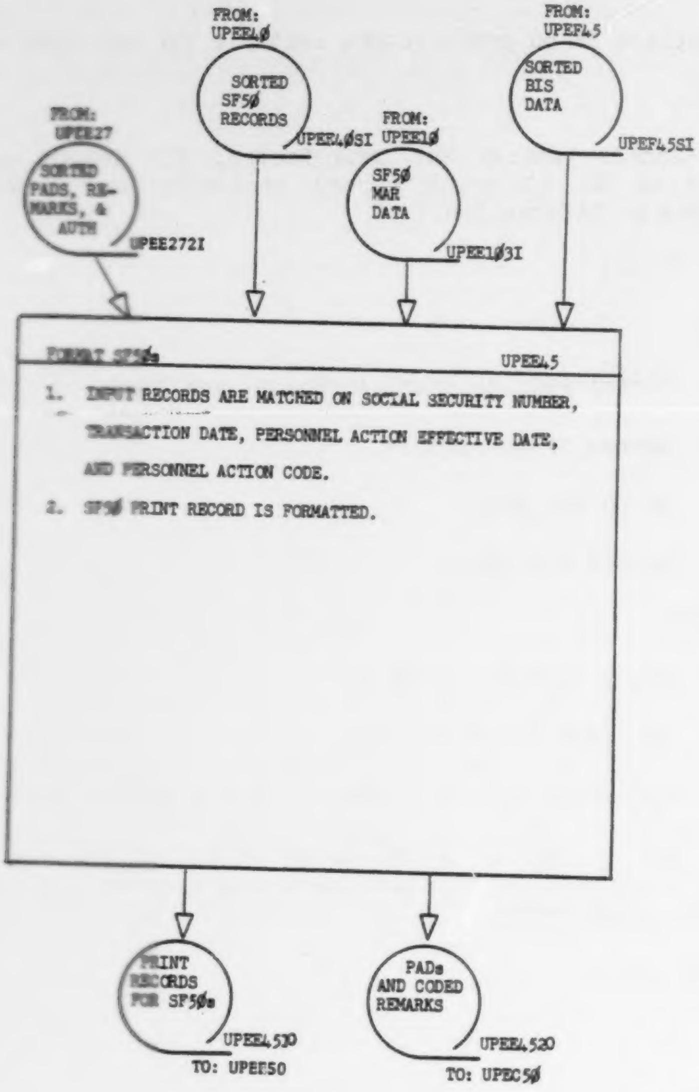
3.4 SF 50 RECORD - UPEE40
Program I/O Chart


FROM:
UPEE10
SF50
RECORD
UPEE1011
SF50 RECORD
UPEE40
SORTED
SF50
RECORDS
UPEE4050
TO: UPEE45

RECORDS ARE SORTED INTO (MAJOR TO MINOR SEQUENCE) SOCIAL SECURITY NUMBER, TRANSACTION DATE, PERSONNEL ACTION EFFECTIVE DATE, AND PERSONNEL ACTION CODE.

3.5 FORMAT SF 50 - UPEE45

Program I/O Chart


FROM:
UPEE27
SORTED
PADS, RE-
MARKS, &
AUTH
UPEE272I
FROM:
UPEE40
SORTED
SF50
RECORDS
UPEE40SI
FROM:
UPEE10
SF50
MAR
DATA
UPEE103I
FROM:
UPEF45
SORTED
BIS
DATA
UPEF45SI
FORMAT SF50s
UPEE45
PRINT
RECORDS
FOR SF50s
UPEE4530
TO: UPEE50
PADs
AND CODED
REMARKS
UPEE4520
TO: UPEC50

1. INPUT RECORDS ARE MATCHED ON SOCIAL SECURITY NUMBER, TRANSACTION DATE, PERSONNEL ACTION EFFECTIVE DATE, AND PERSONNEL ACTION CODE.
2. SF50 PRINT RECORD IS FORMATTED.

3.5 FORMAT SF 50 - UPEE45
Program Narrative

PROGRAM NAME: Format SF 50

PROGRAM ID NUMBER: UPEE45

PURPOSE:

To produce a complete SF 50 print record suitable for printing of SF 50.

FUNCTION/FEATURES:

Matches SF 50 records against MAR Data Record, BIS Record and the Remarks Record. Produces an SF 50 print record including any Breaks in Service information and remarks information.

DESCRIPTION:

a. Input Files:

(1) UPEE272I: Sorted PAC, Remarks, Authority and DESC.

(2) UPEE40SI: Sorted SF 50 records.

(3) UPEE103I: SF 50 MAR Data.

(4) UPEF45SI: Sorted BIS Data.

b. Output Files:

(1) UPEE4510: Print records for SF 50.

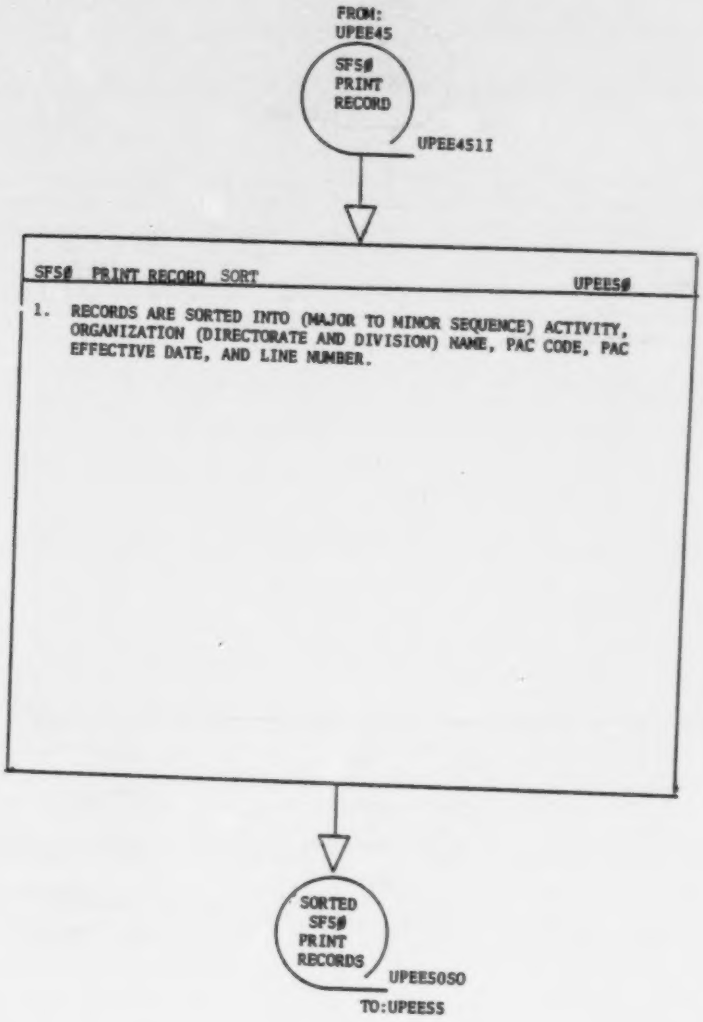
(2) UPEE4520: PADs and Coded Remarks.

c. Processing Description - Input documents are processed as follows:

Input records are matched on Social Security Number and a print record is put out for each individual. If there were any remarks out on the SF 50, a record is output for each remark.

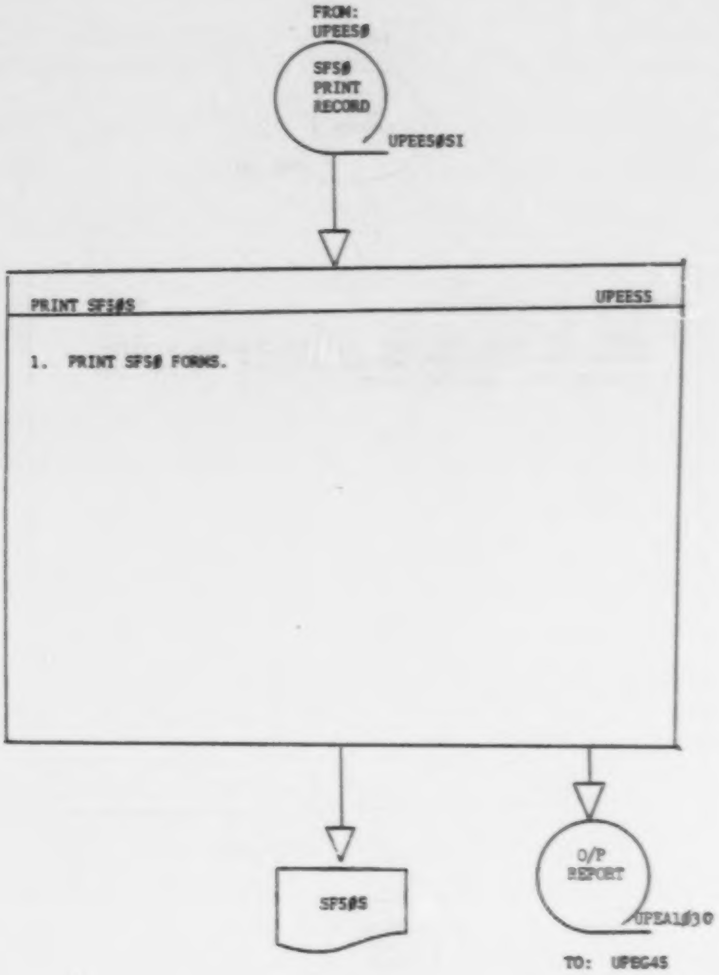
SPECIAL CONDITIONS: None.

3.6 SF 50 PRINT RECORD SORT - UPEE50
Program I/O Chart


FROM:
UPEE45
SF50
PRINT
RECORD
UPEE451I
SF50 PRINT RECORD SORT
UPEE50
SORTED
SF50
PRINT
RECORDS
UPEE50SO
TO:UPEE55

1. RECORDS ARE SORTED INTO (MAJOR TO MINOR SEQUENCE) ACTIVITY, ORGANIZATION (DIRECTORATE AND DIVISION) NAME, PAC CODE, PAC EFFECTIVE DATE, AND LINE NUMBER.

3.7 PRINT SF 50 - UPEE55
Program I/O Chart


FROM:
UPEES0
SF50
PRINT
RECORD
UPEES0SI
PRINT SF50S
UPEE55
1. PRINT SF50 FORMS.
SF50S
O/P
REPORT
UPEA1030
TO: UPEG45

3.7 Print SF 50 - UPEE55
Program Narrative

PROGRAM NAME: Print SF 50

PROGRAM ID NUMBER: UPEE55

PURPOSE:

Printing of SF 50.

FUNCTION/FEATURES:

Prints SF 50 on Special Forms.

DESCRIPTION:

a. Input File:

UPEE50SI: Sorted SF 50 Records.

b. Output File:

(1) UPEE551P: Completed SF 50.

(2) UPEA1030: Output Report.

c. Processing Description - Records are read and SF 50 is printed for each individual based upon a personal control field for each individual including a Personnel Action Code and Personnel Action Date.

SPECIAL CONDITIONS: None.

VOLUME I APCAPS ADP SPECIFICATIONS

PART 6 PERSONNEL MANAGEMENT SUBSYSTEM

CHAPTER 6 PERSONNEL HISTORY MAINTENANCE - UPEF0000

CHAPTER TABLE OF CONTENTS

SECT DESCRIPTION PAGE

1 GENERAL

1.1 Purpose I-6-6-1

2 PERSONNEL HISTORY MAINTENANCE APPLICATION

2.1 Personnel History Maintenance - UPEF0000 I-6-6-2

3 PERSONNEL HISTORY MAINTENANCE PROGRAMS

3.1 History Transactions and BIS Sort/Merge - UPEF03 I-6-6-9
3.2 Requests (YKM) Sort - UPEF05 I-6-6-10
3.3 Personnel History Update and Reports Generation - UPEF15 I-6-6-11
3.4 Replies Sort - UPEF17 I-6-6-14
3.5 Formatted Replies - UPEF20 I-6-6-15
3.6 Inactive Purged History Sort - UPEF22 I-6-6-17
3.7 Inactive History Format - UPEF25 I-6-6-18
3.8 Active History SSAN Change Sort - UPEF30 I-6-6-20
3.9 Active History SSAN Change Update - UPEF32 I-6-6-21
3.10 Annual Purge - UPEF35 I-6-6-23
3.11 Inactive History Scan - UPEF40 I-6-6-25
3.12 Break in Service Sort - UPEF45 I-6-6-27
3.13 PCS Sort - UPEF47 I-6-6-28
3.14 PCS Format - UPEF50 I-6-6-29
3.15 Inactive History SSAN Change Sort - UPEF55 I-6-6-31
3.16 Inactive History SSAN Change Update - UPEF60 I-6-6-32
3.17 Active History Scan - UPEF65 I-6-6-34

11

VOLUME I APCAPS ADP SPECIFICATIONS

PART 6 PERSONNEL MANAGEMENT SUBSYSTEM

CHAPTER 6 PERSONNEL HISTORY MAINTENANCE - UPEF0000

SECTION 1 GENERAL

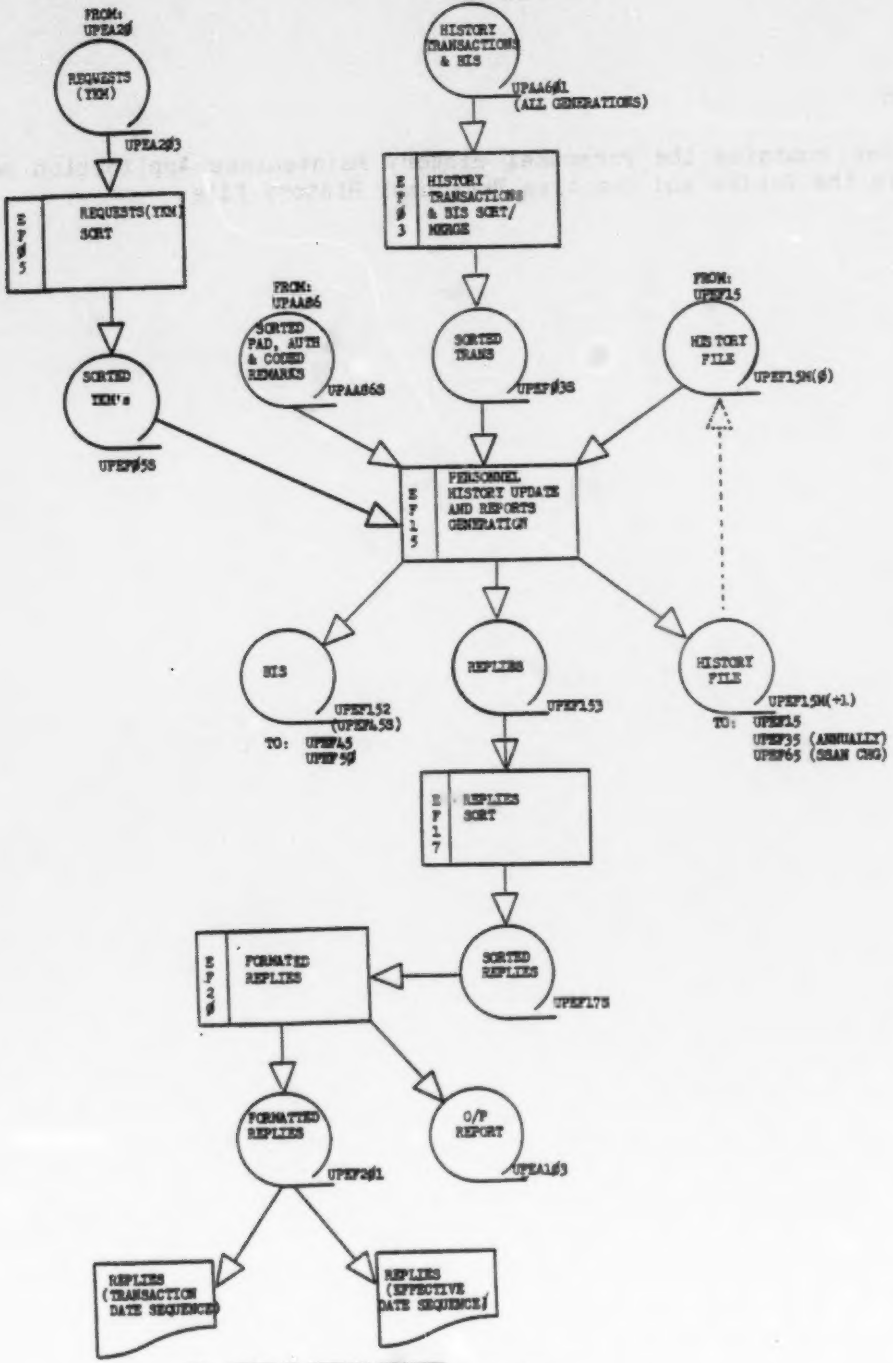
1.1 PURPOSE

This chapter contains the Personnel History Maintenance Application programs that maintain the Active and Inactive Personnel History File.

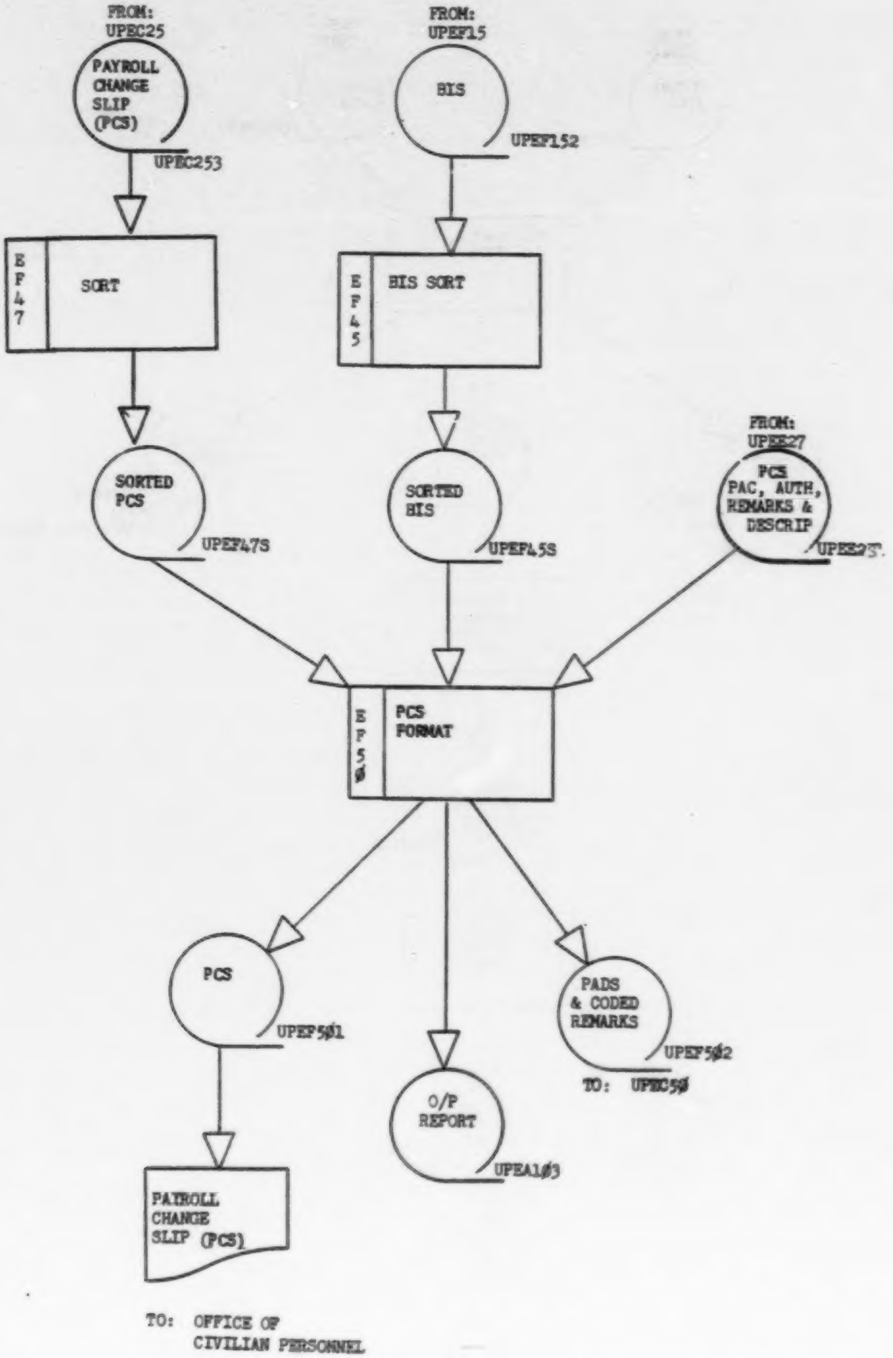
SECTION 2 PERSONNEL HISTORY MAINTENANCE APPLICATION

2.1 PERSONNEL HISTORY MAINTENANCE - UPEF0000

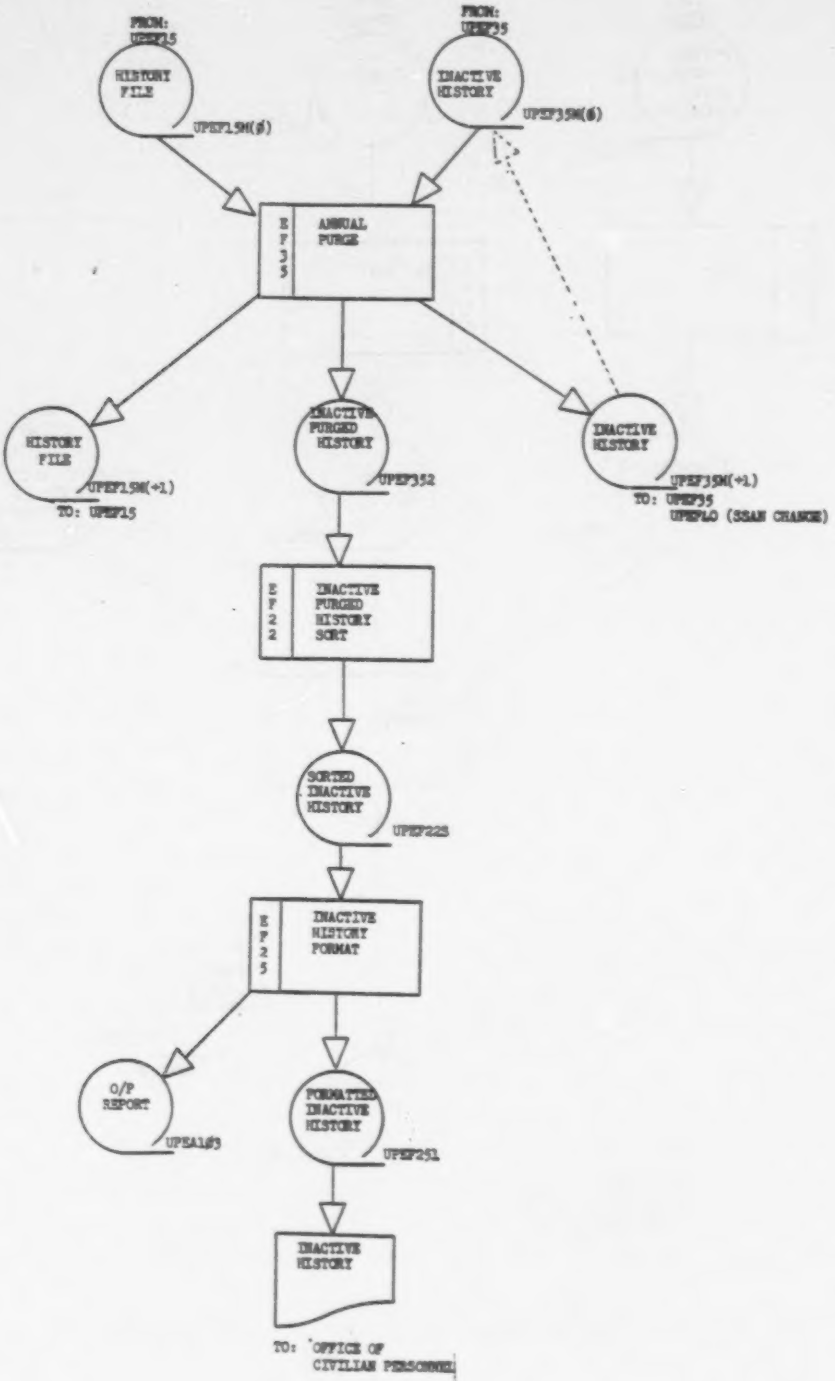
Application Flow Chart Page 1


FROM:
UPEA20
REQUESTS (YKM)
UPEA203
EF05
REQUESTS(YKM) SORT
SORTED YKM's
UPEF058
FROM:
UPAA60 and UPCA04
HISTORY TRANSACTIONS & BIS
UPAA601
(ALL GENERATIONS)
EF03
HISTORY TRANSACTIONS & BIS SORT/ MERGE
FROM:
UPAA86
SORTED PAD, AUTH & CODED REMARKS
UPAA868
SORTED TRANS
UPEF038
FROM:
UPEF15
HISTORY FILE
UPEF15M(0)
EF15
PERSONNEL HISTORY UPDATE AND REPORTS GENERATION
BIS
UPEF152
(UPEF453)
TO: UPEF45
UPEF50
REPLIES
UPEF153
HISTORY FILE
UPEF15M(+1)
TO: UPEF15
UPEF35 (ANNUALLY)
UPEF65 (SSAN CHG)
EF17
REPLIES SORT
SORTED REPLIES
UPEF175
EF20
FORMATED REPLIES
FORMATTED REPLIES
UPEF201
O/P REPORT
UPEA103
REPLIES (TRANSACTION DATE SEQUENCE)
REPLIES (EFFECTIVE DATE SEQUENCE)
TO: OFFICE OF CIVILIAN PERSONNEL

2.1 PERSONNEL HISTORY MAINTENANCE - UPEF0000
Application Flow Chart Page 2

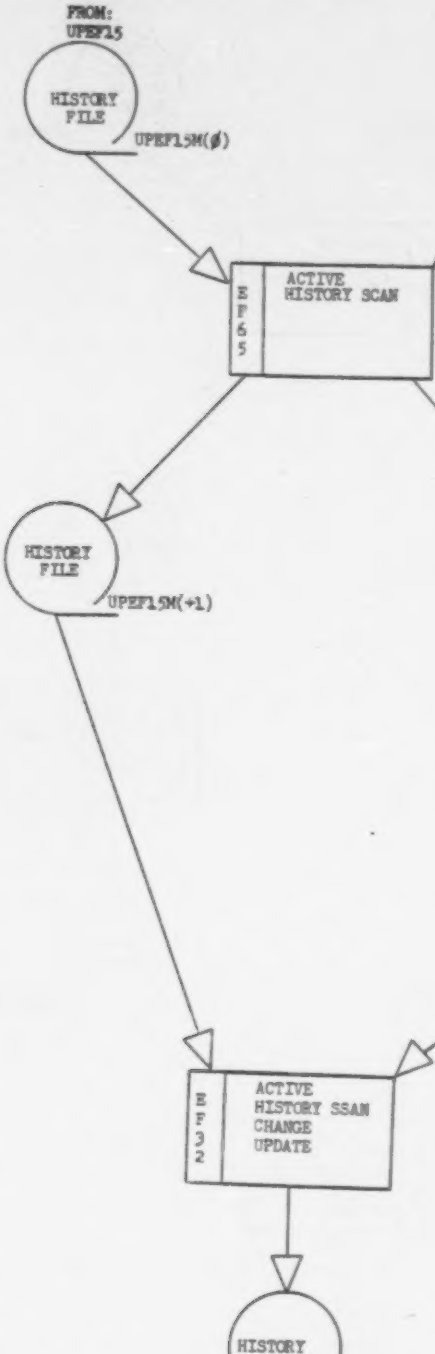

FROM:
UPEC25
PAYROLL CHANGE SLIP (PCS)
UPEC253
FROM:
UPEF15
BIS
UPEF152
EF47
SORT
EF45
BIS SORT
FROM:
UPEE27
SORTED PCS
UPEF47S
SORTED BIS
UPEF45S
PCS PAC, AUTH, REMARKS & DESCRIP
UPEE27S
EF50
PCS FORMAT
PCS
UPEF501
PADS & CODED REMARKS
UPEF502
TO: UPEC50
O/P REPORT
UPEA103
PAYROLL CHANGE SLIP (PCS)
TO: OFFICE OF CIVILIAN PERSONNEL

2.1 PERSONNEL HISTORY MAINTENANCE - UPEF0000
Application Flow Chart Page 3


FROM: UPEF15
HISTORY FILE
UPEF15M(0)
FROM: UPEF35
INACTIVE HISTORY
UPEF35M(0)
EF35
ANNUAL PURGE
HISTORY FILE
UPEF15M(+1)
TO: UPEF15
INACTIVE PURGED HISTORY
UPEF352
INACTIVE HISTORY
UPEF35M(+1)
TO: UPEF35
UPEF10 (SSAN CHANGE)
EF22
INACTIVE PURGED HISTORY SORT
SORTED INACTIVE HISTORY
UPEF225
EF25
INACTIVE HISTORY FORMAT
O/P REPORT
UPEA103
FORMATTED INACTIVE HISTORY
UPEF251
INACTIVE HISTORY
TO: OFFICE OF CIVILIAN PERSONNEL

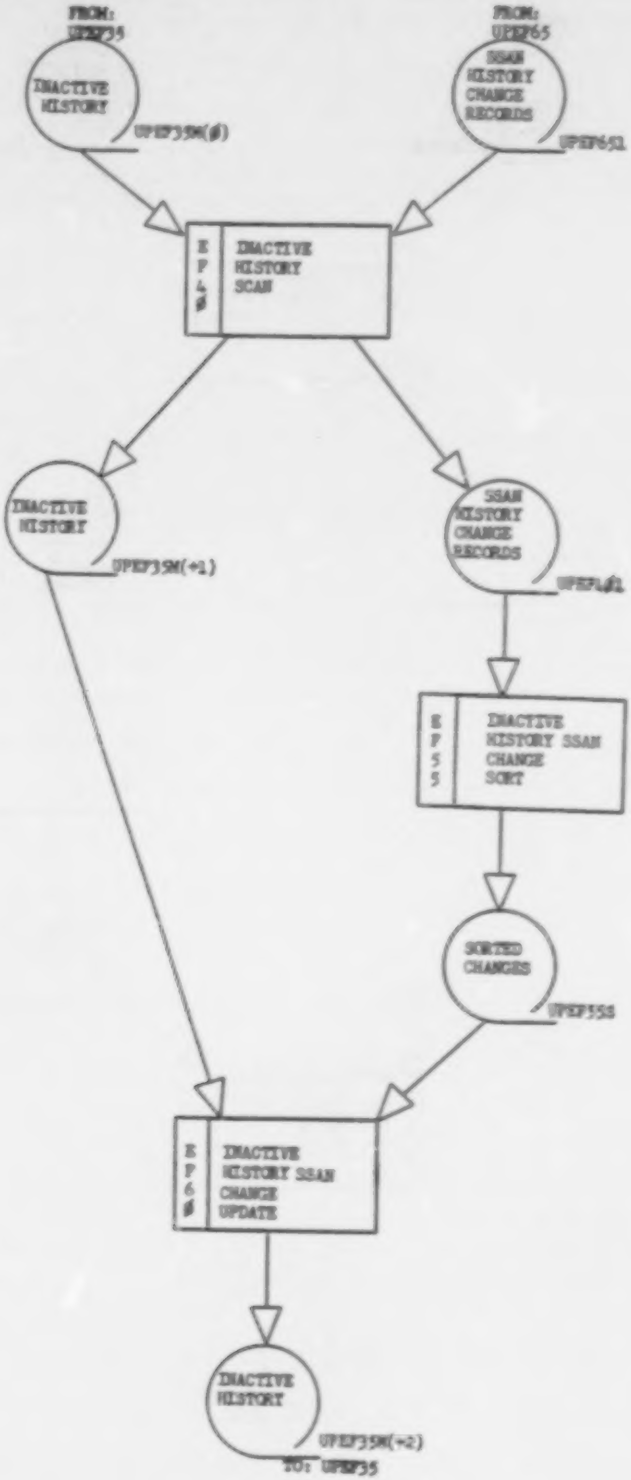
2.1 PERSONNEL HISTORY MAINTENANCE - UPEF0000

Application Flow Chart Page 4


FROM: UPEF15
HISTORY FILE
UPEF15M(0)
FROM: UPAF57
HISTORY TRANS (SSAN CHANGES ONLY)
UPAF575
EF65
ACTIVE HISTORY SCAN
HISTORY FILE
UPEF15M(+1)
SSAN HISTORY CHANGE RECORDS
UPEF651
EF30
ACTIVE HISTORY SSAN CHANGE SORT
SORTED CHANGES
UPEF30S
EF32
ACTIVE HISTORY SSAN CHANGE UPDATE
HISTORY FILE
UPEF15M(+2)
TO: UPEF15

2.1 PERSONNEL HISTORY MAINTENANCE - UPEF0000

Application Flow Chart Page 5


FROM: UPEF35
INACTIVE HISTORY
UPEF35M(0)
FROM: UPEF65
SSAN HISTORY CHANGE RECORDS
UPEF651
E F 4 0
INACTIVE HISTORY SCAN
INACTIVE HISTORY
UPEF35M(+1)
SSAN HISTORY CHANGE RECORDS
UPEF401
E F 5 5
INACTIVE HISTORY SSAN CHANGE SORT
SORTED CHANGES
UPEF55S
E F 6 0
INACTIVE HISTORY SSAN CHANGE UPDATE
INACTIVE HISTORY
UPEF35M(+2)
TO: UPEF35

2.1 PERSONNEL HISTORY MAINTENANCE - UPEF0000
Application Narrative

APPLICATION TITLE: Personnel History Maintenance

APPLICATION ID NUMBER: UPEF0000

PURPOSE:

To maintain the Personnel History File (Active and Inactive).

FUNCTIONS:

a. Update the Personnel History File using a permanent transaction file, a description, authority and Coded Remarks File, and a YKM File which dictates the frequency and type of reports to be produced.

b. Prepare and print replies in Transaction Date sequence and Effective Date sequence.

c. Annually purge the Personnel History File using Active History and Inactive History Files.

d. Prepare and print an Inactive History Register.

e. Scan Active Personnel History File producing a Social Security Number Change Active Work File.

f. Update Active Personnel History File using the Social Security Number Change Active Work File.

g. Scan Inactive Personnel History File producing the Social Security Number Change Inactive Work File.

h. Update Inactive Personnel History File using the Social Security Number Change Inactive Work File.

COMPONENT PROGRAMS AND OPERATIONS:

a. UPEF03: History Transactions and BIS Sort/Merge.

b. UPEF05: Requests (YKM) Sort.

c. UPEF15: Personnel History Update and Reports Generation.

d. UPEF17: Replies Sort.

e. UPEF20: Formatted Replies.

Operation: Format replies in Transaction Date Report Sequence and Effective Date Report Sequence.

f. UPEF22: Inactive Purged History Sort.

g. UPEF25: Inactive History Format.

h. UPEF30: Active History SSAN Change Sort.

i. UPEF32: Active History SSAN Change Update.

Operation: Update Active Personnel History File with Permanent SSN Changes.

j. UPEF35: Annual Purge.

k. UPEF40: Inactive History Scan.

Operation: Update Inactive History Personnel History File with permanent Social Security Number changes and write an SSAN History Change File for Update of Personnel History Inactive File.

l. UPEF45: BIS Sort.

m. UPEF47: Payroll Change Slip Sort.

n. UPEF50: Payroll Change Slip Format.

o. UPEF55: Inactive History SSAN Change Sort.

p. UPEF60: Inactive History SSAN Change Update.

Operation: Update Inactive Personnel History File with permanent SSAN changes.

q. UPEF65: Active History Scan.

Operation: Update Active Personnel History File with permanent Social Security Number changes and write an SSAN History Change File for Update of Personnel History Active File.

INPUT-OUTPUT SOURCE AND DISPOSITION:

a. Input is from Program UPAA60 and UPCA04.

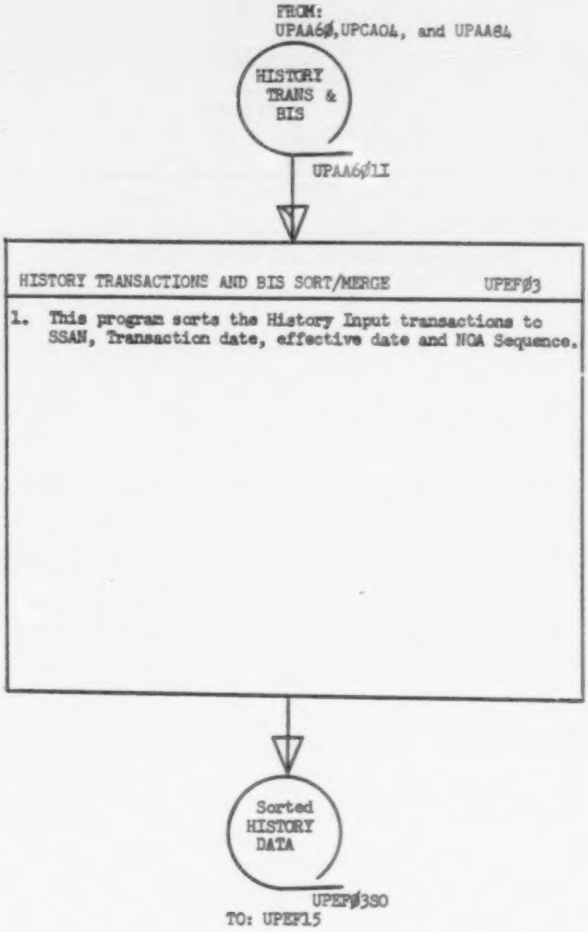
b. Output of listings to Control Clerk, Office of Civilian Personnel.

FREQUENCY, TIME LIMITATIONS AND SCHEDULING FACTORS:

This application occurs by request for queries. Updates are accomplished each cycle with SSAN changes triggered by need. The purge of inactive records is annual.

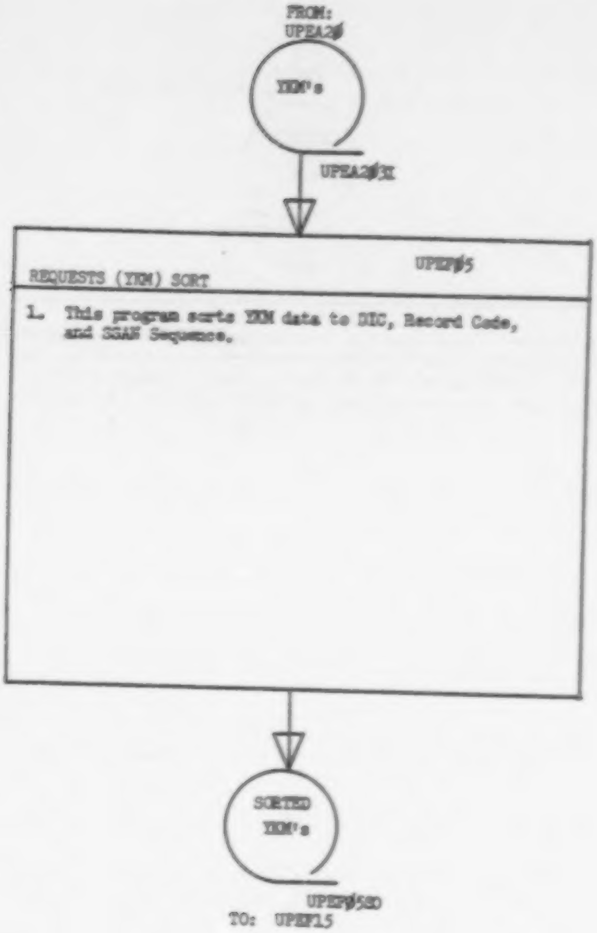
SECTION 3 PERSONNEL HISTORY MAINTENANCE PROGRAMS

3.1 HISTORY TRANSACTIONS AND BIS SORT/MERGE - UPEF03
Program I/O Chart


FROM:
UPAA60,UPCA04, and UPAA84
HISTORY TRANS & BIS
UPAA601I
HISTORY TRANSACTIONS AND BIS SORT/MERGE
UPEF03
Sorted HISTORY DATA
UPEF03SO
TO: UPEF15

1. This program sorts the History Input transactions to SSAN, Transaction date, effective date and NOA Sequence.

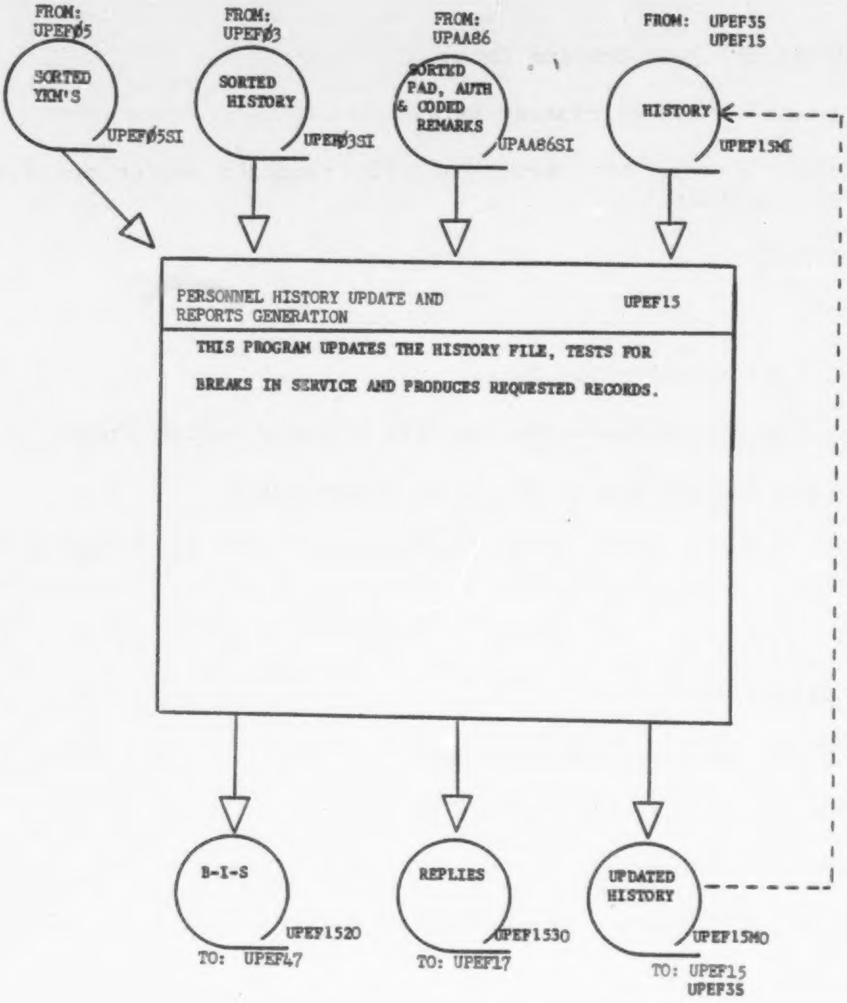
3.2 REQUESTS (YKM) SORT - UPEF05
Program I/O Chart


FROM:
UPEA20
YKM's
UPEA203X
UPEF05
REQUESTS (YKM) SORT
SORTED
YKM's
UPEF05SD
TO: UPEF15

1. This program sorts YKM data to DIC, Record Code, and SSAN Sequence.

3.3 PERSONNEL HISTORY UPDATE AND REPORTS GENERATION - UPEF15

Program I/O Chart


FROM: UPEF05
SORTED YKM'S
UPEF05SI
FROM: UPEF03
SORTED HISTORY
UPEF03SI
FROM: UPAA86
SORTED PAD, AUTH & CODED REMARKS
UPAA86SI
FROM: UPEF35 UPEF15
HISTORY
UPEF15MI
PERSONNEL HISTORY UPDATE AND REPORTS GENERATION
UPEF15
THIS PROGRAM UPDATES THE HISTORY FILE, TESTS FOR BREAKS IN SERVICE AND PRODUCES REQUESTED RECORDS.
B-I-S
UPEF1520
TO: UPEF47
REPLIES
UPEF1530
TO: UPEF17
UPDATED HISTORY
UPEF15MO
TO: UPEF15 UPEF35

3.3 PERSONNEL HISTORY UPDATE AND REPORTS GENERATION - UPEF15
Program Narrative

PROGRAM NAME: Personnel History Update and Reports Generation

PROGRAM ID NUMBER: UPEF15

PURPOSE:

a. To extract Break-in-Service Data.

b. To maintain Personnel History Data.

c. To produce History Data based on input requests and/or certain cancellation/correction actions.

FUNCTIONS/FEATURES:

UPEF15 will:

a. Maintain Break-in-Service Data.

b. Select specific Break-in-Service data based on system input.

c. Maintain a Master File or Personnel Transactions.

d. Prepare History print outs automatically and in response to queries (YKM-E).

DESCRIPTION:

a. Input Files:

(1) UPEF03SI: History Transactions.

(2) UPEF05SI: History Requests (YKM).

(3) UPAA86SI: History NOA Description, Auth, Data.

(4) UPEF15MI(0): History Master File.

b. Output Files:

(1) UPEF1520(UPEF455): Break-in-Service Data.

(2) UPEF1530: History Requests Output.

(3) UPEF15M(+1): History Updated Master.

c. Processing Description:

(1) Processing sequence is SSAN, Transaction Date, NOA Date, NOA.

(2) The Active History Master File will contain the most recent four years of data. Older data is recorded in the Inactive History File (see UPEF35).

SPECIAL CONDITIONS:

a. The Active History Master File is automatically purged at the end of every calendar year. No external input is required. Employees with more than four years history will be involved in the annual purge. Purged entries will be incorporated in the Inactive History; UPEJAA01 applies.

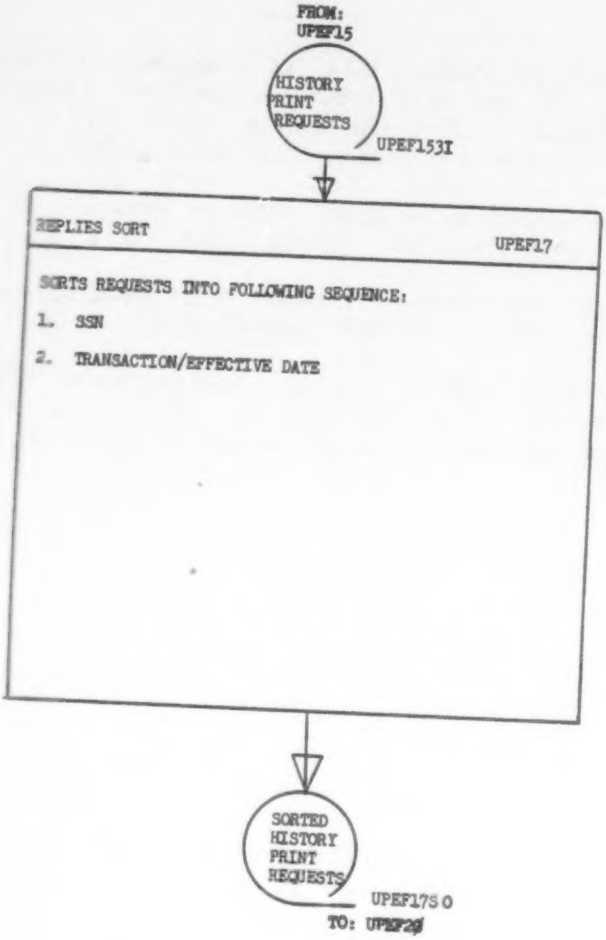
b. Certain cancellation/correction actions trigger an automatic history print out during a normal Data Bank Update Cycle.

c. Queries (YKM-E) input manually cause print outs of specifically requested histories during the normal Data Bank Update Cycle.

d. Additional queries (YKM-E) can be processed using "Stand Alone" Schedule 4. The History Master File (UPEF15M) is not updated during "Stand Alone" Schedule 4 so processing can be repetitive and at any time.

3.4 REPLIES SORT - UPEF17

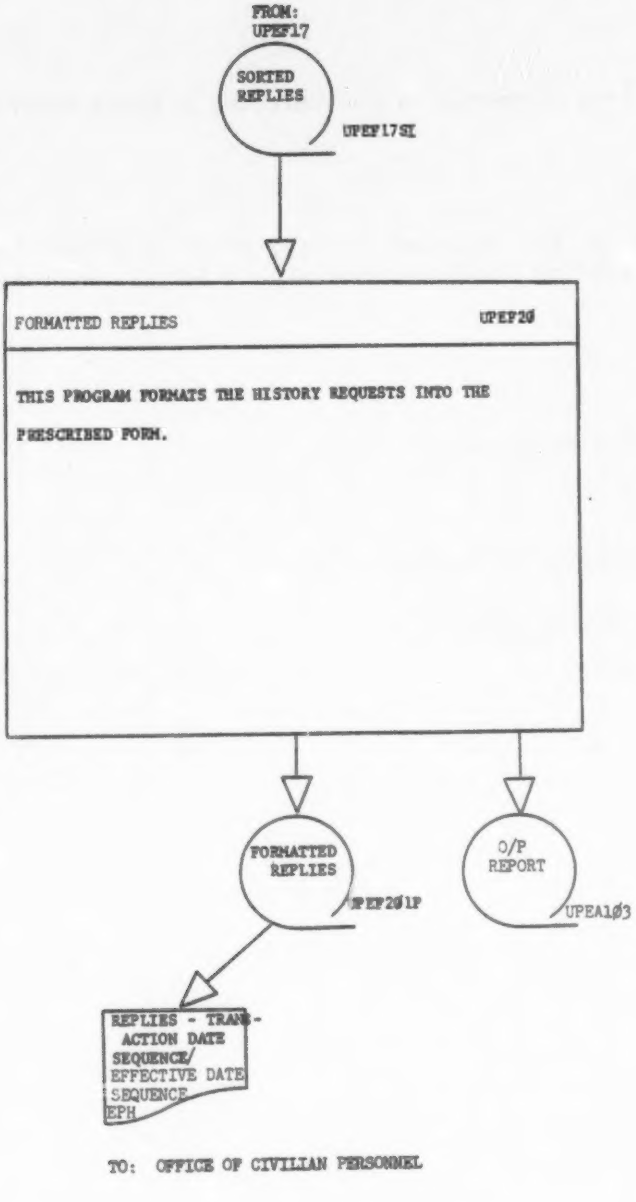
Program I/O Chart


FROM:
UPEF15
HISTORY
PRINT
REQUESTS
UPEF153I
REPLIES SORT
UPEF17
SORTED
HISTORY
PRINT
REQUESTS
UPEF17SO
TO: UPEF20

SORTS REQUESTS INTO FOLLOWING SEQUENCE:

1. SSN
2. TRANSACTION/EFFECTIVE DATE

3.5 FORMATTED REPLIES - UPEF20
Program I/O Chart


FROM:
UPEF17
SORTED REPLIES
UPEF17SI
FORMATTED REPLIES
UPEF20
THIS PROGRAM FORMATS THE HISTORY REQUESTS INTO THE PRESCRIBED FORM.
FORMATTED REPLIES
UPEF201P
O/P REPORT
UPEA103
REPLIES - TRANS-ACTION DATE SEQUENCE/ EFFECTIVE DATE SEQUENCE
EPH
TO: OFFICE OF CIVILIAN PERSONNEL

3.5 FORMATTED REPLIES - UPEF20
Program Narrative

PROGRAM NAME: Formatted Replies

PROGRAM ID NUMBER: UPEF20

PURPOSE:

To arrange the data elements in the Selected History Records into a predetermined format.

FUNCTIONS/FEATURES:

UPEF20 will produce the Selected History Data in either the transaction date sequence or the effective date sequence within Social Security Number sequence.

DESCRIPTION:

a. Input Files:

UPEF17SI: Sorted Requests.

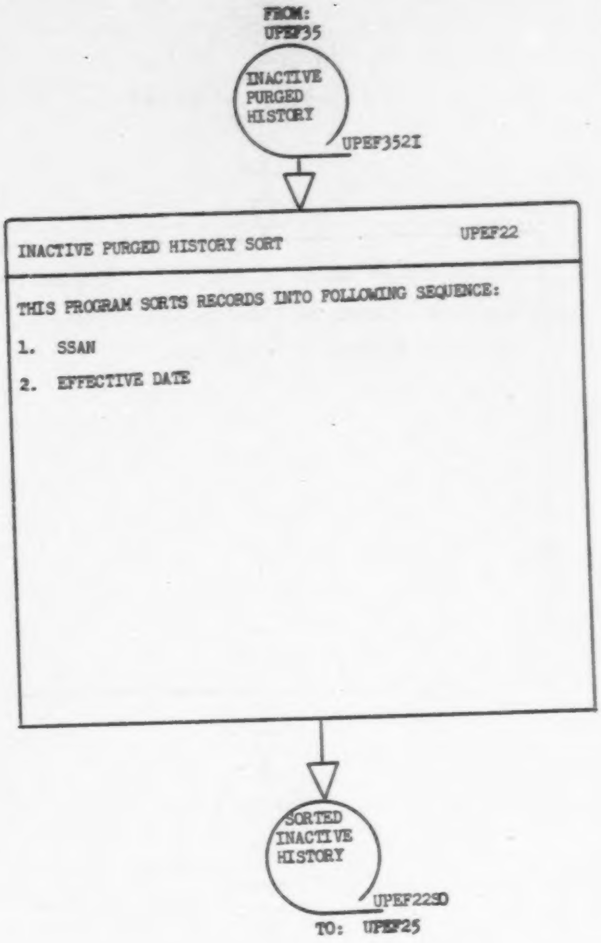
b. Output Files:

(1) UPEF201P: Formatted Requests.

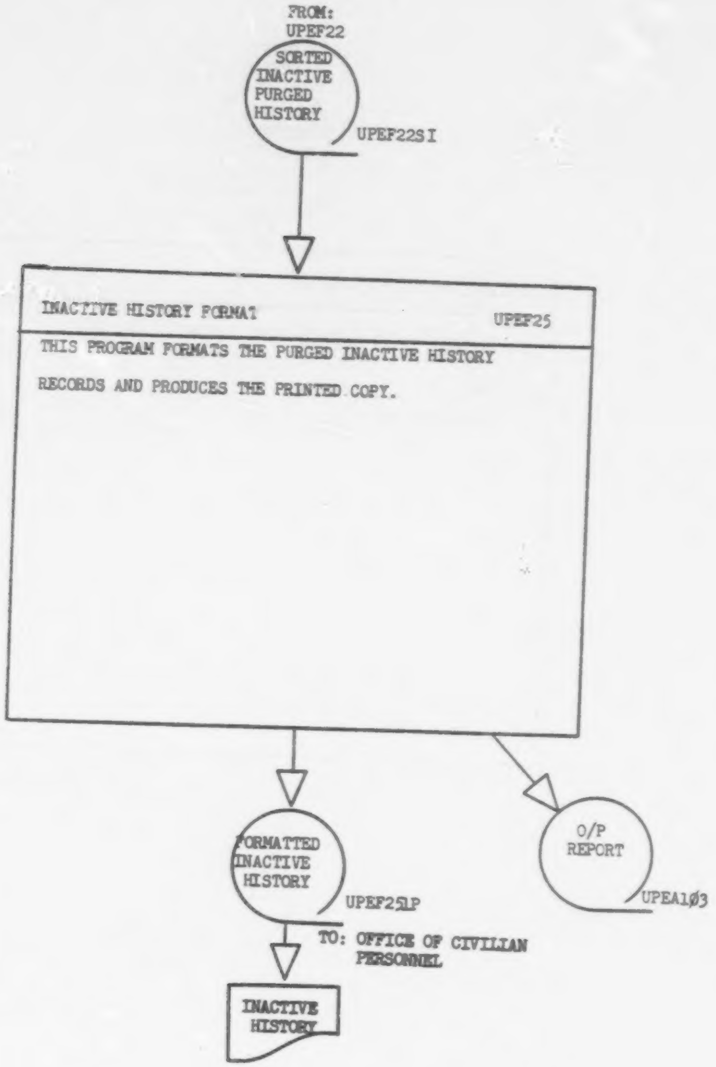
(2) UPEA1030: Output Report.

3.6 INACTIVE PURGED HISTORY SORT - UPEF22

Program I/O Chart


FROM:
UPEF35
INACTIVE
PURGED
HISTORY
UPEF352I
INACTIVE PURGED HISTORY SORT
UPEF22
THIS PROGRAM SORTS RECORDS INTO FOLLOWING SEQUENCE:
1. SSAN
2. EFFECTIVE DATE
SORTED
INACTIVE
HISTORY
UPEF22SD
TO: UPEF25

3.7 INACTIVE HISTORY FORMAT - UPEF25
Program I/O Chart


FROM:
UPEF22
SORTED INACTIVE PURGED HISTORY
UPEF22SI
INACTIVE HISTORY FORMAT
UPEF25
THIS PROGRAM FORMATS THE PURGED INACTIVE HISTORY RECORDS AND PRODUCES THE PRINTED COPY.
FORMATTED INACTIVE HISTORY
UPEF25LP
TO: OFFICE OF CIVILIAN PERSONNEL
O/P REPORT
UPEA103
INACTIVE HISTORY

3.7 INACTIVE HISTORY FORMAT - UPEF25
Program Narrative

PROGRAM NAME: Inactive History Format

PROGRAM ID NUMBER: UPEF25

PURPOSE:

This program formats the Inactive History Records that have been taken from the Active History File.

FUNCTIONS/FEATURES:

UPEF25 will arrange the data elements of the selected records into the predetermined format.

DESCRIPTION:

a. Input Files:

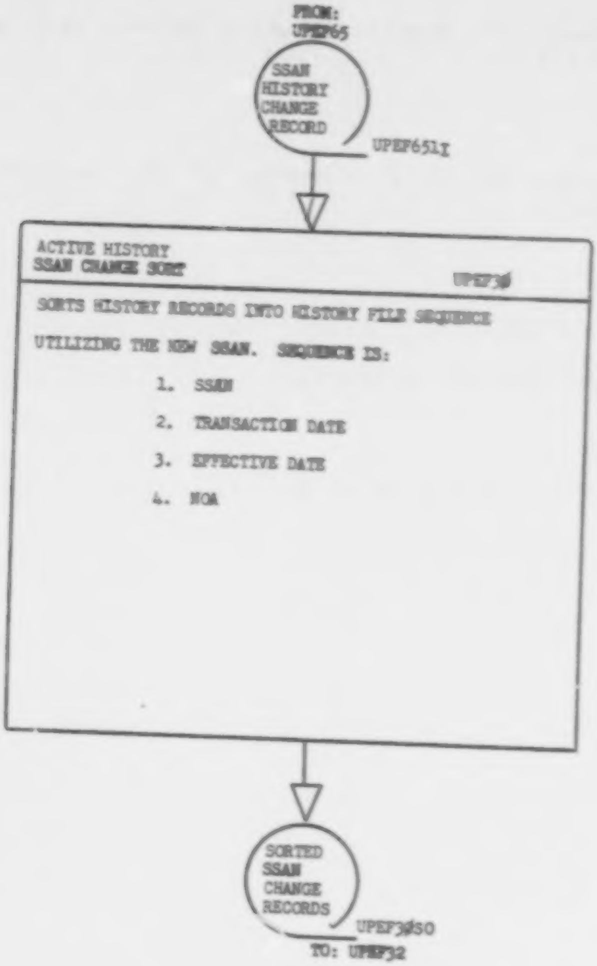
UPEF22SI: Sorted Inactive History.

b. Output Files

(1) UPEF251P: Formatted Inactive Records.

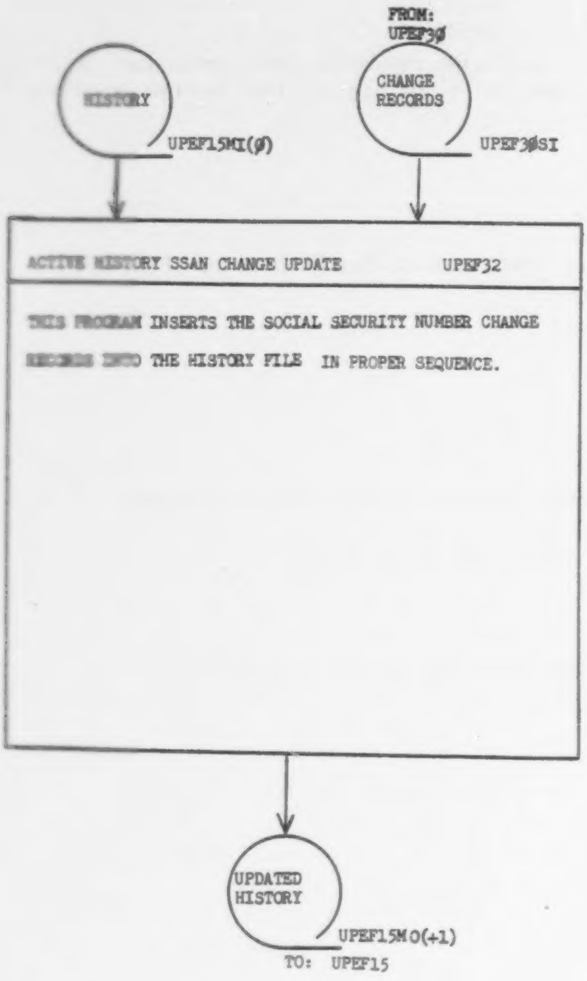
(2) UPEA1030: Output Report.

3.8 ACTIVE HISTORY SSAN CHANGE SORT - UPEF30
Program I/O Chart


FROM:
UPEF65
SSAN
HISTORY
CHANGE
RECORD
UPEF651I
ACTIVE HISTORY
SSAN CHANGE SORT
UPEF30
SORTS HISTORY RECORDS INTO HISTORY FILE SEQUENCE
UTILIZING THE NEW SSAN. SEQUENCE IS:
1. SSAN
2. TRANSACTION DATE
3. EFFECTIVE DATE
4. NOA
SORTED
SSAN
CHANGE
RECORDS
UPEF3050
TO: UPEF32

3.9 ACTIVE HISTORY SSAN CHANGE UPDATE - UPEF32

Program I/O Chart


FROM:
UPEF30
HISTORY
UPEF15MI(0)
CHANGE
RECORDS
UPEF30SI
ACTIVE HISTORY SSAN CHANGE UPDATE
UPEF32
UPDATED
HISTORY
UPEF15MO(+1)
TO: UPEF15

THIS PROGRAM INSERTS THE SOCIAL SECURITY NUMBER CHANGE RECORDS INTO THE HISTORY FILE IN PROPER SEQUENCE.

3.9 ACTIVE HISTORY SSAN CHANGE UPDATE - UPEF32
Program Narrative

PROGRAM NAME: Active History SSAN Change Update

PROGRAM ID NUMBER: UPEF32

PURPOSE:

This program will insert the records that have had a Social Security Number change back into their proper sequence in the Active History File.

FUNCTIONS/FEATURES:

UPEF32 will:

a. Accept the sorted SSAN Change Records from UPEF30S.

b. Produce an updated Active History File.

DESCRIPTION:

a. Input Files:

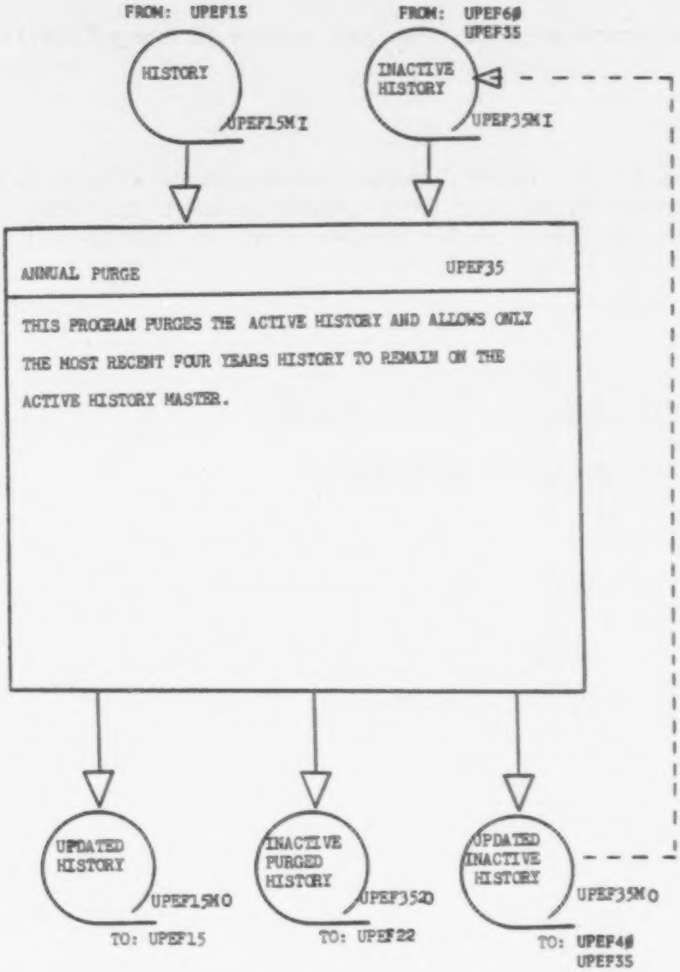
(1) UPEF30SI: Sorted Active History File changes.

(2) UPEF15MI(0): Active History Master.

b. Output Files:

UPEF15MO(+1): Updated Active History Master.

3.10 ANNUAL PURGE - UPEF35
Program I/O Chart


FROM: UPEF15
HISTORY
UPEF15MI
FROM: UPEF60
UPEF35
INACTIVE HISTORY
UPEF35MI
ANNUAL PURGE
UPEF35
THIS PROGRAM PURGES THE ACTIVE HISTORY AND ALLOWS ONLY THE MOST RECENT FOUR YEARS HISTORY TO REMAIN ON THE ACTIVE HISTORY MASTER.
UPDATED HISTORY
UPEF15MO
TO: UPEF15
INACTIVE PURGED HISTORY
UPEF352D
TO: UPEF22
UPDATED INACTIVE HISTORY
UPEF35MO
TO: UPEF40
UPEF35

3.10 ANNUAL PURGE - UPEF35
Program Narrative

PROGRAM NAME: Annual Purge

PROGRAM ID NUMBER: UPEF35

PURPOSE:

To remove all History Records from the Active History File that are over four years of age.

FUNCTIONS/FEATURES:

UPEF35 will select all records whose processing date (the date the record was placed in the History File) plus four years is less than the current date and place these records in their proper sequence in the Inactive History File.

DESCRIPTION:

a. Input Files:

(1) UPEF35MI(0): Inactive History Master.

(2) UPEF15MI(0): Active History Master.

b. Output Files:

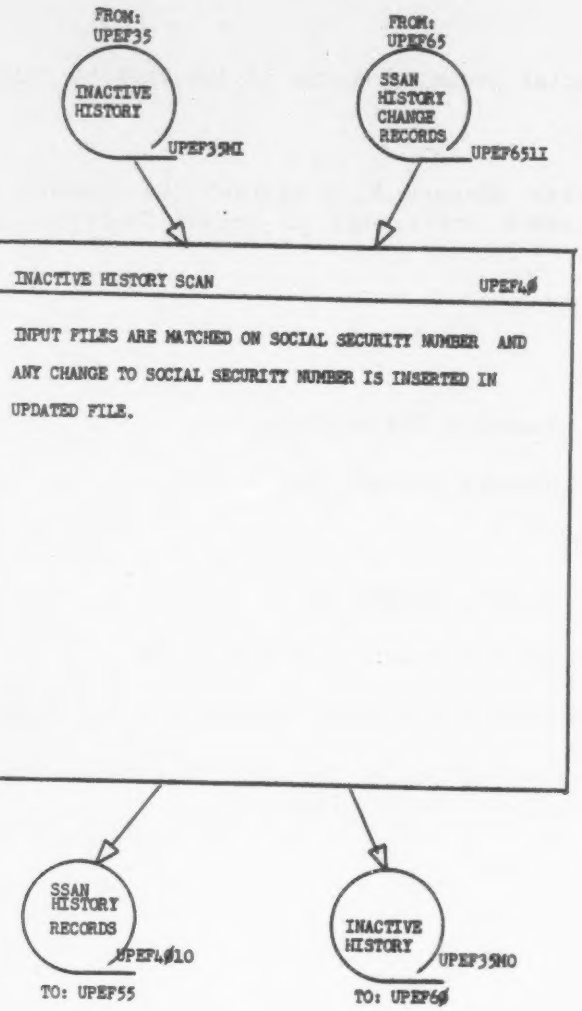
(1) UPEF35MO(+1): Updated Inactive History Master.

(2) UPEF15MO(+1): Updated Active History Master.

(3) UPEF3520: Inactive History Records.

3.11 INACTIVE HISTORY SCAN - UPEF40

Program I/O Chart


FROM:
UPEF35
INACTIVE HISTORY
UPEF35MI
FROM:
UPEF65
SSAN HISTORY CHANGE RECORDS
UPEF651I
INACTIVE HISTORY SCAN
UPEF40
SSAN HISTORY RECORDS
UPEF4010
TO: UPEF55
INACTIVE HISTORY
UPEF35MO
TO: UPEF60

INPUT FILES ARE MATCHED ON SOCIAL SECURITY NUMBER AND ANY CHANGE TO SOCIAL SECURITY NUMBER IS INSERTED IN UPDATED FILE.

3.11 INACTIVE HISTORY SCAN - UPEF40
Program Narrative

PROGRAM NAME: Inactive History Scan

PROGRAM ID NUMBER: UPEF40

PURPOSE:

To update the Social Security Number of the History File.

FUNCTIONS/FEATURES:

Match the Inactive History File against the History Change File on Social Security ID and insert any change to Social Security ID into Update History File.

DESCRIPTION:

a. Input Files:

(1) UPEF35MI: Inactive History File.

(2) UPEF651I: History Change File.

b. Output Files:

(1) UPEF401O: History Change File.

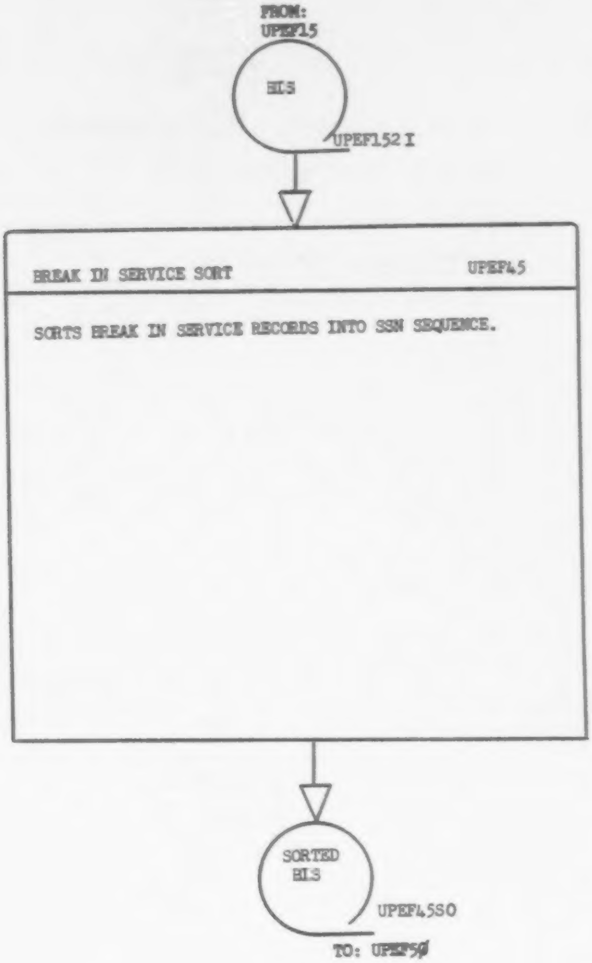
(2) UPEF35MO: Updated Inactive History File.

c. Processing Description - Input documents are processed as follows:

Records are matched on Social Security ID and any change to Social Security ID is inserted in Updated History File.

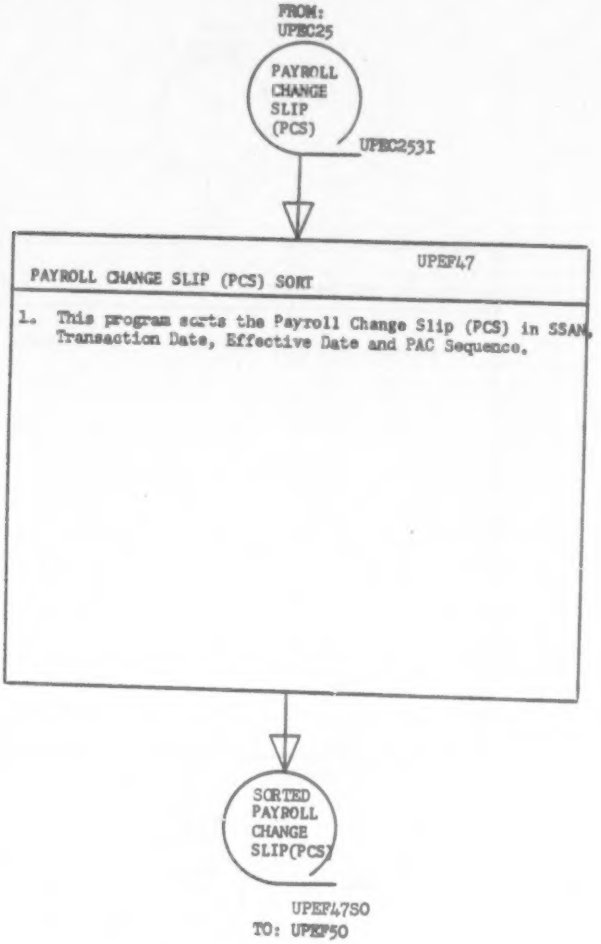
SPECIAL CONDITIONS: None.

3.12 BREAK IN SERVICE SORT - UPEF45
Program I/O Chart


FROM:
UPEF15
BIS
UPEF152 I
BREAK IN SERVICE SORT
UPEF45
SORTS BREAK IN SERVICE RECORDS INTO SSN SEQUENCE.
SORTED
BIS
UPEF45SO
TO: UPEF50

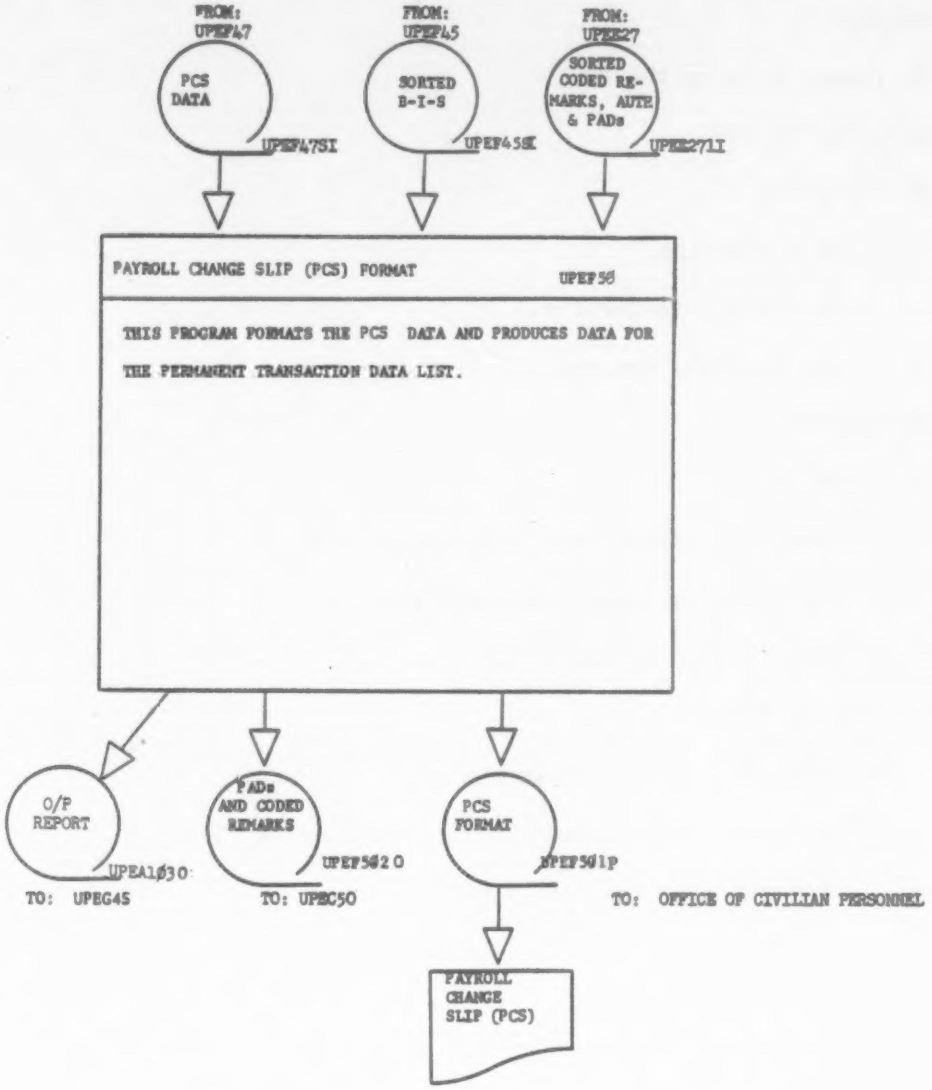
3.13 PAYROLL CHANGE SLIP (PCS) SORT - UPEF47

Program I/O Chart


FROM:
UPEC25
PAYROLL CHANGE SLIP (PCS)
UPEC253I
UPEF47
PAYROLL CHANGE SLIP (PCS) SORT
SORTED PAYROLL CHANGE SLIP(PCS)
UPEF47SO
TO: UPEF50

1. This program sorts the Payroll Change Slip (PCS) in SSAN, Transaction Date, Effective Date and PAC Sequence.

3.14 PAYROLL CHANGE SLIP (PCS) FORMAT - UPEF50
Program I/O Chart


FROM: UPEF47
PCS DATA
UPEF47SI
FROM: UPEF45
SORTED B-I-S
UPEF45SI
FROM: UPEE27
SORTED CODED REMARKS, AUTE & PADs
UPEE271I
PAYROLL CHANGE SLIP (PCS) FORMAT
UPEF50
THIS PROGRAM FORMATS THE PCS DATA AND PRODUCES DATA FOR THE PERMANENT TRANSACTION DATA LIST.
O/P REPORT
UPEA1030
TO: UPEG45
PADs AND CODED REMARKS
UPEF5020
TO: UPEC50
PCS FORMAT
UPEF501P
TO: OFFICE OF CIVILIAN PERSONNEL
PAYROLL CHANGE SLIP (PCS)

3.14 PAYROLL CHANGE SLIP (PCS) FORMAT - UPEF50
Program Narrative

PROGRAM NAME: Payroll Change Slip (PCS) Format

PROGRAM ID NUMBER: UPEF50

PURPOSE:

To format data on the PCS.

FUNCTIONS/FEATURES:

UPEF50 will:

a. Format PCS Data.

b. Print Breaks-in-Service.

c. Print standard remarks.

DESCRIPTION:

a. Input Files:

(1) UPEE271I: Remark and Description File.

(2) UPEF45SI: Break-in-Service File.

(3) UPEF47SI: PCS Data File.

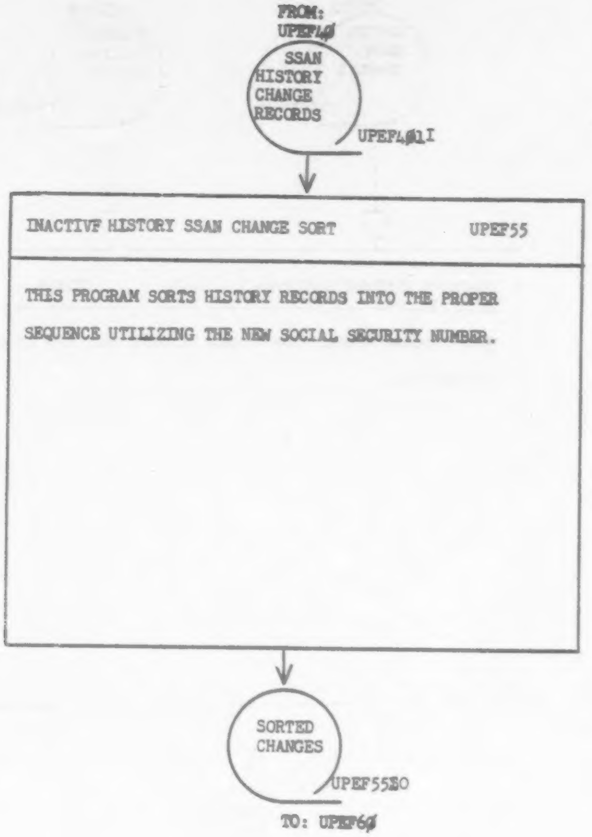
b. Output Files:

(1) UPEF501P: Formatted PCS File.

(2) UPEF502O: Remark and Description Summary File.

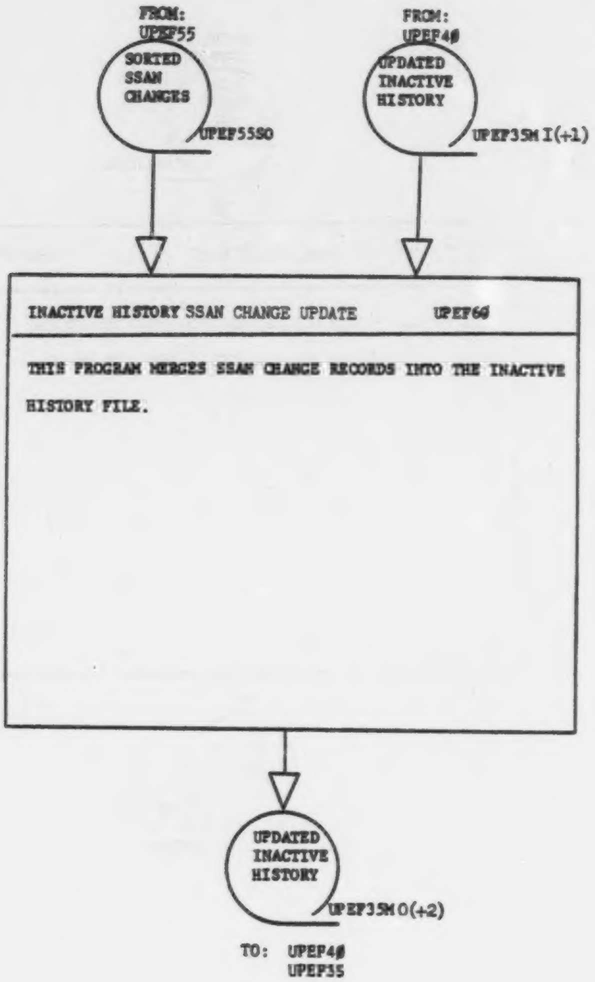
(3) UPEA103O: Output Report.

3.15 INACTIVE HISTORY SSAN CHANGE SORT - UPEF55
Program I/O Chart


FROM:
UPEF40
SSAN
HISTORY
CHANGE
RECORDS
UPEF401I
INACTIVF HISTORY SSAN CHANGE SORT
UPEF55
SORTED
CHANGES
UPEF550O
TO: UPEF60

THIS PROGRAM SORTS HISTORY RECORDS INTO THE PROPER SEQUENCE UTILIZING THE NEW SOCIAL SECURITY NUMBER.

3.16 INACTIVE HISTORY SSAN CHANGE UPDATE - UPEF60
Program I/O Chart


FROM:
UPEF55
SORTED
SSAN
CHANGES
UPEF55SO
FROM:
UPEF40
UPDATED
INACTIVE
HISTORY
UPEF35M I(+1)
INACTIVE HISTORY SSAN CHANGE UPDATE
UPEF60
THIS PROGRAM MERGES SSAN CHANGE RECORDS INTO THE INACTIVE HISTORY FILE.
UPDATED
INACTIVE
HISTORY
UPEF35M O(+2)
TO: UPEF40
UPEF35

3.16 INACTIVE HISTORY SSAN CHANGE UPDATE - UPEF60
Program Narrative

PROGRAM NAME: Inactive History SSAN Change Update

PROGRAM ID NUMBER: UPEF60

PURPOSE:

This program will insert the records that have had a Social Security Number change in their proper sequence within the Inactive History File.

FUNCTIONS/FEATURES:

UPEF60 will:

a. Accept the sorted SSAN Change Records from UPEF55S.

b. Produce an updated Inactive History File.

DESCRIPTION:

a. Input Files:

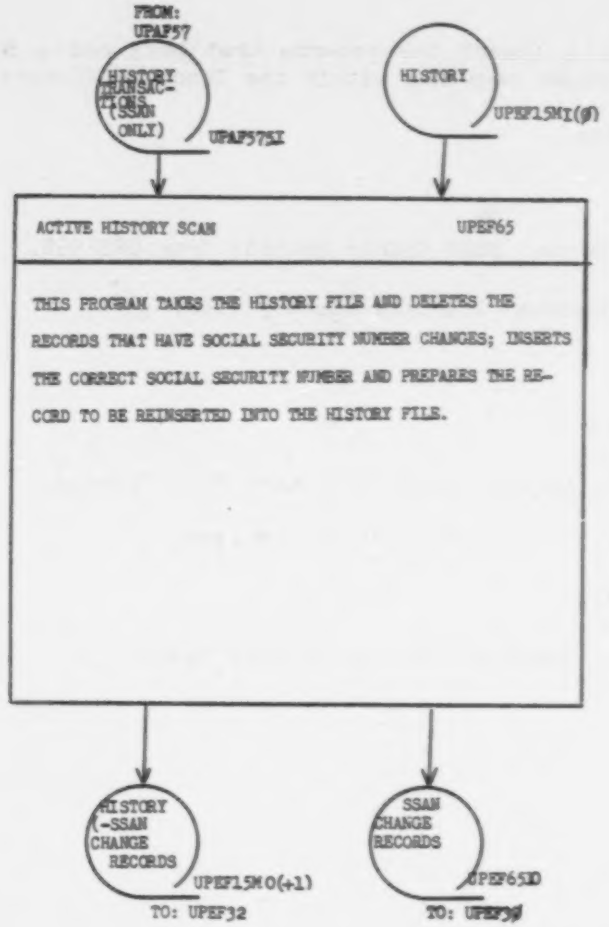
(1) UPEF55SI: Sorted Inactive History File Changes.

(2) UPEF35MI(+1): Inactive History Master.

b. Output Files:

UPEF35MO(+2): Updated Inactive History Master.

3.17 ACTIVE HISTORY SCAN - UPEF65
Program I/O Chart


FROM:
UPAF57
HISTORY TRANSAC-TIONS (SSAN ONLY)
UPAF575I
HISTORY
UPEF15MI(0)
ACTIVE HISTORY SCAN
UPEF65
HISTORY -SSAN CHANGE RECORDS
UPEF15MO(+1)
TO: UPEF32
SSAN CHANGE RECORDS
UPEF65ID
TO: UPEF30

THIS PROGRAM TAKES THE HISTORY FILE AND DELETES THE RECORDS THAT HAVE SOCIAL SECURITY NUMBER CHANGES; INSERTS THE CORRECT SOCIAL SECURITY NUMBER AND PREPARES THE RECORD TO BE REINSERTED INTO THE HISTORY FILE.

3.17 ACTIVE HISTORY SCAN - UPEF65
Program Narrative

PROGRAM NAME: Active History Scan

PROGRAM ID NUMBER: UPEF65

PURPOSE:

To scan the Active History File for Social Security Number changes.

FUNCTIONS/FEATURES:

UPEF65 will:

a. Test for pending Social Security Number changes.

b. Switch the old and the new Social Security Numbers and put them on another file so they can be merged later into their proper sequence in the Active History File.

DESCRIPTION:

a. Input Files:

(1) UPAF575I: History Transaction (SSAN Trigger only).

(2) UPEF15MI(0): Active History Master.

b. Output Files:

(1) UPEF15MO(+1): Active History Master.

(2) UPEF651O: SSAN History Change Records.

VOLUME I APCAPS ADP SPECIFICATIONS

PART 6 PERSONNEL MANAGEMENT SUBSYSTEM

CHAPTER 7 SPECIAL PERSONNEL REPORTS - UPEG0000

CHAPTER TABLE OF CONTENTS

SECT	DESCRIPTION	PAGE
1	GENERAL	
1.1	Purpose	I-6-7-1
2	SPECIAL PERSONNEL REPORTS APPLICATION	
2.1	Special Personnel Reports - UPEG0000	I-6-7-2
3	SPECIAL PERSONNEL REPORTS PROGRAMS	
3.1	Scan Select and Edit - UPEG30	I-6-7-7
3.2	Extract Sort - UPEG31	I-6-7-9
3.3	Compute and Report Format - UPEG32	I-6-7-10
3.4	Sort and Format - UPEG45	I-6-7-11
3.5	Process Control - UPEG70	I-6-7-13
3.6	Read Module - UPEG71	I-6-7-16
3.7	Data Selection - UPEG72	I-6-7-18
3.8	Selected Data Sort and Print - UPEG75	I-6-7-20

VOLUME I APCAPS ADP SPECIFICATIONS

PART 6 PERSONNEL MANAGEMENT SUBSYSTEM

CHAPTER 7 SPECIAL PERSONNEL REPORTS - UPEG0000

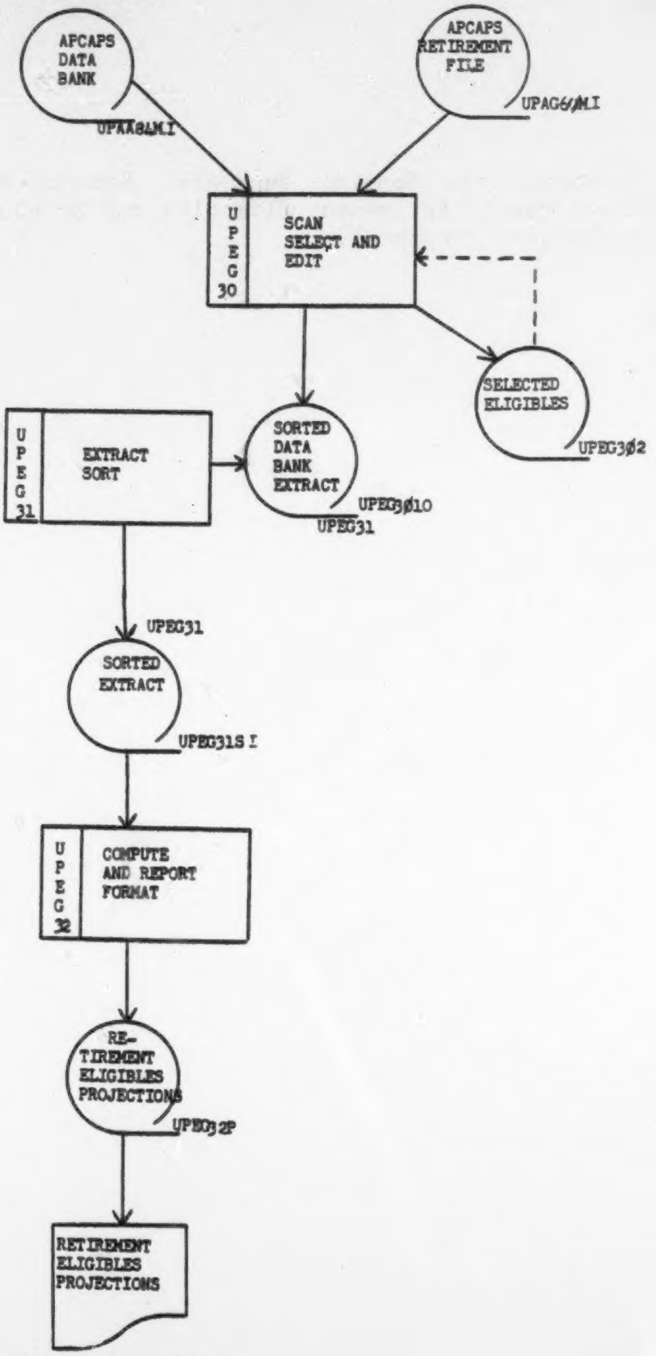
SECTION 1 GENERAL

1.1 PURPOSE

This chapter contains the Special Personnel Reports Application programs which prepare Projections of Retirement Eligibles and provide an RPG capability for the Office of Civilian Personnel.

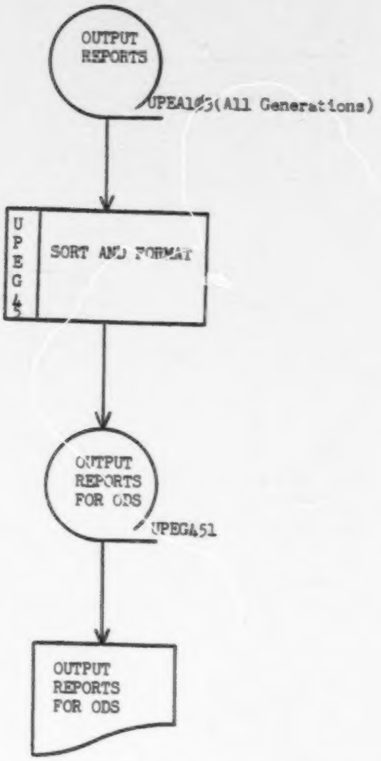
SECTION 2 SPECIAL PERSONNEL REPORTS APPLICATION

2.1 SPECIAL PERSONNEL REPORTS - UPEG0000
Application Flow Chart Page 1


APCAPS DATA BANK
UPAA80MI
APCAPS RETIREMENT FILE
UPAG60MI
UPEG30
SCAN SELECT AND EDIT
SELECTED ELIGIBLES
UPEG302
UPEG31
EXTRACT SORT
SORTED DATA BANK EXTRACT
UPEG3010
UPEG31
UPEG31
SORTED EXTRACT
UPEG31SI
UPEG32
COMPUTE AND REPORT FORMAT
RE-TIREMENT ELIGIBLES PROJECTIONS
UPEG32P
RETIREMENT ELIGIBLES PROJECTIONS

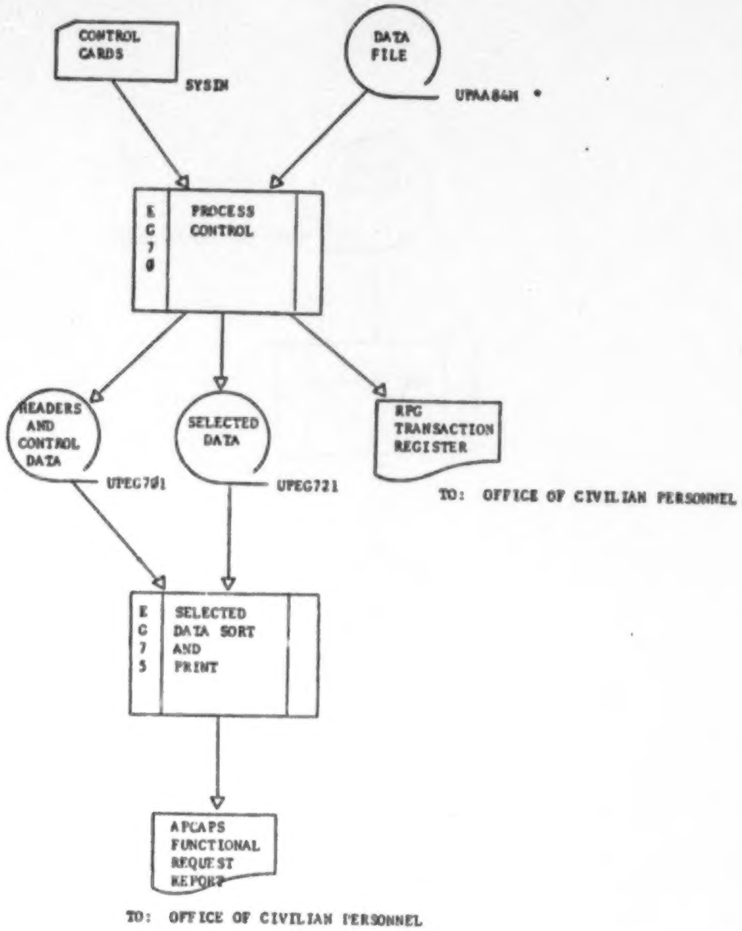
TO: CONTROL CLERK OFFICE OF CIVILIAN PERSONNEL

2.1 SPECIAL PERSONNEL REPORTS - UPEG0000
Application Flow Chart Page 2


OUTPUT REPORTS
UPEA103 (All Generations)
UPEG45
SORT AND FORMAT
OUTPUT REPORTS FOR ODS
UPEG451
OUTPUT REPORTS FOR ODS

TO: OFFICE OF DATA SYSTEMS, I/O CONTROL OFFICER

2.1 SPECIAL PERSONNEL REPORTS - UPEG0000
Application Flow Chart Page 3


CONTROL CARDS
SYSIN
DATA FILE
UPAA84M *
E
G
7
0
PROCESS CONTROL
HEADERS AND CONTROL DATA
UPEG701
SELECTED DATA
UPEG721
RPG TRANSACTION REGISTER
TO: OFFICE OF CIVILIAN PERSONNEL
E
G
7
5
SELECTED DATA SORT AND PRINT
APCAPS FUNCTIONAL REQUEST REPORT
TO: OFFICE OF CIVILIAN PERSONNEL

* UPAA84M IS THE DEFAULT DATA SET

2.1 SPECIAL PERSONNEL REPORTS - UPEG0000
Application Narrative

APPLICATION TITLE: Special Personnel Reports

APPLICATION ID NUMBER: UPEG0000

PURPOSE:

The Special Personnel Reports Application consists of unrelated reports identified and described in the Application Narrative.

a. In view of the recent announcement by CSC relative to "early out" retirement, for DoD employees, the need for automated output was realized as necessary to facilitate the service verification and counseling performed by the Office of Civilian Personnel.

b. An accounting is made and a report is prepared for use in the Office of Data Systems during a given cycle. Report indicates which reports were produced and which activity(s) were reported.

FUNCTIONS:

a. Uses Segment II APCAPS Data Bank (UPM.UPAA84M * (0)) and Retirement File (UPAG60M * (0)) as a base.

b. Accept pay period ending data as input from the console. Date must be in YYMMDD format and in agreement with the pay period reflected in the Data Bank used. This data is called for on the console with message "Enter date for inquiry YYMMDD". Entered data is displayed with a reply required to ensure that correct data was entered. A reply of "4" allows data already entered to be accepted or, if erroneous, a reply of "5" allows corrected data to be entered.

*This schedule must follow the Biweekly Payroll 1 Processing which updates UPAG60M (Retirement History) and precede the major Data Bank Update. Noncompliance will result in inaccurate projections.

COMPONENT PROGRAMS AND OPERATIONS:

a. UPEG30: Scan, Select and Edit.

b. UPEG31: Extract Sort.

c. UPEG32: Compute and Report Format.

d. UPEG45: Sort and Format.

e. UPEG70: Process Control.

f. UPEG71: Read Module.

g. UPEG72: Data Selection.

h. UPEG75: Selected Data Sort and Print.

INPUT-OUTPUT SOURCE AND DISPOSITION:

a. Input is from programs UPAA84 and UPAG60.

b. Output of listings to control clerk, Office of Civilian Personnel.

c. Input is from programs UPEA10, UPEA55, UPEC25, UPEC30, UPEC35, UPEC40, UPEC27, UPEC60, UPEC75, UPED20, UPEE55, UPEF20, UPEF25 and UPEF50.

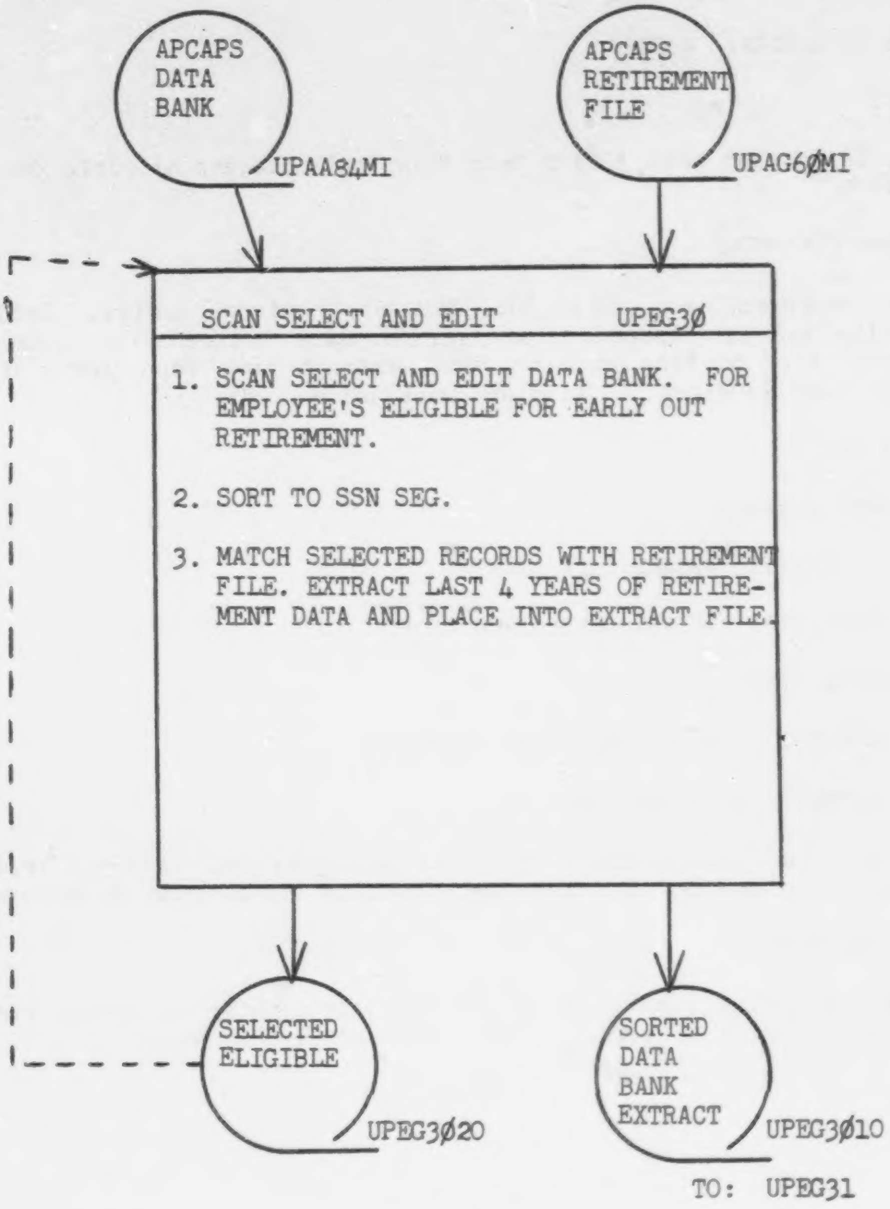
FREQUENCY, TIME LIMITATIONS AND SCHEDULING FACTORS:

a. PART ONE - This application can be run on as an required basis.

b. PART TWO - This program runs as an integral part of schedules Data Bank Update (A), Biweekly MINI Personnel, Annual History Purge, Employee Personnel Record (5), Personnel History Report (4), Personnel MIS Reports (2), Position Classification Survey (3) and PDI Update (B).

3.1 SCAN, SELECT AND EDIT - UPEG30

Program I/O Chart


APCAPS DATA BANK
UPAA84MI
APCAPS RETIREMENT FILE
UPAG60MI
SCAN SELECT AND EDIT
UPEG30
SELECTED ELIGIBLE
UPEG3020
SORTED DATA BANK EXTRACT
UPEG3010
TO: UPEG31

1. SCAN SELECT AND EDIT DATA BANK. FOR EMPLOYEE'S ELIGIBLE FOR EARLY OUT RETIREMENT.
2. SORT TO SSN SEG.
3. MATCH SELECTED RECORDS WITH RETIREMENT FILE. EXTRACT LAST 4 YEARS OF RETIREMENT DATA AND PLACE INTO EXTRACT FILE.

3.1 SCAN, SELECT AND EDIT - UPEG30
Program Narrative

PROGRAM NAME: Scan, Select and Edit

PROGRAM ID NUMBER: UPEG30

PURPOSE:

Scan, Select and Edit APCAPS Data Bank for employees eligible for "Early Out" retirement.

FUNCTIONS/FEATURES:

Select employees with valid DOB, SCD Date, and Job Series. Determine years of service and age based on pay period date entered via console. Match Retirement File to Data Bank on SSAN; extract last four years of retirement data and place in extract. Display unmatched records.

DESCRIPTION:

a. Input Files:

(1) UPAA84MI: APCAPS Data Bank.

(2) UPAG60MI: APCAPS Retirement File.

b. Output Files:

(1) UPEG3010: Sorted Data Bank Extract.

(2) Sysout: Error Messages.

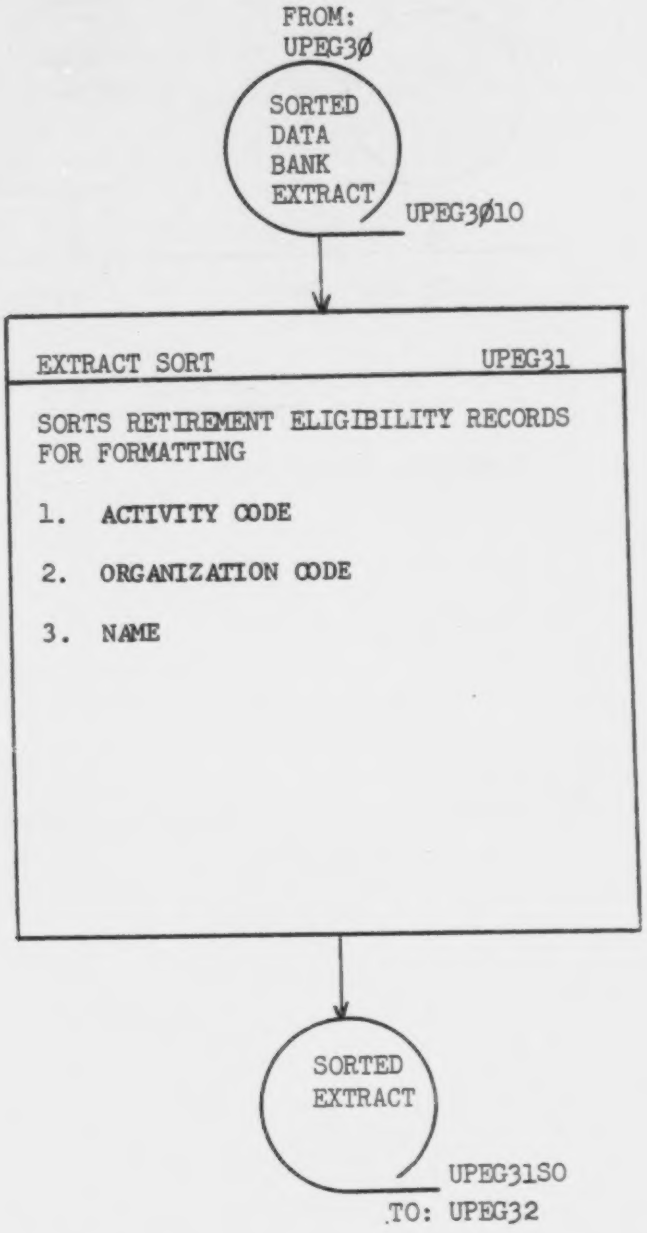
c. Processing Description - Eligible employees are selected from Data Bank and records sorted into SSAN sequence. Records are matched to Retirement File.

SPECIAL CONDITIONS:

Pay Period Ending Date must be entered via console in format YYMMDD. Date must be in agreement with pay period reflected in Data Bank.

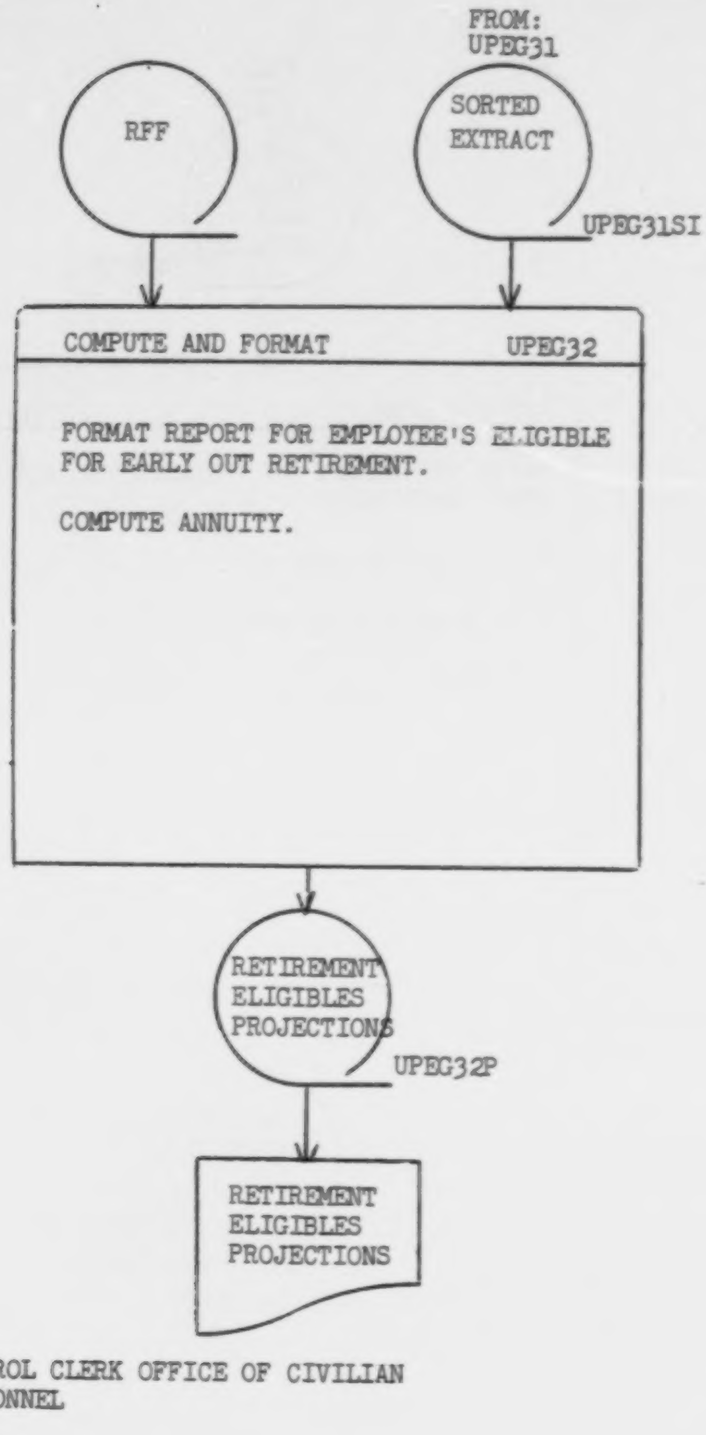
3.2 EXTRACT SORT - UPEG31

Program I/O Chart


FROM:
UPEG30
SORTED
DATA
BANK
EXTRACT
UPEG3010
EXTRACT SORT
UPEG31
SORTS RETIREMENT ELIGIBILITY RECORDS
FOR FORMATTING
1. ACTIVITY CODE
2. ORGANIZATION CODE
3. NAME
SORTED
EXTRACT
UPEG31SO
TO: UPEG32

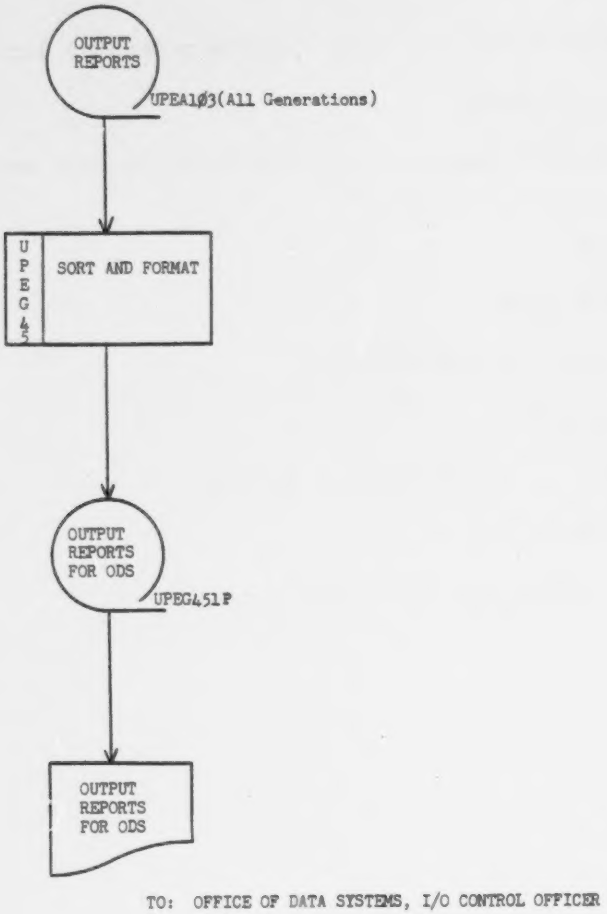
3.3 COMPUTE AND REPORT FORMAT - UPEG32

Program I/O Chart


FROM:
UPEG31
RFF
SORTED
EXTRACT
UPEG31SI
COMPUTE AND FORMAT
UPEG32
FORMAT REPORT FOR EMPLOYEE'S ELIGIBLE FOR EARLY OUT RETIREMENT.
COMPUTE ANNUITY.
RETIREMENT
ELIGIBLES
PROJECTIONS
UPEG32P
RETIREMENT
ELIGIBLES
PROJECTIONS

TO: CONTROL CLERK OFFICE OF CIVILIAN
PERSONNEL

3.4 SORT AND FORMAT - UPEG45
Program I/O Chart


OUTPUT REPORTS
UPEA103(All Generations)
UPEG45
SORT AND FORMAT
OUTPUT REPORTS FOR ODS
UPEG451P
OUTPUT REPORTS FOR ODS
TO: OFFICE OF DATA SYSTEMS, I/O CONTROL OFFICER

3.4 SORT AND FORMAT - UPEG45
Program Narrative

PROGRAM NAME: Sort and Format

PROGRAM ID NUMBER: UPEG45

PURPOSE:

To produce a report of all reports generated last cycle.

FUNCTIONS/FEATURES:

Sorts input records, drops duplicate records and formats the "System Output" Report.

DESCRIPTION:

a. Input File:

UPEA103I: Output Reports.

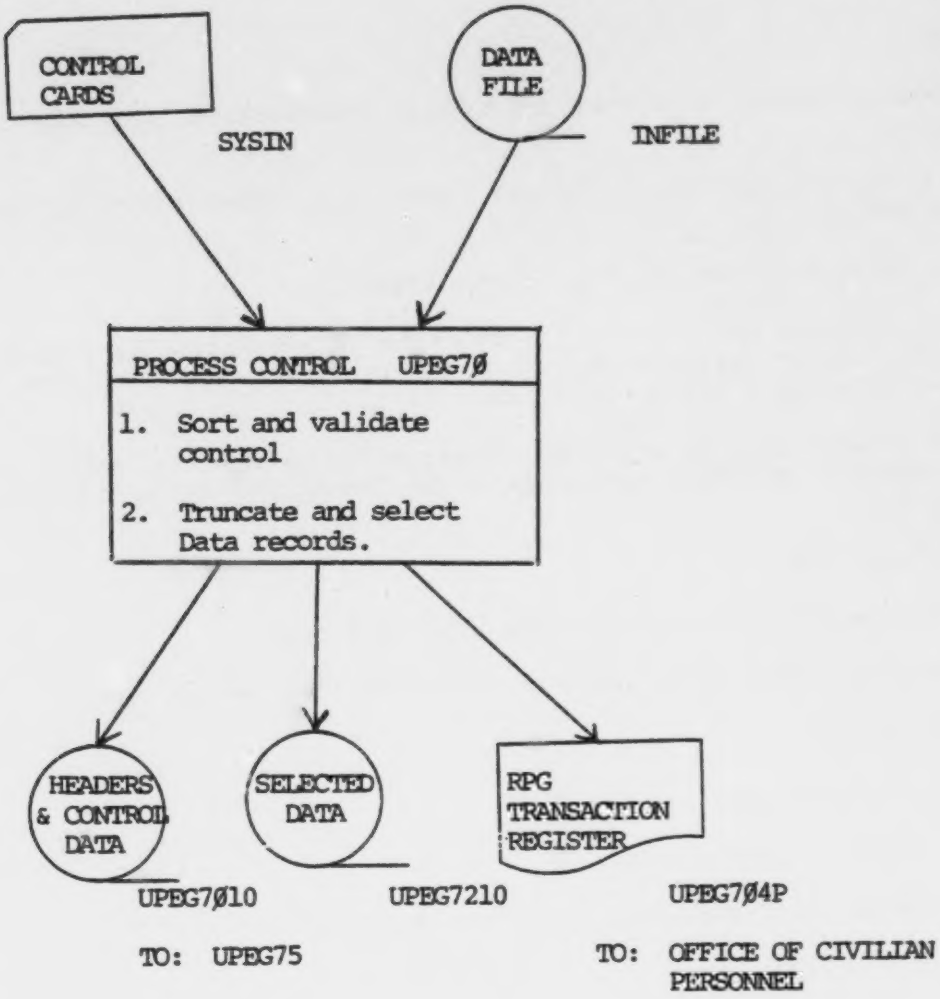
b. Output File:

UPEG451P: Output Reports for ODS.

SPECIAL CONDITIONS:

Should be executed after each cycle.

3.5 PROCESS CONTROL - UPEG70
Program I/O Chart


CONTROL CARDS
SYSIN
DATA FILE
INFILE
PROCESS CONTROL UPEG70
1. Sort and validate control
2. Truncate and select Data records.
HEADERS & CONTROL DATA
SELECTED DATA
RPG TRANSACTION REGISTER
UPEG7010
UPEG7210
UPEG704P
TO: UPEG75
TO: OFFICE OF CIVILIAN PERSONNEL

3.5 PROCESS CONTROL - UPEG70
Program Narrative

PROGRAM NAME: Process Control

PROGRAM ID NUMBER: UPEG70

PURPOSE:

Validates Control Card data input from DDNAME SYSIN, and then builds the following:

a. A Control and Header Dataset, under the DDNAME UPEG7010, for use by program UPEG75.

b. A Control Dataset, used by program UPEG72.

c. A truncated Data File of 132 bytes for interrogation by program UPEG72. Presently, record status A through K can be selected, or, if none selected, only record status F will be selected.

d. A Report Program Generator Transaction Register is output under the DDNAME UPEG704P, giving a card image of the input, and any errors found during validation.

FUNCTIONS/FEATURES:

a. Program UPEG71 is called to read the input file.

b. Program UPEG72 is called if no errors are found in the input.

DESCRIPTION:

a. Input Files:

(1) SYSIN: Control Cards.

(2) INFILE: Any sequential file (Max LRECL 3520).

b. Output Files:

(1) UPEG7010: Headers and Control Data.

(2) UPCTRLS: Controls.

(3) UPTRUNC: Truncated Data Bank.

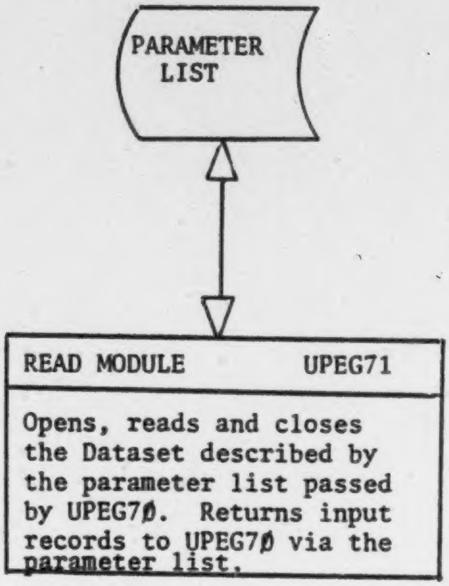
(4) UPEG704P: RPG Transaction Register.

c. Processing Description - Reads, validates, and reformats the input data cards. It also truncates and reformats the input data file to 132 bytes. It creates data sets which contain field names, header, and selection criteria, which are passed to UPEG75.

SPECIAL CONDITIONS: None.

3.6 READ MODULE - UPEG71
Program I/O Chart

FROM: UPEG70


PARAMETER LIST
READ MODULE
UPEG71

Opens, reads and closes the Dataset described by the parameter list passed by UPEG70. Returns input records to UPEG70 via the parameter list.

3.6 READ MODULE - UPEG71
Program Narrative

PROGRAM NAME: Read Module

PROGRAM ID NUMBER: UPEG71

PURPOSE:

To access the data set indicated by UPEG70.

FUNCTIONS/FEATURES:

This program is executed via linkage with program UPEG70.

DESCRIPTION:

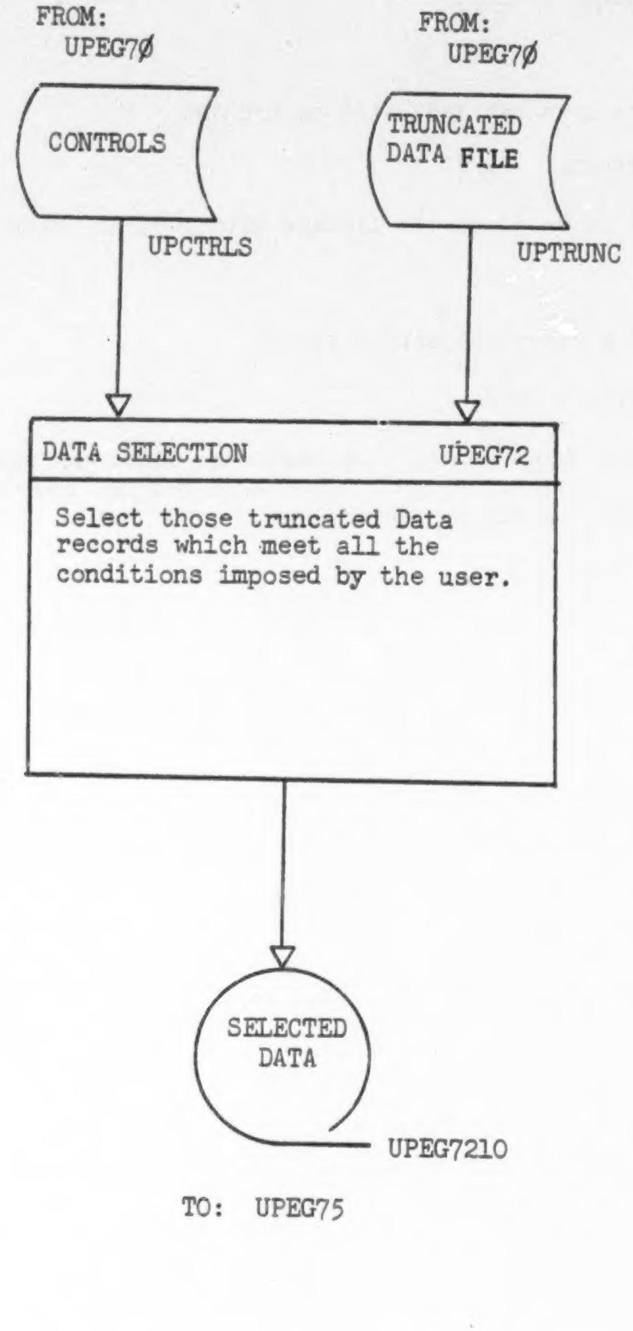
a. Input File - Any sequential file.

b. Output File - None.

c. Processing Description - A parameter list is passed by program UPEG70 indicating the input data set. The data set is opened and logical records passed to UPEG70 via the parameter list.

SPECIAL CONDITIONS: None.

3.7 DATA SELECTION - UPEG72
Program I/O Chart


FROM:
UPEG70
CONTROLS
UPCTRLS
FROM:
UPEG70
TRUNCATED DATA FILE
UPTRUNC
DATA SELECTION
UPEG72
Select those truncated Data records which meet all the conditions imposed by the user.
SELECTED DATA
UPEG7210
TO: UPEG75

3.7 DATA SELECTION - UPEG72
Program Narrative

PROGRAM NAME: Data Selection

PROGRAM ID NUMBER: UPEG72

PURPOSE:

To select those truncated data records which meet all the conditions set forth in the Input Control Cards.

FUNCTIONS/FEATURES:

This program is executed via linkage with program UPEG70.

DESCRIPTION:

a. Input Files:

(1) UPCTRLS: Controls.

(2) UPTRUNC: Truncated Data File.

b. Output File:

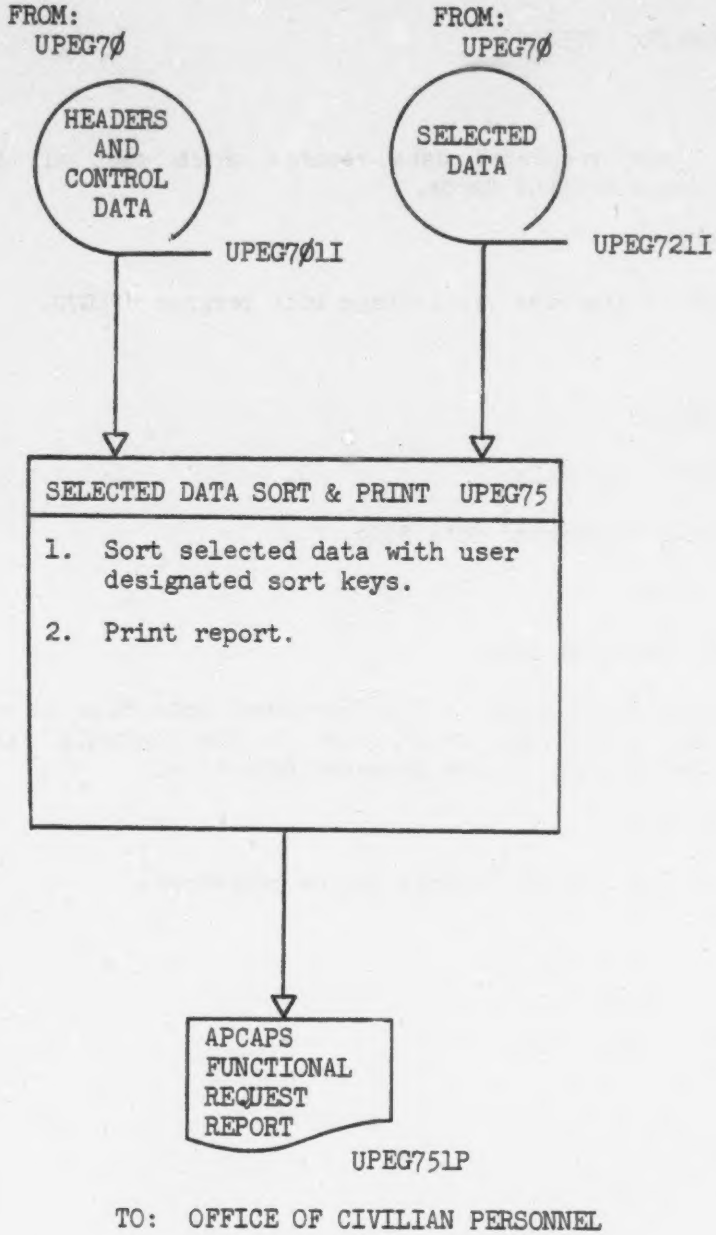
UPEG7210: Selected Data.

c. Processing Description - The Truncated Data File is scanned for records meeting all the conditions established in the Controls File. The selected records are then written to the Selected Data File.

SPECIAL CONDITIONS:

A maximum of 500 control records can be processed.

3.8 SELECTED DATA SORT AND PRINT - UPEG75
Program I/O Chart


FROM:
UPEG70
HEADERS AND CONTROL DATA
UPEG701I
FROM:
UPEG70
SELECTED DATA
UPEG721I
SELECTED DATA SORT & PRINT UPEG75
1. Sort selected data with user designated sort keys.
2. Print report.
APCAPS FUNCTIONAL REQUEST REPORT
UPEG751P
TO: OFFICE OF CIVILIAN PERSONNEL

3.8 SELECTED DATA SORT AND PRINT - UPEG75
Program Narrative

PROGRAM NAME: Selected Data Sort and Print

PROGRAM ID NUMBER: UPEG75

PURPOSE:

To print, for screening, those data elements selected by the Office of Civilian Personnel.

FUNCTIONS/FEATURES:

a. Sorts selected data with sort keys supplied by the user.

b. Provides totals for numeric data when requested.

DESCRIPTION:

a. Input Files:

(1) UPEG701I: Header and Control Data.

(2) UPEG721I: Selected Data.

b. Output File:

UPEG751P: APCAPS Functional Request Report.

c. Processing Description:

(1) The selected data file is sorted by user supplied sort keys.

(2) Titles are aligned vertically over the first position of each data element.

(3) Summary information is provided. This includes a total count of selected records and ten optional total counts.

SPECIAL CONDITIONS: None.

VOLUME I APCAPS ADP SPECIFICATIONS

PART 6 PERSONNEL MANAGEMENT SUBSYSTEM

CHAPTER 8 SPECIAL PERSONNEL/COMPTROLLER REPORTS - UPEM0000

CHAPTER TABLE OF CONTENTS

SECT	DESCRIPTION	PAGE
1	GENERAL	
1.1	Purpose	I-6-8-1
2	SPECIAL PERSONNEL/COMPTROLLER REPORTS APPLICATION	
2.1	Special Personnel/Comptroller Reports - UPEM0000	I-6-8-2
3	SPECIAL PERSONNEL/COMPTROLLER PROGRAMS	
3.1	Reorganization Request Sort, Validation and YHD Generator - UPEM10	I-6-8-4
3.2	Reorganization Personnel and Comptroller Transaction Generator - UPEM20	I-6-8-6
3.3	Reorganization Report Generator - UPEM30	I-6-8-8

11

VOLUME I APCAPS ADP SPECIFICATIONS

PART 6 PERSONNEL MANAGEMENT SUBSYSTEM

CHAPTER 8 SPECIAL PERSONNEL/COMPTROLLER REPORTS - UPEM0000

SECTION 1 GENERAL

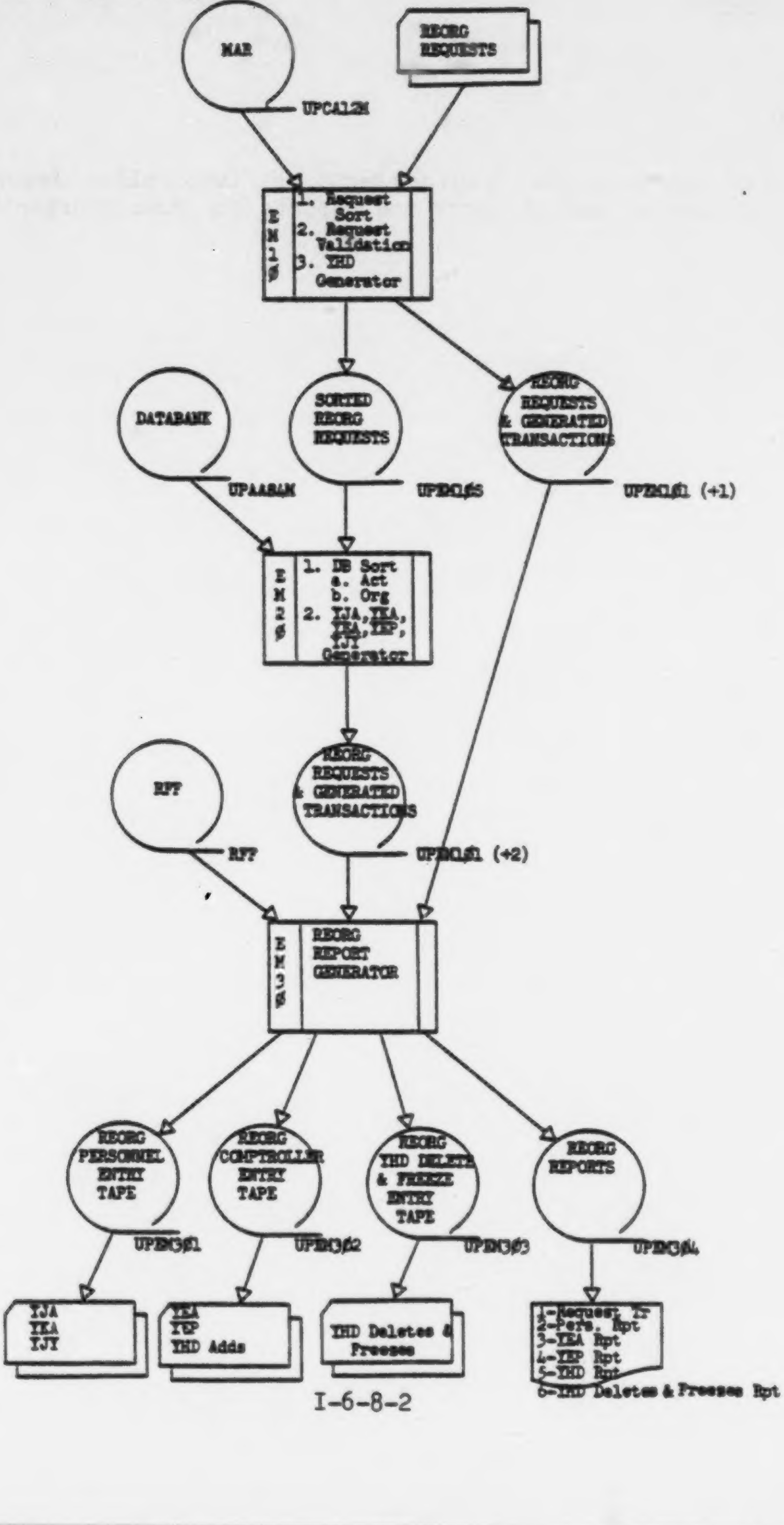
1.1 PURPOSE

This chapter contains the Special Personnel/Comptroller Reports Application which prepares special output cards and reports for Mass Reorganization changes.

SECTION 2 SPECIAL PERSONNEL/COMPTROLLER REPORTS APPLICATION

2.1 SPECIAL PERSONNEL/COMPTROLLER REPORTS - UPEM0000

Application Flow Chart Page 1


MAR
UPCA12M
REORG REQUESTS
E M 1 0
1. Request Sort
2. Request Validation
3. YHD Generator
DATABANK
UPAA8AM
SORTED REORG REQUESTS
UPEM10S
REORG REQUESTS & GENERATED TRANSACTIONS
UPEM101 (+1)
E M 2 0
1. DB Sort
a. Act
b. Org
2. YJA, YKA, YEA, YEP, YHD, YJY Generator
RFF
RFF
REORG REQUESTS & GENERATED TRANSACTIONS
UPEM101 (+2)
E M 3 0
REORG REPORT GENERATOR
REORG PERSONNEL ENTRY TAPE
UPEM301
REORG COMPTROLLER ENTRY TAPE
UPEM302
REORG YHD DELETE & FREEZE ENTRY TAPE
UPEM303
REORG REPORTS
UPEM304
YJA
YKA
YJY
YEA
YEP
YHD Adds
YHD Deletes & Freezes
1-Request Tr
2-Pers. Rpt
3-YEA Rpt
4-YEP Rpt
5-YHD Rpt
6-YHD Deletes & Freezes Rpt

2.1 SPECIAL PERSONNEL/COMPTROLLER REPORTS - UPEM0000
Application Narrative

APPLICATION TITLE: Special Personnel/Comptroller Reports

APPLICATION ID NUMBER: UPEM0000

PURPOSE:

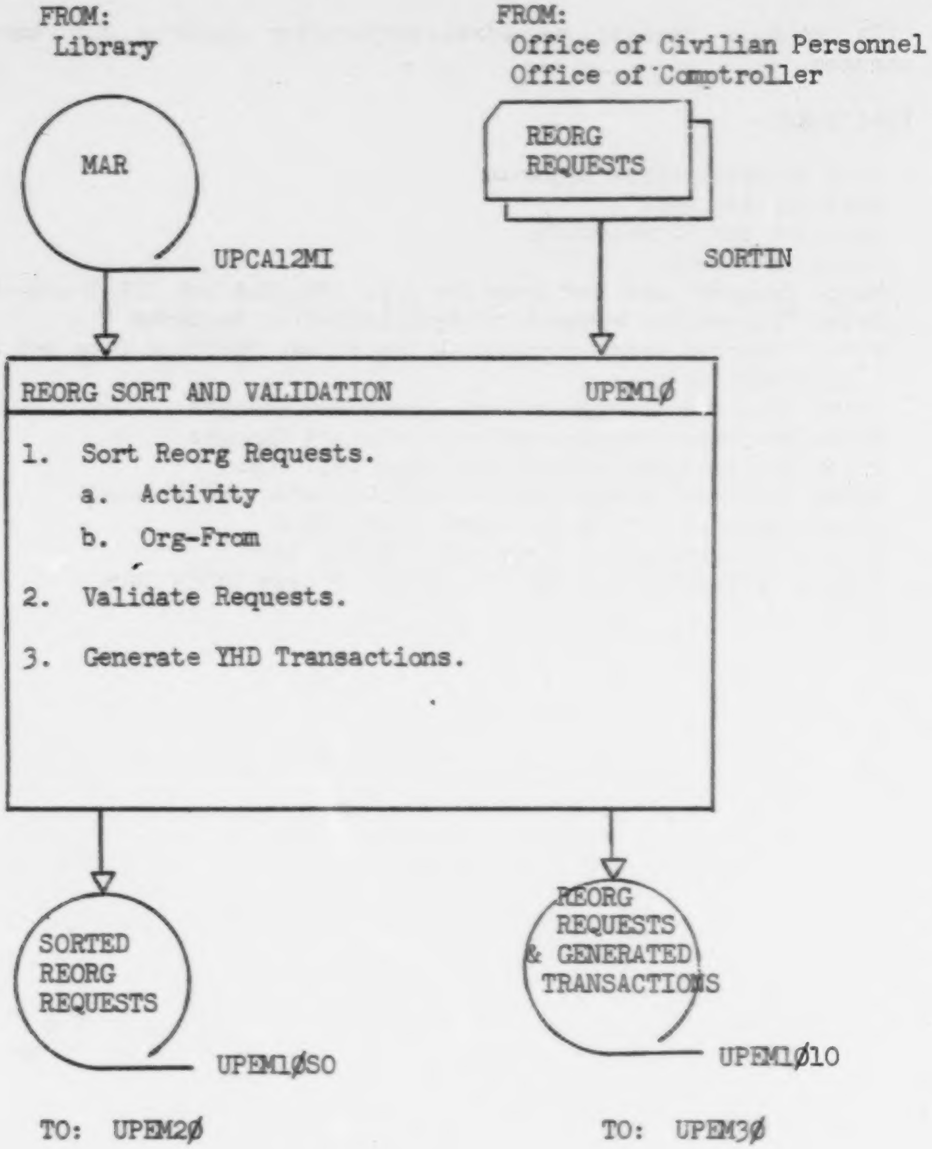
To produce special personnel/comptroller reports for mass reorganization changes.

FUNCTIONS:

Sort Reorganization Requests
Validate Requests
Generate YHD Transactions
Sorts Data Bank
Match Request Card and Generate YJA, YKA, YEA and YEP Transaction
Print Transaction Request of Reorganization Requests
Print Proposed Reorganization - Individual Position Data and Civilian Personnel Changes
Print Proposed Reorganization - Manpower Changes
Print Proposed Reorganization - Military Changes
Print Proposed Reorganization - MAR Additions
Print Proposed Reorganization - MAR Deletes and Freezes
Create Reorganization Personnel Entry Tape
Create Reorganization Comptroller Entry Tape
Create Reorganization YHD Delete and Freeze Entry Tape

SECTION 3 SPECIAL PERSONNEL/COMPTROLLER REPORTS PROGRAMS

3.1 REORGANIZATION REQUEST SORT, VALIDATION AND YHD GENERATOR - UPEM10
Program I/O Charts


FROM:
Library
FROM:
Office of Civilian Personnel
Office of Comptroller
MAR
UPCA12MI
REORG REQUESTS
SORTIN
REORG SORT AND VALIDATION
UPEM10
1. Sort Reorg Requests.
a. Activity
b. Org-From
2. Validate Requests.
3. Generate YHD Transactions.
SORTED REORG REQUESTS
UPEM10SO
REORG REQUESTS & GENERATED TRANSACTIONS
UPEM1010
TO: UPEM20
TO: UPEM30

3.1 REORGANIZATION REQUEST SORT, VALIDATION AND YHD GENERATOR - UPEM10 Program Narrative

PROGRAM NAME: Reorganization Request Sort, Validation and YHD Generator

PROGRAM ID NUMBER: UPEM10

PURPOSE:

To provide each PLFA with the option of automatically generating those transactions necessary to effect a reorganization.

FUNCTIONS/FEATURES:

a. Sorts and validates the Reorganization Requests.

b. Generates YHD Transactions.

DESCRIPTION:

a. Input Files:

(1) UPCA12MI: Master Account Record.

(2) SORTIN: Reorganization Requests.

b. Output Files:

(1) UPEM10SO: Sorted Reorganization Requests.

(2) UPEM1010: Reorganization Requests and Generated Transactions.

c. Processing Description:

(1) The Request Cards are sorted by activity and organization (FROM).

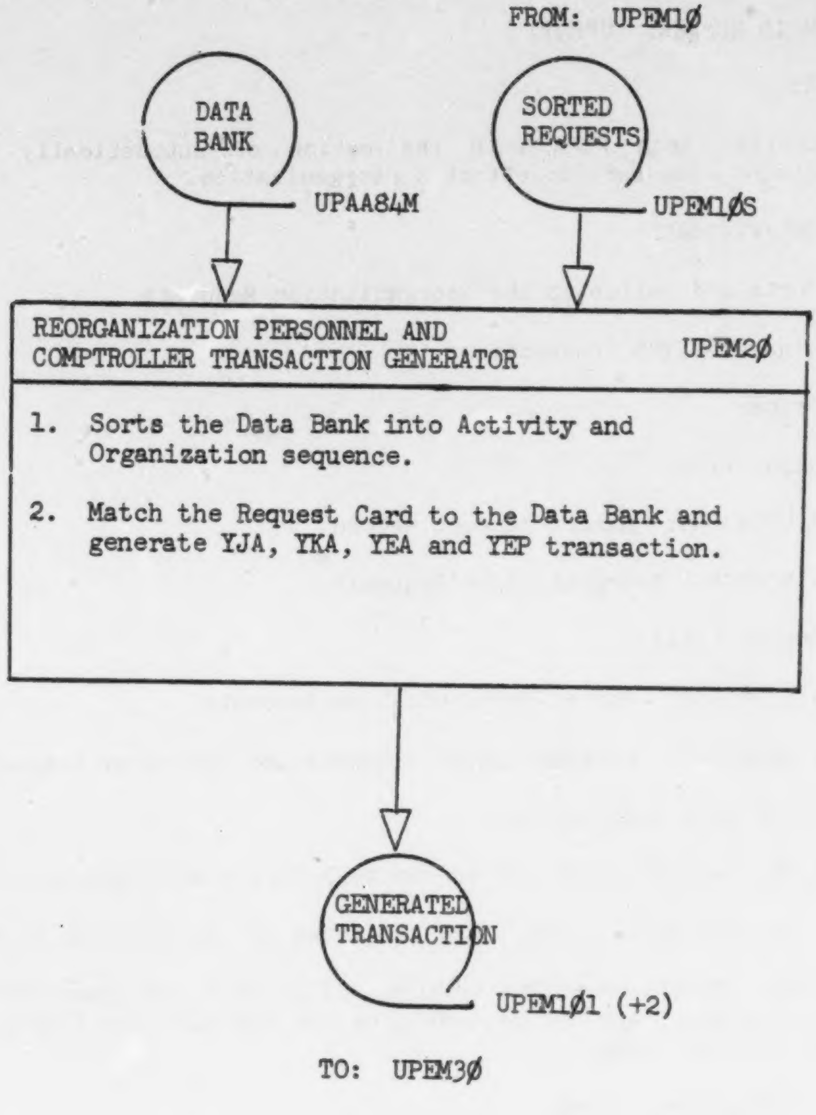
(2) Request Cards 1 and 2 are validated for correctness of format and data.

(3) MAR Maintenance Transactions (DIC YHD) are generated from the MAR, substituting the Organization Code from the MAR with the Organization Code (TO) from the Request Cards.

SPECIAL CONDITIONS: None.

3.2 REORGANIZATION PERSONNEL AND COMPTROLLER TRANSACTION GENERATOR - UPEM20

Program I/O Chart


FROM: UPEM10
DATA BANK
UPAA84M
SORTED REQUESTS
UPEM10S
REORGANIZATION PERSONNEL AND COMPTROLLER TRANSACTION GENERATOR
UPEM20
1. Sorts the Data Bank into Activity and Organization sequence.
2. Match the Request Card to the Data Bank and generate YJA, YKA, YEA and YEP transaction.
GENERATED TRANSACTION
UPEM101 (+2)
TO: UPEM30

3.2 REORGANIZATION PERSONNEL AND COMPTROLLER TRANSACTION GENERATOR - UPEM20
Program Narrative

PROGRAM NAME: Reorganization Personnel and Comptroller Transaction Generator

PROGRAM ID NUMBER: UPEM20

PURPOSE:

Sort Data Bank into activity, organization sequence. Generate Transaction to update Data Bank with new Organization Codes.

FUNCTIONS/FEATURES:

Sorts, writes generated transactions.

DESCRIPTION:

a. Input Files:

(1) UPEM10S: Sorted Request Cards.

(2) UPAA84M: Data Bank

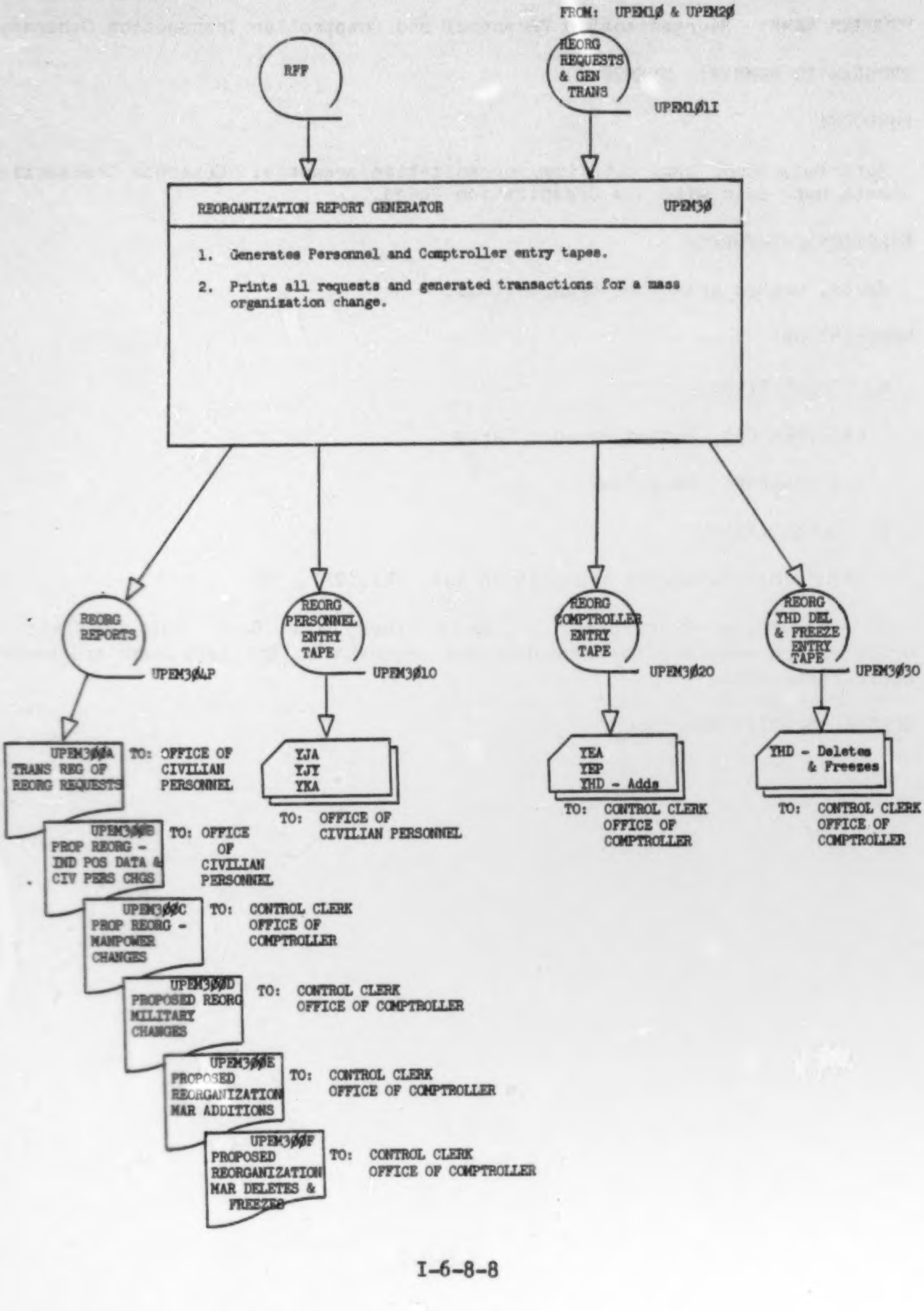
b. Output File:

UPEM1010: Generated Transaction YJA, YKA, YEP, YEA.

c. Processing Description - Sorts the Data Bank into activity and organization sequence then matches the requests to the Data Bank and generates appropriate DICs.

SPECIAL CONDITIONS: None.

3.3 REORGANIZATION REPORT GENERATOR - UPEM30
Program I/O Chart


FROM: UPEM10 & UPEM20
RFF
REORG REQUESTS & GEN TRANS
UPEM101I
REORGANIZATION REPORT GENERATOR
UPEM30
1. Generates Personnel and Comptroller entry tapes.
2. Prints all requests and generated transactions for a mass organization change.
REORG REPORTS
UPEM304P
REORG PERSONNEL ENTRY TAPE
UPEM3010
REORG COMPTROLLER ENTRY TAPE
UPEM3020
REORG YHD DEL & FREEZE ENTRY TAPE
UPEM3030
UPEM300A TRANS REG OF REORG REQUESTS
TO: OFFICE OF CIVILIAN PERSONNEL
UPEM300B PROP REORG - IND POS DATA & CIV PERS CHGS
TO: OFFICE OF CIVILIAN PERSONNEL
UPEM300C PROP REORG - MANPOWER CHANGES
TO: CONTROL CLERK OFFICE OF COMPTROLLER
UPEM300D PROPOSED REORG MILITARY CHANGES
TO: CONTROL CLERK OFFICE OF COMPTROLLER
UPEM300E PROPOSED REORGANIZATION MAR ADDITIONS
TO: CONTROL CLERK OFFICE OF COMPTROLLER
UPEM300F PROPOSED REORGANIZATION MAR DELETES & FREEZES
TO: CONTROL CLERK OFFICE OF COMPTROLLER
YJA
YJY
YKA
TO: OFFICE OF CIVILIAN PERSONNEL
YEA
YEP
YHD - Adds
TO: CONTROL CLERK OFFICE OF COMPTROLLER
YHD - Deletes & Freezes
TO: CONTROL CLERK OFFICE OF COMPTROLLER

3.3 REORGANIZATION REPORT GENERATOR - UPEM30
Program Narrtive

PROGRAM NAME: Reorganization Report Generator

PROGRAM ID NUMBER: UPEM30

PURPOSE:

Generates Personnel and Comptroller entry data. Prints all requests and generated transactions for a mass organization change.

FUNCTIONS/FEATURES:

Sorts, writes entry tapes and formats reports.

DESCRIPTION:

a. Input Files:

(1) RFF.

(2) UPEM101I: Request cards and generated YHDs, YEA, YEP, YJA, YJY, and YKA transactions.

b. Output Files:

(1) UPEM301O: Personnel Entry Transaction (YJA, YJY and YKA).

(2) UPEM302O: Comptroller Entry Transaction (YEA, YEP and YHD Adds).

(3) UPEM303O: YHD Delete and Freeze Entry Transaction.

(4) UPEM304P: Request and Generated Transaction Print.

c. Processing Description - Sorts the input file and writes the card images onto the appropriate files. Formats the requests and transactions to print on the appropriate reports. There are five reports output by SCM:

UPEM300A - Requests Transactions
UPEM300B - Personnel Changes
UPEM300C - Manpower Changes
UPEM300D - Military Changes
UPEM300E - MAR Additions
UPEM300F - MAR Deletes

SPECIAL CONDITIONS:

Not normal SPU tapes must use IEBGENER to punch cards.

☆U.S. GOVERNMENT PRINTING OFFICE: 1982-361-521:59